



## **POLICY ON WHISTLE BLOWING**

### **1. SCOPE**

- 1.1 This Policy on Whistle Blowing (herein referred to as “The Policy”) shall comprise of the agreement and undertaking of the Singapore Dragon Boat Association (herein referred to as “SDBA”) employees (herein referred to as “Employees”) ; helpers, volunteers or service providers (herein referred to as “Workforce”) ; National Team Athlete, Coaches and Team Official (herein referred to as “Nteam”) with the SDBA, which is the National Sport Association for the authority and governance of the sport of dragon boat (herein referred to as “The Sport”) in Singapore.

### **2. DECLARATION**

- 2.1 SDBA is committed to creating a healthy working, training and competition environment that enables Employees, Workforce and Nteam to work, train or compete without fear of prejudice, gender bias, provocation and harassment.
- 2.2 SDBA has zero tolerance for all kinds of provocation and harassment and believes that all Employees, Workforce and Nteam have the right to be treated with dignity.
- 2.3 Provocation and harassment at the work, training and competition place or other places designated for official SDBA function or activity, is a grave offence and is strictly prohibited by SDBA.
- 2.4 This Policy has been formulated to create and maintain a safe working, training and competition environment where all Employees, Workforce and Nteam treat each other with courtesy, dignity and respect irrespective of their gender, race, caste, creed, religion, place of origin, sexual orientation, disability, economic status or position in the hierarchy.
- 2.5 Employees, Workforce and Nteam are entitled to work in an environment free from any form of discrimination or conduct which can be considered harassing, coercive, or disruptive.
- 2.6 This Policy comes into effect immediately.

### **3. OBJECTIVE**

- 3.1 To foster a respectful workplace, training and competition place or other places designated for official SDBA function or activity, through the prevention and prompt resolution of provocations and harassments and make SDBA as a satisfactory place for all Employees,

Workforce and Nteam to have their genuine concerns being looked into by SDBA's Management Committee (herein referred to as "The Management").

- 3.2 SDBA is committed towards giving every Employees, Workforce and Nteam a just and fair hearing on issues encountered by them at the workplace, training and competition place or other places designated for official SDBA function or activity
- 3.3 SDBA will take very serious disciplinary action against any victimization of the Employee, Workforce and Nteam who is complaining or the alleged harasser that may result from a complaint.

#### **4 POLICY REQUIREMENTS**

- 4.1 If in the understanding and discretion of The Employee, Workforce and/or Nteam that there has been an act or acts of provocation and/or harassment at the workplace, training and competition place or other places designated for official SDBA function or activity, The Employee, Workforce or Nteam member may inform SDBA General Manager (herein referred to as "GM") verbally and/or in writing regarding the matter.
- 4.2 If The Employee, Workforce and/or Nteam so chooses, he/she can remain anonymous, i.e. his/her identity will not be announced/declared in any formal incident report documents, etc.
- 4.3 SDBA guarantees The Employee, Workforce and/or Nteam immunity against prosecution or retribution, provided no criminal laws of the Republic of Singapore has been broken.

#### **5 SDBA FOLLOW-UP ACTIONS**

- 5.1 SDBA shall form and Ethic Oversight Committee (herein referred to as "The Committee") to investigate the allegations before a charge is made
- 5.2 The Committee shall comprise of minimum three(3) or maximum five(5) members from SDBA Management Committee and shall be appointed by SDBA President.
- 5.3 The Committee shall investigate all allegations within one(1) month of receiving the allegation from GM
- 5.4 The Committee shall present its findings and recommendations to SDBA Executive Committee

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