

## **Whistle Blowing Policy**

The Bone Marrow Donor Programme (BMDP) is committed to comply with all relevant statutory and regulatory requirements with respect to accounting, financial reporting, audits, internal controls, human resources and workplace engagements and any other related matters in our operations.

The Whistleblowing Policy is intended to provide a trusted avenue for employees and outside parties, such as suppliers, customers, contractors and other stakeholders and promote responsible and secure whistleblowing without fear of adverse consequences.

## **Reporting Mechanism**

- a. Whistle Blowers may email his/her concerns to the Audit Committee at [auditcomm@bmdp.org](mailto:auditcomm@bmdp.org) or mail to the BMDP office - 8 Sinaran Drive, #03-02 Novena Specialist Centre, S307470.
- b. BMDP encourages Whistle Blowers to put their names to their allegations whenever possible. Concerns or irregularities expressed anonymously are more difficult to act upon effectively but they will be considered, in view of the seriousness and credibility of the issues raised, and the likelihood of confirming the allegation from attributable sources and information provided.
- c. All concerns or irregularities raised will be treated with confidence and every effort will be made to ensure that confidentiality is maintained throughout the process.
- d. It is essential that all critical information available to the Whistle Blower be presented for effective investigation and evaluation. Reports made should provide as much details and be as specific as possible such as the parties involved, dates and time, the type of concern, evidence substantiating the complaint, where possible contact details, in case further information is required.
- e. List of irregularities includes
  - a) Forgery
  - b) Misappropriation of funds and classified documents
  - c) Abuse and misrepresentation of power and authority
  - d) Failure to comply with laws and regulations
  - e) Discrimination of gender, race, disabilities
  - f) Harassment
  - g) Corruption and bribery
  - h) Theft

## **Safeguards**

The Whistle Blower shall receive no retaliation or retribution for a report that was provided in good faith – that was not done primarily with malice to damage the BMDP, and its reputation.

The identity of the Whistle Blower, if known, shall remain confidential to those persons directly involved in applying this Policy, unless disclosure is required by law to the police or relevant government agencies.