

The Red Pencil (Singapore) - Whistle Blowing Policy

The Red Pencil (Singapore) is committed to a high standard of compliance with accounting, financial reporting, internal controls, and auditing requirements and does not tolerate any malpractice, impropriety, statutory non-compliance or wrongdoing by staff in the course of their work. In line with this commitment, the Whistle Blowing Policy aims to provide an avenue for staff, volunteers and external parties to raise concerns and promote responsible and secure whistleblowing without fear of adverse consequences.

The Whistle Blowing policy is meant to protect genuine whistle-blowers from any unfair treatment as a result of their report. Concerns communicated by whistle-blowers will be treated with strict confidentiality. To the extent feasible and permissible under the law, The Red Pencil (Singapore) shall make every effort not to reveal the identity of the whistle-blowers.

The individual can email the concern to the audit committee chairman via welcome@redpencil.org. Reporting shall be done promptly to facilitate investigation and the taking of appropriate action. The individual will need to identify himself/herself and provide relevant contact details. To facilitate effective investigation, please provide details such as the parties involved, date and time of incident, evidence substantiating the issue, description of incident and any other information relevant to the incident.

All reports made in good faith will be properly assessed, independently reviewed by the audit committee and be treated in strictest confidence.