

## Form to Report a Whistle-Blowing Concern

This form can be submitted to:	
Email: <a href="mailto:wb@lovingheartjurong.org.sg">wb@lovingheartjurong.org.sg</a>	<u>Postal Mail:</u> "Private & Confidential" Attention: Whistle-Blowing Committee  c/o Loving Heart Multi-Service Centre (Jurong) Blk 316 Jurong East St 32 #01-279 Singapore 600316

Alleged Offender / Party's Details	
Name:	Designation:
Contact Number:	Contact Email:

Witness's Details <i>(if any)</i>	
Name:	Designation:
Contact Number:	Contact Email:

Concern - Describe the misconduct and how you have come to know about it. Please provide all the information in an accurate and complete manner to the best of your knowledge.
1. What misconduct occurred?
2. Who committed the misconduct?
3. When did it happen and when did you notice it?
4. Where did it happen?
5. Have you approached the person? If yes, what did he say?

6. Is there any evidence that you could provide us?
7. Were other people involved? If yes, who are they?
8. Do you have any other details or information which would assist us in the investigation?
9. Have you reported the incident internally or through any other channels? If yes, to whom have you made the report?

<b>Reporter's Details</b> <i>(This section may be left blank if you wish to remain anonymous)</i>	
<b>Name:</b>	<b>Designation:</b>
<b>Contact Number:</b>	<b>Contact Email:</b>
<b>Can you be contacted for more information?</b> Yes / No  <i>While it is not compulsory, we encourage all informants making the report to identify himself/herself and provide relevant contact details to allow us to facilitate appropriate follow-up and investigation.</i>  <i>We will treat all information provided by the whistle blower with the strictest confidentiality, with the exception where Loving Heart Multi-Service Centre (Jurong) is under legal obligation to disclose, or when information is required by the relevant authorities for investigation.</i>  <i>No employee or relevant personnel, who in good faith, reports a concern shall suffer harassment, retaliation, or adverse employment consequence. Even if the concern is later proved to be unsubstantiated, the Centre would take action to protect the informant who raises a concern in good faith.</i>	
<b>Date:</b>	<b>Signature:</b>