

## **JAZZ ASSOCIATION (SINGAPORE)**

### **WHISTLEBLOWING POLICY**

Jazz Association (Singapore) is committed to a high standard of compliance with accounting, financial reporting, internal controls and auditing requirements and any legislation relating thereto. In line with this commitment, this Whistleblowing policy provides a platform for employees and external parties to raise concerns and offer them reassurance that they will be protected from reprisals or victimisation for whistleblowing in good faith.

This policy applies to all employees as well as to all external parties who have business relationships with Jazz Association (Singapore). These parties include members of the public, suppliers, contractors, and applicants for employment.

Whistleblowing is defined as a deliberate, voluntary disclosure of individual or organisational malpractice by a person who has or has had privileged access to data, events, or information about an actual, suspected, or anticipated wrongdoing within or by the Jazz Association (Singapore) that is within its ability to control.

#### **Types of Impropriety**

The types of impropriety include but are not limited to the following:

- Failure to observe a legal obligation
- Miscarriage of justice
- Concerns about the Board's accounting, internal controls or auditing matters
- Breach of or failure to implement or comply with the Board's policies
- Corruption, malpractice, acts of fraud, theft and mismanagement or misuse of the Board's properties, assets or resources
- Conduct which is improper, unethical or in breach of the law
- Abuse of power or authority
- Serious conflict of interest without disclosure
- Participation in or condoning a reportable wrongdoing through willful suppression or concealment of any information relating to a wrongdoing

#### **Procedures**

The submission of complete information is important and helps in investigations. Please provide the following, where possible:

- Name(s) of person(s)/company(ies) involved
- Date, time and location of incident
- Frequency of occurrence of the incident
- Value of any money or assets involved
- Physical evidence
- Any other information that may substantiate the feedback/complaint

Such submissions are preferably made in writing, either in the form of a letter or email, and in detail setting out the background and history of events as well as the reason(s) for concern.

#### **Confidentiality**

Whistleblowers are strongly encouraged to provide their names and contact numbers to facilitate investigations. Further clarifications are often needed and helpful in investigations into the feedback/complaints. The ability to investigate depends on the quality and adequacy of the information provided by the Whistleblower. Subject to applicable laws and regulations, Jazz Association (Singapore) will protect the confidentiality of the Whistleblower.

## **Protection of Whistleblower**

When raising concern or providing information about an actual, suspected, or anticipated wrongdoing, done in good faith; the individual, be it an employee or anyone else, he/she shall be protected by Jazz Association (Singapore) against any reprisal. If the results of an investigation show that the Whistleblower acted maliciously or did not act in good faith or submitted a concern which he/she knew to be false, or without a reasonable belief in the truth and accuracy of the information, Jazz Association (Singapore) shall consider to take appropriate actions against the Whistleblower.

The Jazz Association (Singapore) Audit Committee will review all investigation reports and take necessary actions.

## **Reporting Channels**

Private & Confidential  
For the attention of:

Executive Director  
Jazz Association (Singapore)  
Email: [jeremy.monteiro@jazzassociation.sg](mailto:jeremy.monteiro@jazzassociation.sg)  
Tel: 6741 0337

Chairman of Audit Committee  
Jazz Association (Singapore)  
Email: [karen.chan@jazzassociation.sg](mailto:karen.chan@jazzassociation.sg)

Mail:  
Executive Director and/or Chairman of Audit Committee  
Jazz Association (Singapore)  
180 Paya Lebar Road, #11-04E  
Yi Guang Building  
Singapore 409032