

Home For Good, Singapore Ltd **Whistleblowing Policy**

Home For Good, Singapore Ltd (HFG-SG) recognises the importance of whistleblowing in identifying and addressing any potential wrongdoing or malpractice within our organisation. We encourage any individual with concerns or suspicions of possible misconduct regarding any person connected with HFG-SG or its partners, entities, or personnel to report them in good faith to the relevant person in HFG-SG. We are committed to providing a safe and confidential means of raising concerns without fear of reprisal.

Who can whistle-blow?

Any individual or organisation can report concerns his/her or its about wrongdoing by any individual of HFG-SG, including board directors, staff members, volunteers, foster parents, service users, and contractors.

What can be reported?

Any concern about possible wrongdoing on the part of any board directors, member, employee, volunteer, foster parent, service user, contractor, supplier or partner of HFG-SG can be reported, including but not limited to the following:

- Misuse of funds or resources
- Fraud, corruption, or bribery
- Potential breach of anti-money laundering laws and regulations
- Discrimination, harassment, or bullying
- Abuse or neglect of service users or foster children and youth
- Breach of confidentiality
- Health and safety issues
- Non-compliance with policies, procedures, or legal requirements

Reporting Channel: Any concerns can be reported to HFG-SG's Audit Committee at audit@hfg.org.sg. If the concern is regarding the Audit Committee and/or its members, it can be directed to the Chairperson of the Board at joseph.gan@hfg.org.sg.

Any concerns or suspected wrongdoing may be reported to Board member Nicodemus Tan, Chair of the Audit Committee, at nicodemus.tan@bakertilly.sg. Where the concern relates to the Chair of the Audit Committee, the report may instead be submitted to the Chairperson of the Board at joseph.gan@hfg.org.sg.

Confidentiality: Any report submitted under this policy will be handled with the strictest confidentiality. The identity of the individual making the report will be safeguarded and will only be revealed with their consent or as required by law.

Protection from Retaliation: We do not condone any reprisals, discrimination, or harassment against whistleblowers who report in good faith. We are committed to protecting whistleblowers from threats to employment and any other threats of

retaliatory action. Disciplinary actions will be taken against those who retaliate, harass or discriminate against whistleblowers.

Investigation: Any report filed will be reviewed and investigated independently by an investigation committee to be convened by the board. Persons in the investigation committee shall not be the subject of the whistleblowing.

Details:

A whistleblower should be encouraged to provide clear and specific details to help the HFG-SG investigate and respond appropriately to concerns raised. Below is a list of relevant details a whistleblower might provide:

1. Personal Information (Optional)

- Name, contact number, and email (if willing to disclose)
- Relationship to HFG-SG (e.g. employee, volunteer, foster parent, vendor, donor, member of the public)

Note: Whistleblowers should be assured that anonymous reports are accepted and protected under the charity's whistleblowing policy.

2. Nature of Concern

- **Type of misconduct or wrongdoing**, such as:
 - Fraud, theft, or financial mismanagement
 - Conflict of interest or abuse of authority
 - Breach of confidentiality or data protection
 - Discrimination, harassment, or abuse (including child safeguarding issues)
 - Misuse of charitable assets or donations
 - Non-compliance with laws or internal policies
 - Unethical behaviour or cover-ups

3. Description of the Incident

- A **clear and factual description** of what happened
- Dates and times of incident(s)
- How the issue was discovered
- Impact or potential harm caused (financial, reputational, or operational)

4. People Involved

- Name(s) and position(s) of individual(s) involved in the alleged misconduct
- Any witnesses who may be aware of or involved in the situation

5. Supporting Evidence (if any)

- Documents, emails, photos, screenshots, or other relevant records
- Names of documents or records that may help in an investigation
- Location where evidence can be found

6. Any Steps Already Taken

- Whether the issue has been reported to anyone else (internally or externally)
- Responses received or actions taken so far
- Any fear of retaliation or pressure not to report

7. Desired Outcome or Recommendation

- What the whistleblower hopes will happen (e.g., investigation, corrective action)
- Suggestions for how to prevent similar issues in future

HFG-SG is dedicated to maintaining the highest standards of behaviour and ethics. We promote a culture of openness, honesty, and accountability. Our Code of Conduct and whistleblowing policy demonstrate our commitment to providing a safe and supportive environment for all members involved with our charity organisation.

*The **Board Directors** are responsible for overseeing and reviewing this policy, with the Audit Committee overseeing the implementation, monitoring and investigation procedures.*

Revised 14 July 2026

Approved by the Board 28 July 2026

Annexe B – Summary of Changes

Policy Title: Whistleblowing Policy

Section / Clause	Nature of Change	Brief Description of Change	Effective Date
	Amendment	Change of reporting channel for any suspected wrongdoing	28 July 2026
	☐ Addition ☐ Amendment ☐ Removal		
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Annexe C – Policy Version History

Version	Date Approved	Approving Authority	Description of Change
1.0			
1.1			
2.0			

Note: Minor editorial changes that do not affect meaning or application may be approved by the Executive Director.

Annexe D – Detailed Amendments (Tracked Changes)

This annexe records substantive changes to the policy wording for transparency and audit purposes.

NO :	Date of Change	Previous Wording	Revised Wording	Reason for Change
1.	1 July 2026	Reporting Channel: Any concerns can be reported to HFG-SG's Audit Committee at audit@hfg.org.sg . If the concern is regarding the Audit Committee and/or its members, it can be	Any concerns or suspected wrongdoing may be reported to Board member Nicodemus Tan, Chair of the Audit Committee, at nicodemus.tan@bakertilly.sg . Where the concern relates to the Chair of the Audit Committee, the report may	So if there are any issues with management, the report can go to Nicodemus Tan

		directed to the Chairperson of the Board at joseph.gan@hfg.org.sg .	instead be submitted to the Chairperson of the Board at joseph.gan@hfg.org.sg.	

Approval and Control

- These annexes form an integral part of the policy document.
- All changes recorded herein were approved in accordance with the charity's governance procedures.
- Once approved, annexes must not be altered without formal authorisation.
- This document is controlled. Unauthorised changes are not permitted.