

River Academy at Kallang Ltd Whistle-blower Protection Policy

River Academy at Kallang Ltd (The Centre) requires directors, officers, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities.

As employees and representatives of The Centre, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

This Whistle-blower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that The Centre can address and correct inappropriate conduct and actions.

It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of The Centre's code of ethics or suspected violations of law or regulations that govern The Centre's operations.

It is contrary to The Centre for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of The Centre's name.

An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

The Centre has an open-door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Executive Director, or a Board member.

Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to The Chief Executive Officer (CEO) or Board member, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or the CEO or a Board Director.

The CEO is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The CEO will advise the Board of Directors of all complaints and their resolution and will report at least annually to the Treasurer or Chair of the Finance Committee or Audit Committee on compliance activity relating to accounting or alleged financial improprieties.

The CEO shall immediately notify the Audit Committee or Finance Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation.

Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

The CEO will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation.

All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Board Director M Nirmala is designated by the organisation to receive, investigate and respond to complaints.

Name: M Nirmala

Title: Director, River Academy at Kallang Ltd

Contact information: mnirmala.infinity@gmail.com

Policy approved by the Board of Directors on 23 June 2024