



EQUESTRIAN FEDERATION OF SINGAPORE

(A Registered Singapore Charity and Institution of Public Character)
Affiliated to Singapore National Olympic Council, Singapore Sports Council,
Fédération Equestre Internationale & Asian Equestrian Federation

Whistleblowing Policy

1.0 INTRODUCTION & PURPOSE

Equestrian Federation Singapore (“EFS”) is committed to the highest standards of integrity, accountability, transparency, and good governance. This Whistleblowing Policy establishes a confidential channel for raising genuine concerns about illegal, unethical, or improper conduct without fear of retaliation.

The key objectives of this policy are to:

- **Encourage** the reporting of concerns in good faith.
- **Protect** individuals who raise concerns from victimization, harassment, or detrimental treatment.
- **Provide** a clear and secure framework for the investigation of reports and for taking appropriate action.

2.0 SCOPE

This policy applies to all individuals associated with EFS, including but not limited to:

- Board Members and Trustees
- All employees (full-time, part-time, temporary)
- Volunteers, interns, and associates
- Contractors, suppliers, and partners
- Beneficiaries of our programs and services

3.0 WHAT TO REPORT (EXAMPLES OF REPORTABLE CONDUCT)

You are encouraged to report any action or omission that you reasonably believe constitutes:

- **Illegal Acts:** Fraud, corruption, bribery, theft, or money laundering.
- **Financial Malpractice:** Misuse of donor funds, falsification of financial records, improper accounting, or mismanagement of assets.
- **Unethical Conduct:** Violations of EFS's Code of Conduct, ethical guidelines, or internal policies.
- **Dangerous or Unethical Programmatic Activities:** Actions that endanger beneficiaries, staff, or violate core humanitarian principles.

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- **Harassment or Discrimination:** Sexual harassment, bullying, intimidation, or discrimination.
- **Health and Safety Risks:** Serious and imminent risks to the health and safety of staff, volunteers, or beneficiaries.
- **Environmental Damage:** Actions that cause significant environmental harm.
- **Cover-ups:** The deliberate concealment of any of the above.

4.0 HOW TO MAKE A REPORT

To ensure your concern is handled appropriately, reports should be made through one of the following designated channels:

4.1 Primary Channel: The Audit Committee

- **Email:** Send your report to the dedicated, confidential email address: **whistleblowing@efs.org.sg**
- **In Writing:** Send a sealed letter marked "**PRIVATE AND CONFIDENTIAL – For the attention of the Audit Committee Chairman**" to:
100 Jalan Mashhor, Singapore 299177

4.2 Alternative Channel (if the concern involves the Audit Committee)

If your concern involves a member of the Audit Committee directly, you may report it to the **Secretary-General of EFS** at: **secretary_general@efs.org.sg**

4.3 Information to Include in Your Report

To facilitate an effective investigation, please provide as much of the following information as possible:

- Your name and contact information (reports can be anonymous, but this may limit the investigation).
- The nature of the concern and a clear description of the incident(s).
- The name(s) of the individual(s) involved.
- The date(s) and location(s) of the incident(s).
- Any supporting documentation or evidence.

5.0 GOOD FAITH REPORTING

Individuals are expected to report concerns in good faith. This means you have a genuine belief in the truth of the information based on reasonable grounds. While you do not need to have absolute proof, you must not make malicious, vexatious, or knowingly false allegations. Making such false reports may be subject to disciplinary or legal action.



6.0 CONFIDENTIALITY & PROTECTION FROM RETALIATION

- **Confidentiality:** The identity of the whistleblower and the details of the report will be treated with strict confidentiality and shared only with those who have a legitimate need to know for the purposes of the investigation.
- **No Retaliation:** EFS strictly prohibits any form of retaliation, harassment, intimidation, or victimization against any individual who raises a concern in good faith under this policy. Any individual found to have engaged in retaliation will face serious disciplinary action, which may include termination of employment or contract.

7.0 INVESTIGATION PROCESS

1. **Acknowledgment:** Receipt of a report will be acknowledged within 5 working days if contact details are provided.
2. **Assessment:** The Audit Committee will assess the report to determine its validity and the scope of investigation required.
3. **Investigation:** An impartial, fair, and prompt investigation will be conducted. Depending on the nature of the concern, this may be handled by designated personnel or an independent external party.
4. **Outcome:** Following the investigation, appropriate action will be taken. While full details cannot always be disclosed due to confidentiality, the whistleblower will, where possible and appropriate, be informed of the outcome.

8.0 POLICY REVIEW

This Whistleblowing Policy will be reviewed every two years by the Audit Committee, or sooner if required by changes in law or best practice, to ensure its ongoing effectiveness.