

Whistle Blowing Channels

The HPB Whistle Blowing Channels provide individuals with avenues to disclose, in confidence and without fear of reprisal, occurrences of possible wrongdoing within or related to HPB, for appropriate investigation and action.

All disclosures should be made in good faith, without malice, and when the whistle-blower has reasonable grounds for suspecting that an incident of wrongful conduct has occurred. HPB will not tolerate discrimination, retaliation or harassment of any kind against a whistle-blower who submits a complaint or report in good faith.

Wrongful conduct includes but is not limited to the following such as actions that:

- i. Bribery and any form of corruption;
- ii. Theft and/or misuse of HPB's properties, assets or resources;
- iii. Are unlawful actions;
- iv. Failure to observe a legal obligation or a policy of HPB;
- v. Miscarriage of justice;
- vi. Endangering the health or safety of persons or the environment;
- vii. Financial and non-financial administrative malpractice, e.g. not observing proper procedures for tendering;
- viii. Fraud or deliberate error in the preparation, evaluation, review, audit of financial accounts and records;
- ix. Academic or professional malpractice, e.g. violation of intellectual property rights or failure of integrity in research;
- x. Improper conduct or unethical behaviour; and
- xi. Participation in or condoning a reportable wrongdoing through wilful suppression or concealment of any information relating to a wrongdoing.

Reports may be made through the following channels:

Email	Whistleblow@hpb.gov.sg
Post	Attention: Internal Audit Division Health Promotion Board 3 Second Hospital Avenue Singapore 168937

Information To Be Provided

In making a report, the following information should be provided where possible:

- a. Name(s) of person(s)/organisation(s) involved;
- b. Description of the incident, including where, when and how did the incident occur;
- c. Frequency of occurrence of the incident;
- d. Details of any witnesses and evidence you know of;
- e. Value of any money or assets involved; and
- f. Any other information that may substantiate the concern.

All instances of whistle-blowing, including those that do not warrant investigation or further action, will be reported to the Audit & Risk Management Committee comprising Board and/or co-opted members who are independent of HPB Management.

Frequently Asked Questions

Q: Can I remain anonymous?

A: You may choose to raise your concerns anonymously and we shall respect your anonymity. However, concerns expressed anonymously may lack credibility and may hinder follow-up clarifications and investigations. Thus, we would encourage whistle-blowers to identify themselves where possible to facilitate the investigation process.

Q: How will the confidentiality of my identity be protected?

A: The identity of the whistle-blower will be protected and kept under utmost confidentiality. However, under certain circumstances, the identity of the whistle-blower may be revealed to parties on the need-to-know basis such as the Investigation Committee, approving authority, legal and the law enforcement agencies.

Q: What information should I include in the report?

A: Do provide as much specific information and details as you can, for example:

- a. Name(s) of person(s)/organisation(s) involved;
- b. Names of any witnesses;
- c. Description of the incident(s), including date, time and location of incident(s);
- d. Frequency of occurrence of the incident(s);
- e. Details of any evidence you know of;
- f. Value of any money or assets involved; and
- g. Any other information that may substantiate the concern.

Q: Can I share the details of the complaint with anyone outside the HPB whistle blowing channels?

A: All information disclosed should be kept confidential and not shared.

Q: Do I get any rewards for reporting misconduct?

A: No, there is no reward for reporting misconduct to the HPB Whistle Blowing Channels.

Q: Will there be an investigation process after each report is made?

A: We will assess the information received and decide on the action required.

Q: Will I be involved after I report an incident?

A: We may contact you for more information if you have provided your contact details. If you have any new or additional information, or would like to make any amendments to your report, you can contact us at any time

Q: Can I conduct my own investigation?

A: To avoid jeopardising subsequent investigation, the whistle-blower should not proceed to conduct investigation.

Q: Are law enforcement agencies notified of reports made to the HPB Whistle-blowing channels?

A: We will assess the information received and notify the relevant law enforcement agencies where necessary and appropriate.