



SINGAPORE CHINESE DANCE THEATRE WHISTLEBLOWING POLICY

Version:	2.0	Status:	Approved & Adopted	Effective Date:	24 Mar 2026
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1. PURPOSE

- 1.1 Singapore Chinese Dance Theatre (“SCDT”) is committed to maintaining the highest standards of integrity, ethics, and honesty in all its operations and services.
- 1.2 The purpose of this Whistleblowing Policy (the “Policy”) is to provide a safe and confidential avenue for reporting suspected misconduct, wrongdoing, or statutory non-compliance, ensuring timely investigation and appropriate action.
- 1.3 This Policy supports SCDT’s commitment to good corporate governance, transparency, and compliance with all applicable laws and regulations.

2. SCOPE

- 2.1 This policy applies to all individuals associated with SCDT, including members of the Board of Directors, employees, volunteers, interns, contractors, and any other stakeholders.
- 2.2 It covers concerns relating to:
 - Fraud, corruption, or financial irregularities;
 - Theft, misappropriation, or misuse of SCDT’s assets or resources;
 - Breaches of SCDT policies, laws, or regulatory requirements;
 - Cheating, falsification of records, or manipulation of data; and
 - Any other misconduct or unethical behaviour that could affect SCDT’s operations, reputation, or stakeholders

3. PRINCIPLES

- 3.1 **Confidentiality** – All reports will be treated confidentially to protect the identity of the person(s) who make the report (the “Whistle-blower”), except where disclosure is required by law.
- 3.2 **Non-Retaliation** – SCDT will protect the Whistle-blower from retaliation, discrimination, or adverse consequences arising from making a report in good faith. Any employee

found retaliating against the Whistle-blower will face disciplinary action, up to and including termination.

3.3 **Good Faith Reporting** – Reports must be made honestly and based on a reasonable belief of wrongdoing. Deliberately false or malicious reports may be subject to disciplinary action.

4. **REPORTING OF CONCERNS**

4.1 The report can be made in the following form to the SCDT’s Chairperson of the Board of Directors (the “Board”). The Whistle-blower is required to make his/her identity known to the Chairperson. All reports will be duly acknowledged as soon as possible upon receipt.

4.2 Individuals are encouraged to report concerns as soon as possible. Reports can be made via:

Email	Mail
Whistleblowing@scdt.com.sg	The Chairperson Singapore Chinese Dance Theatre 5 Sennett Road, Singapore 466781

4.3 The report should, as far as possible, include the following information:

- Date, time, place and nature of the wrongdoing – Identity of the parties involved
- Details and/or copies of any relevant documents supporting the report, and
- Name and contact details of the Whistle-blower (Encouraged to help in the investigation when necessary)
- Any other relevant information.

4.4 The recipient of the report will acknowledge receipt within **3 business days** and will provide an update within the **next 5 business days**

5. **INVESTIGATION AND OUTCOME REPORT**

5.1 The Chairperson may appoint a Director (the “reviewer”) to review all reports submitted and shall determine the appropriate action to be taken. If the report is deemed to be frivolous or unsubstantiated, the Board may not take further action on it.

- 5.2 Where the report is deemed to be valid, the Reviewer shall report to the Board. Depending on the complexity and nature of the concern, the Board may engage external parties (the “Investigator”) to conduct the investigation.
- 5.3 The Reviewer or the Investigator may, from time to time, contact the Whistle-blower should there be a need to clarify certain matters in the report.
- 5.4 Upon conclusion of the investigation, the Reviewer shall submit a report to the Board on the outcome of the investigation and their recommendation. The Board shall be responsible for ensuring that all recommendations are acted upon.
- 5.5 The whistle-blower shall be kept informed of the outcome of the investigation at the earliest possible time.

6. RETENTION OF RECORDS

- 6.1 Reviewer will maintain a log of all reported incidents or concerns, tracking their receipt, investigation and resolution.
- 6.2 Reviewer will also maintain a record of all steps taken in connection with any investigation conducted of a reported incident, including investigations which are subsequently found to be unsubstantiated or cases dropped because of insufficient information.

7. REVIEW AND AMENDMENT

- 7.1 This policy will be reviewed at least once every two years, or earlier if significant changes in laws, regulations, or organisational operations arise. Amendments will be made as necessary to ensure the policy remains current and relevant.

8. DOCUMENT HISTORY

Version	Date Released	Changes Made	Approved By
1.0	5 Jul 2023	Initial Version	The Board
2.0	24 Mar 2026	Major Changes in wording.	The Board

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