



## Whistleblowing Policy

### Policy Statement

RAPID takes violation of ethics and values as well as legal offences very seriously. RAPID encourages and protects its staffs who report any non-compliance issues that go against the values and policies of the organisation. This whistleblowing policy provides guidance and procedures for reporting noncompliance issues. This policy also sets out RAPID's approach to protect its staffs who report such issues. This policy applies to all areas of RAPID's work. RAPID will provide adequate and appropriate resources to implement this policy and ensure it is communicated and understood.

### What is whistleblowing and what can be reported?

Whistleblowing refers to the voluntary disclosure of inappropriate, unethical or unlawful behaviour and practices by RAPID staffs.

The following list includes potential improper and reportable conduct for whistleblowing:

- Violation of RAPID policies
- Any unlawful or illegal activities, whether criminal or breach in civil law
- Actions that can cause physical danger/harm to another person
- Actions that can give rise to risk of damage to properties/assets
- Fraud/theft/embezzlement/dishonesty
- Corruption/bribery
- Bullying and harassment
- Forgery or alteration of any documents belonging to RAPID
- Profiteering due to insider knowledge
- Misuse of position
- Any other similar or related irregularities.

### Procedures for reporting

- Any RAPID staff noticing a potential violation or suspicious behaviour of another RAPID staff should try to discuss the matter immediately with that person to understand the cause for that behaviour or act.

- If the above is not possible or there is a potential threat of retaliation, the matter should be reported to the supervisor/reporting manager/Executive Director who can further look into the matter.
- If none of the above is possible, or if the reporting person does not have contact details of any of the above, the matter can be directly reported to the Chairman.
- After noticing any irregularities, any report should be provided in writing immediately and generally not later than three months after the event(s) has happened. The whistleblower should provide specific information to allow for a proper evaluation of the matter.

### Actions on whistleblowing

- After receiving the whistleblowing report, RAPiD ED will be responsible for arranging a proper investigation. ED will form an investigation team to assess the whistleblowing incidence if necessary.
- Investigation report of whistleblowing incidents should be submitted to the ED, unless the report is against the ED, in which case it will be reported to the Chairman.
- RAPiD will ensure that whistleblowing reports and the identity of the whistleblower are kept confidential.