

## STRICTLY CONFIDENTIAL

**Whistle blowing Reporting Form**

*(Please use this form when submitting a report of alleged or suspected activity or conduct as spelt out in the scope of the Council's whistle blowing policy. Read instructions overleaf before completing form)*

**1. Contact Details**

Name (optional) :

Contact No. :

**2. Disclosure Details**

Date of incident :

Time of incident :

Nature of incident :

Particulars of officer(s) who committed the alleged or suspected act(s):

Name	Designation	Division

Description of incident(s), including what and where it happened, how the suspect was there and loss of monies and/or other issues pertaining to the scope of the alleged or suspected act(s). Attach additional pages and supporting documentation if necessary.

**3. Official Use**

Date / time of receipt :

Receipt method :

(Letter or email)

Administered by :

Action taken :

**Instructions on reporting:**

1. An individual can report on alleged or suspected acts to Internal Audit by email or post:

**Head (Internal Audit)**

National Arts Council  
90 Goodman Road  
Goodman Arts Centre  
Blk A #01-01  
Singapore 439053

[NAC\\_whistleblow@nac.gov.sg](mailto:NAC_whistleblow@nac.gov.sg)

2. All information reported will be kept strictly confidential.
3. The information disclosed should be factual, reasonably believed to be substantially true and must be made in good faith.
4. For the incident(s) reported, the nature of the incident(s) should fall within the Scope of Whistle blowing as listed below.
5. To facilitate the review of the incident(s) reported, all information requested for should be sufficiently provided. With more information provided, there is a better chance of determining the alleged or suspected acts committed. Without sufficient information, investigations on the reported incidents cannot proceed and the case will be classified as void.

**Scope of Whistle blowing:**

The scope of possible misdeeds or improprieties includes but is not limited to the following:

- a) Unethical and improper practices or alleged wrongful conduct or non-compliance in matters of financial reporting, internal control, code of conduct or other related matters.
- b) Fraud or suspected fraud, thefts and dishonest acts or making fraudulent statements to stakeholders and regulatory authorities.
- c) Corruption (accepting or giving bribes), theft and misuse of NAC's properties, assets or resources.
- d) Misappropriation of funds.
- e) Preferential treatment to artists/arts organisations, grants recipients and intermediaries (such as venue operators, galleries etc).
- f) Conflict of interest without disclosure.
- g) Disclosure of confidential information to external parties.
- h) Concealment of information about any malpractice, misconduct or prohibited activities.
- i) Intimidation, discrimination or harassment of staff and other persons during the course of work or in the capacity as an NAC employee.
- j) Destruction, removal or inappropriate use of records and assets of NAC
- k) Sabotage of NAC's IT system.
- l) Actions causing injury to person or loss or damage to NAC's property.
- m) Abuse of power and authority
- n) Failure to comply with legal obligation relating to NAC contracts or agreements (e.g. breach of a contractual or other common law obligation, statutory duty or requirement, malpractice)

Note - The whistleblowing policy does not apply to staff grievances or complaints relating to job performance and terms and conditions of employment, of which are administered by the People & Culture (P&C) Department.