



Silence Is Not Always Golden

What is a Whistle Blower

You are considered a whistleblower if, as a worker, you report specific types of misconduct. This is typically related to something you've observed at work, though not always.

When can I blow a whistle

You can report concerns at any time about incidents from the **PAST**, **PRESENT**, or those you believe may happen in near **FUTURE**.

What complaints counts

- Criminal offence, Ex: fraud
- Health & Safety violations
- Environmental damage
- Miscarriage of justice
- Authority abuse
- Hide or conceal wrongdoing

How and Who to Report

Whistleblowers are encouraged to submit their disclosures in writing with sufficient detail, including:

- A description of the improper conduct.
- The names of individuals involved in the misconduct.
- Specific details on the 'how,' 'what,' and 'where' of the conduct, along with any supporting documents or evidence, if available.

Submit concerns directly to:

Director

keejin@ivygreensolutions.com

HR

vanessa.yap@ivygreensolutions.com



Are YOU Protected

As a whistleblower, YOU'RE PROTECTED BY LAW! (WHISTLEBLOWER PROTECTION ACT 2010)
You should NOT be TREATED UNFAIRLY OR LOSE YOUR JOB because you 'blow the whistle'. This protection applies to both employees and trainees. You may also report concerns anonymously to your employer/prescribed person.

Take Note

1. Personal grievances (ex: bullying, harassment) are not covered by whistle blowing law, unless your case is in the public interest.
2. If you report your concerns to the media, you'll likely lose your whistleblowing protections.

How we manage whistle blow

Concerns submitted will be reviewed and investigated, and a decision will be made on whether action is necessary. If the information provided is insufficient, further clarification may be requested. Company will keep whistleblower informed about any actions taken. However, company may not share all details if maintaining the confidentiality of other individuals is necessary.