



Whistleblowing Policy

As a church, Gospel Light is committed to upholding the highest standards of integrity and ethics in all of our activities. The purpose of this Whistleblowing Policy is to provide channels through which staff, members or external parties of Gospel Light to raise concerns, in confidence, about possible violations pertaining to financial or other matters involving Staff and Board members of Gospel Light Christian Church.

(A) General Guidelines for Whistleblowing

1. Anyone can whistleblow at any time without fear of retaliation or recrimination.
2. It is assumed that all whistleblowing is done in good faith based on genuine concerns.
3. Whistleblowing is directed at Staff or Board members of Gospel Light on matters such as (but not limited to):
 - Financial malpractices or impropriety such as fraud, corruption, bribery or theft;
 - Misappropriation of Gospel Light's classified documents;
 - Harassment, abuse or misrepresentation of power and authority;
 - Failure to comply with laws and regulations;
 - Actions detrimental to health and safety or the environment;
 - Serious conflict of interest without disclosure;
 - Breach of Gospel Light's policies or Code of Conduct; and
 - Concealing information about any of the above malpractice or misconduct.
4. All complaints raised by a whistleblower will be considered. The follow up actions by the church will take into account the sufficiency of the information provided, the severity of the allegations and the parties involved.
5. General complaints and grievances over service quality, ministry deficiency, operational matters, HR policy, staff development review, unhappiness over private conduct of fellow Gospelites etc. are not matters for whistleblowing. These concerns should be taken up with ministry leaders, pastors or department heads.

(B) Disclosures and Information

1. All concerns must be documented using the form given below.
2. The Whistleblower should provide specific information such as names of parties involved, places, dates, times and descriptions of alleged wrongdoings. The ability to investigate depends on the quality and adequacy of the information provided by the Whistleblower.
3. The whistleblower is strongly encouraged to provide his/her name and contact number to facilitate investigations and verification.
4. Subject to Singapore laws and the Gospel Light's Constitution, Gospel Light will protect the confidentiality of the Whistleblower.

(C) Whistleblowing Channels

1. Write to Gospel Light Christian Church's Church Committee Chairman as well as Senior Pastor via:
 - Email: whistleblow@gospellight.sg
 - Letter: Addressed to GLCC Church Committee Chairman at 39 Punggol Field Walk #05-00 Singapore 828753

REPORT OF WHISTLEBLOWING CASE

Please indicate if you are a/an: Member of Gospel Light
 Employee of Gospel Light
 External party

Informant's Name: _____

Informant's Email: _____

Informant's Contact Number: _____

* Identity of Informant will be kept strictly confidential as stated in the Policy.

DESCRIPTION OF CASE

Describe the suspected improper activity or misconduct and how you know about it. Specify who, what, when, where and how. Provide evidence where available.

