

Whistle Blowing Policy

Leukemia and Lymphoma Foundation (LLF) is committed to the highest standard of integrity, ethics and corporate governance in our services and operations. This Policy complies with the Code of Governance and is intended to provide guidance to those who have concerns about possible irregularities or suspected misconduct within the organisation.

Objectives

1. Provide a trusted avenue for employees and individuals to raise concerns.
2. Provide assurances of protection to anyone reporting a genuine concern in good faith, against detriment, reprisals, victimisation or other adverse consequences.

List of Irregularities

- a. Misappropriation of funds and classified documents
- b. Abuse and misrepresentation of power and authority
- c. Failure to comply with laws and regulations
- d. Forgery and/or Theft
- e. Serious conflicts of interest without disclosure
- f. Corruption and bribery
- g. Discrimination of age, disabilities, gender, ethnics or religion

The above list is non-exhaustive and subject to continuous review. All employment contracts or terms of employment would be subject to this policy.

Reporting Procedures

The whistle blower may email and report the concerns as follow:

Information Required:	Send / Email to:
<ul style="list-style-type: none"> ▪ Date, time, place and nature of the irregularities ▪ Identity of the parties involved ▪ Details and/or copies of any relevant evidence substantiating the matter ▪ Where possible contact details, in case further information is required 	<p>Private and Confidential To be Opened by Addressee ONLY</p> <p>Audit Committee Chairman Leukemia & Lymphoma Foundation 10 Sinaran Drive #10-20 Novena Medical Center Singapore 307506 ✉ audit@llf.org.sg</p>

Confidentiality

1. The identity of the Whistle Blower, if known, shall remain confidential to those persons directly involved in applying this Policy, unless disclosure is required by law to the police or relevant government agencies.
2. All concerns or irregularities raised will be treated with confidence and every effort will be made to ensure that confidentiality is maintained throughout the process.
3. All matters reported under this policy will be taken seriously and thoroughly investigated, and necessary response will be given to the whistle blower as soon as possible.
4. The Whistle Blower shall receive no retaliation or retribution for a report that was provided in good faith – that was not done primarily with malice to damage any individual, or the organisation and its reputation.

