

WHISTLEBLOWING - REPORTING OF WRONGFUL PRACTICES INVOLVING STAFF MEMBERS OF NUS

The University is committed to steward our resources responsibly by maintaining an ethical culture, one of integrity and compliance with laws, regulations and standards.

In line with the above commitment, the University instituted a [Whistleblowing Policy \(HR 080/11\)](#) to provide a channel for the reporting of actual or suspected wrong doings committed by any University staff for investigation and corrective actions as well as assurance that staff will be protected from reprisals for whistleblowing in good faith.

Scope

The Policy covers, but is not limited, to the following wrong doings:

- (a) Illegal activities, unethical and improper practices relating to financial and accounting matters and standards.
- (b) Non-compliance with laws and regulations.
- (c) Breach of University's Statutes, policies and code of conduct.
- (d) Acts of Retaliation against staff who have made an allegation or assisted in the investigation of an allegation.

The Policy does not cover staff grievances or complaints such as those relating to University's policies and procedures involving job performance, employment terms and conditions, speed of claims processing, facilities maintenance standard etc. Staff members should raise such matters through the usual reporting channels.

Reporting Channels and Structure

Reporting On	Report To	Channels
Alleged Wrong doings by NUS staff	Whistleblowing Unit	Dedicated <ul style="list-style-type: none"> ▪ Email: whistleblow@nus.edu.sg ▪ Fax number: 67748355 ▪ Postal address: Office of Internal Audit (Marked "Confidential", Attention to Whistleblowing Unit, and sealed in an envelope) University Hall Tan Chin Tuan Wing UHT #03-01 21 Lower Kent Ridge Rd Singapore 119077 ▪ Telephone number: 65166209
	Or	Or

	Audit Committee Chairman	Dedicated <ul style="list-style-type: none"> ▪ Email: ACChair@nus.edu.sg ▪ Postal address: Office of Internal Audit (Marked “Confidential”, Attention to Audit Committee Chairman and sealed in an envelope) University Hall Tan Chin Tuan Wing UHT #03-01 21 Lower Kent Ridge Rd Singapore 119077
Alleged Research Misconduct covered by the NUS Code and Procedures on Research Integrity	Deputy President (Research & Technology)	In person or in writing in a sealed envelope, signed and marked “confidential” to Office of Deputy President (Research & Technology) Level 5, University Hall Lee Kong Chian Wing 21 Lower Kent Ridge Rd Singapore 119077

Responsibilities of Whistleblower

Staff making a report (Whistleblower) should ensure that all claims of wrong doings are made in good faith. When making a report, the Whistleblower should provide as much details as possible in relation to:

- (a) What is the alleged act?
- (b) Who is involved in the act?
- (c) When and where did it occur?
- (d) What are the supporting documents and evidence?

The Whistleblower is encouraged to identify himself/herself and provide his/her contact details. After making a report, the whistleblower should refrain from further investigation of the incident, confrontation of the accused or further discussion of the incident. If he or she has identified himself/herself, he or she will be contacted by the investigation team to provide additional information or clarification, where appropriate.

Related Documents

- (i) **Investigation of Wrongful Practices Involving Staff Members of NUS reported under the Whistleblowing Policy [HR 081/11](#)** providing guidelines for investigation of allegations reported is available in the HR Procedures repository in the Staff Portal (available to Heads and Deans only)
- (ii) **NUS Code and Procedures on Research Integrity [\(RI-7\)](#)** providing guidelines for the reporting and investigation of suspected wrong doings related to research

integrity. A copy of the Code is available in the Research Policies & Guidelines repository in the Staff Portal.

- (iii) **Procedures for the Management of Safety & Health Misconduct by Staff** ([NUS/OSHE/P/01.Rev02](#)) detailing the steps for investigation of misconduct related to safety and health.
- (iv) **Staff Disciplinary Procedures** [HR 135/11](#), available in the HR Procedures repository in the Staff Portal.

Enquiries

For clarification and enquiries, staff can contact Office of Human Resources –.

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Non-Academic Staff:	Ms Lee Ping Ping Mr Wan Wai Meng	ext. 64907, ohrlepp@nus.edu.sg ext. 62336, ohrwwm@nus.edu.sg

Policy Review

This Policy is implemented on 12 August 2011. It will be reviewed periodically by Office of Human Resources and Office of Internal Audit.