New Creation Church
Summary of Whistleblowing Policy

INTRODUCTION

- Whistle-blowing Policy ("Policy") aims to provide an avenue for employees and relevant stakeholders of New Creation Church ("NCC") to raise concerns and offer reassurance that they will be protected from reprisals or victimisation when such concerns are provided in good faith.

REPORTABLE INCIDENTS

- Concerns raised under this Policy should be done **in good faith** and the alleged misconduct or malpractice should have a **large potential adverse impact** on NCC and/or public interest.
- The **examples** below are intended to give an indication of the kind of conduct which might be considered as irregularities. These include but not limited to:
  - Concerns about NCC's accounting, internal controls or auditing matters
  - Breach of or failure to implement or comply with NCC's policies
  - Impropriety, corruption, acts of fraud, theft and/misuse of NCC's properties, assets or resources
  - Conduct which is an offence or breach of law
  - Abuse of power or authority
  - Serious conflict of interest without disclosure
  - Intentional provision of incorrect information to public bodies
  - Any other serious improper matters which may cause financial or non-financial loss to NCC, or damage to NCC's reputation
  - Acts to mislead, deceive, manipulate, coerce or fraudulently influence any internal or external accountant or auditor in connection with the preparation, examination, audit or review of any financial statements or records of NCC
  - Concealing information about any malpractice or misconduct
  - Threats to health or safety of employees, members of congregation, vendors and/or the public
- **General complaints and grievances** over service quality, ministry deficiency, operational matters, unhappiness over private conduct of fellow members etc. **are not concerns for whistle-blowing**. These concerns should be taken up with ministry leaders and pastors.
- Any doctrinal or theological discussions can be directed to any of NCC's pastors.

PROTECTION AGAINST REPRISALS

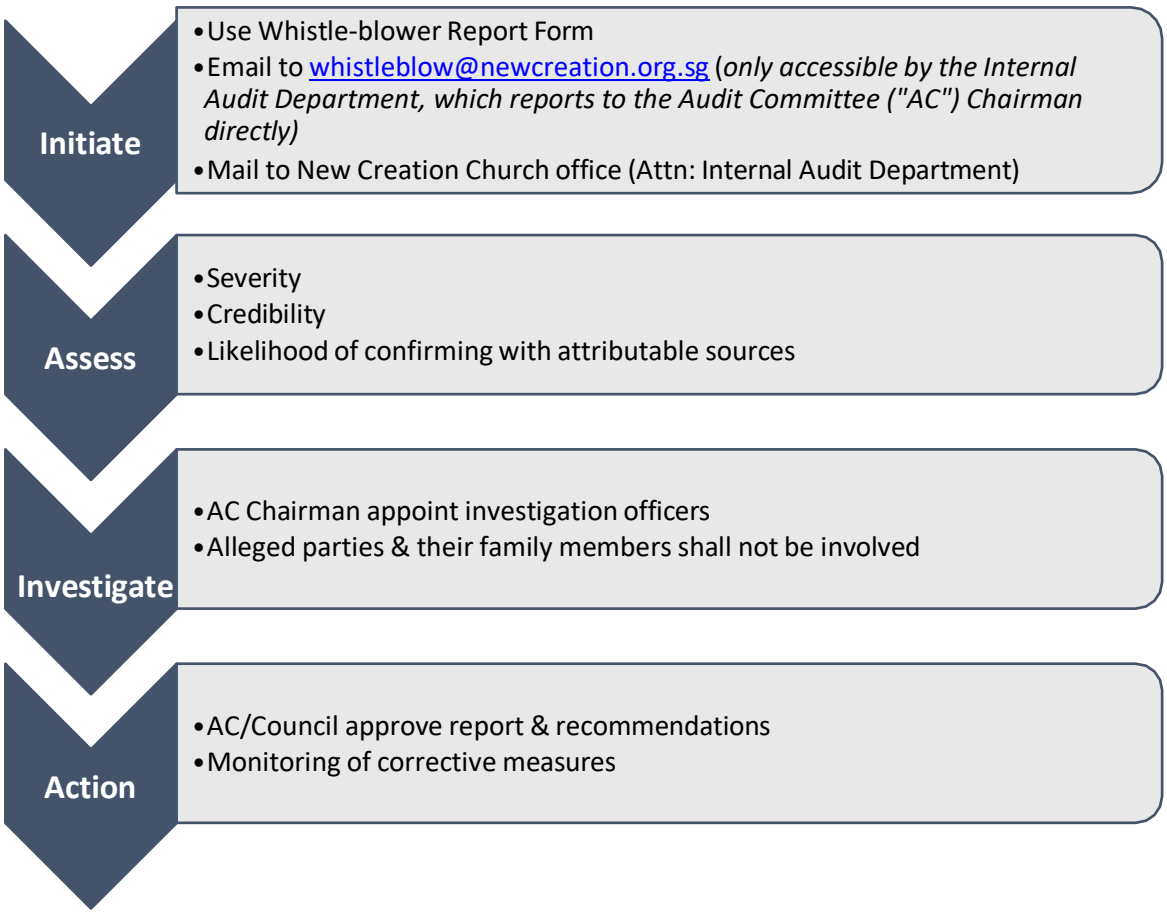
- A person, who raised a concern in good faith, will be protected from any form of reprisal, discrimination or harassment, even if the concern is later proven to be unsubstantiated.
- However, NCC does not condone frivolous, mischievous or malicious allegations.

CONFIDENTIALITY

- All concerns raised and identity of whistle-blowers will be treated with **strict confidentiality**.

WHISTLE-BLOWING PROCESS

- Concerns should be **raised in writing using "Whistle-Blower Report Form"**. The information reported should be as specific as possible, such as details of the parties involved, dates or period of time, description of the incident and evidence substantiating the concern raised, where possible.
- Whistle-blowers are **expected to provide their names and contact numbers** to facilitate investigation. NCC will consider concerns lodged anonymously if the concerns are substantiated with documentary evidence.
- Process in summary



Whistle-Blower Report Form	
Whistle-blower's details **(*Kindly note that you may be contacted for further information during the investigation.*)**	
Name, Designation, Department, Contact number and E-mail address	
Alleged Party's details	
Name, Designation, Department, Contact number and E-mail address	
Witness' details (If any)	
Name, Designation, Department, Contact number and E-mail address	
Concern/Complaint **Describe the misconduct and how you have come to know about it.**	
1. What misconduct occurred?	
2. Who committed the misconduct?	
3. When did it happen and when did you notice it?	
4. Where did it happen?	
5. Have you approached the person? If yes, what did he say?	
6. Is there any evidence that you could provide us?	
7. Were other people involved? If yes, who are they?	
8. Do you have any other details or information which would assist us in the investigation?	
9. Have you reported the incident internally or through any other channels? If yes, to whom have you made the report?	
Date:	Signature:
How to submit the form?	
a. Email to: Internal Audit Department whistleblow@newcreation.org.sg	b. Mail to: Internal Audit Department New Creation Church 51 Cuppage Road, #09-01 Singapore 22949

☐ I acknowledge that I have read and understood the Privacy Policy, and give my consent to the collection, use, and disclosure of my personal data by New Creation Church for the purpose of the above and any subsequent investigations and/or follow up actions, in accordance with NCC's Privacy Policy and Terms of Use.

☐ If I have provided personal data of individuals other than myself e.g. witness(es), I confirm that I have (i) sought consent from them to the collection, use, and disclosure of their personal data and (ii) informed them of the purpose.

In accordance with the Singapore Personal Data Protection Act 2012 (PDPA), you may exercise your right to access, modify,and/or delete your registered records. For more information on our Privacy Policy, please visit https://www.newcreation.org.sg/privacy-policy. For inquiries, please email the Data Protection Officer at dpo@newcreation.org.sg