

WHISTLEBLOWING

aLife takes whistleblowing seriously and will review all reports and initiate an investigation where possible. If you suspect an actual or possible misconduct by aLife staff, we encourage you to speak up and report it. Some examples of unethical situations include:

- Forgery, fraud or theft
- Misappropriation of funds and classified documents
- Abuse and misrepresentation of power and authority
- Failure to comply with laws and regulations
- Discrimination or harassment
- Corruption and bribery
- General malpractice such as immoral, illegal or unethical conduct
- Any other serious improper matters which may cause financial or non-financial loss to aLife or damage aLife's reputation

How to make a report

Concerns (in writing) may be raised with information (see Whistleblower Report Form) provided to:

Private & Confidential
For the Attention of Audit Committee Chairman
aLife Ltd
Blk 308 Shunfu Road #01-165
Singapore 570308
OR
Email Address: whistleblowing@alife.org.sg

All concerns raised will be independently reviewed by the Audit Committee and all information provided will be kept strictly confidential. You should provide as much information as possible to facilitate any subsequent action or investigation.

Protection of whistleblower's identity

aLife is committed to ensuring that all disclosed information and the identity of the whistleblower shall be treated with the strictest confidence. We prohibit retaliation of any kind against any individual who, in good faith, reports a suspected misconduct.

General Enquiries

For general enquiries, please email contact@alife.org.sg

Whistleblower Report Form	
Whistle-blower's details This section may be left blank if the whistle-blower wishes to remain anonymous)	
Name, Designation, Department/Charity, Contact number and E-mail address	
Can you be contacted for more information?	Yes/No
Alleged Party's details	
Name, Designation, Department, Contact number and E-mail address	
Witness' details (If any)	
Name, Designation, Department/Charity, 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?	
Signature:	Date:
Who to submit the form to? For the Attention of Audit Committee Chairman	
Email Address: whistleblowing@alife.org.sg	Mail to: Blk 308 Shunfu Road #01-165 Singapore 570308