

Singapore Cricket Association

Whistleblowing Regulations

Version: 1.0 **Adopted:** 08/08/2025 **Review Date:** 08/08/2025 [if required]

1. Purpose

- ✓ To provide a formal, secure, and confidential channel for anyone (members, officials, staff, volunteers, umpires, and other stakeholders) to report concerns about wrongdoing, misconduct, or potential breaches of laws, policies or ethical standards in SCA.
- ✓ To ensure that concerns are properly investigated and addressed, while protecting whistleblowers from retaliation or victimisation.
- ✓ To promote a culture of transparency, accountability, integrity, and trust within SCA.

2. Scope

This regulation applies to all:

- ✓ SCA employees, contractors, consultants, volunteers, umpires, match officials, and committee (OWC, SCA Board, etc.) members.
- ✓ Affiliates, member clubs.
- ✓ Any person who deals with SCA, including external parties, who have information about misconduct related to SCA operations or in connection to SCA's functions.

3. Definition of Whistleblower and Wrongdoing

- ✓ **Whistleblower:** Any individual who makes a disclosure under this regulation about suspected or actual misconduct, wrong-doing, breach of law or regulation. Reports may be made by individuals inside or outside SCA.
- ✓ **Wrongdoing / Reportable Incidents** include, but are not limited to:
 - a. Misuse or misappropriation of SCA funds, assets or property;
 - b. Fraud, corruption, bribery;
 - c. Conflict of interest that has not been properly disclosed;
 - d. Bypassing or manipulation of selection processes, nomination procedures, or governance structures;
 - e. Violation of laws, codes, regulations applicable to SCA;
 - f. Discrimination, harassment, bullying;
 - g. Retaliation against others for raising concerns;
 - h. Concealment or suppression of any of the above.

4. Reporting Channels & Process

Channel	Means of Reporting
Primary internal channel	Email / written form / secure online portal Email – admin@singaporecricket.org
Alternate	Report to SCA CEO/ SCA Board Chair or SCA Board Member.

- a. Whistleblowers are encouraged to provide the following information when making a report: nature of the concern, date/time/location, persons involved, witnesses, any evidence/documents.
- b. Reports may be made anonymously. However, identifying oneself facilitates investigation; anonymous reports will be considered but may limit follow-ups if insufficient detail.

5. Confidentiality and Protection

- a. All disclosures will be treated confidentially. The identity of the whistleblower, where provided, shall not be disclosed beyond those involved in investigating / resolving the matter, unless required by law.
- b. Whistleblowers who act in **good faith** will be protected against retaliation, harassment, demotion, termination or any adverse consequence.
- c. If a whistleblower believes they have been subject to retaliation, they can report that as a further concern under this regulation.
- d. False or malicious reports (made knowingly or recklessly) may lead to disciplinary action.

6. False or Malicious Whistleblowing

- a. All individuals reporting concerns to the Singapore Cricket Association (SCA) are expected to do so **in good faith** and with a **genuine belief** that a breach of rules, misconduct, or irregularity has occurred. Reports should be accurate, fact-based, and made responsibly.
- b. Any person who knowingly or recklessly provides **false, misleading, or malicious information** will **not be protected** under this SCA Whistle-Blowing Regulation.
- c. Individuals found to have intentionally made false or malicious reports may face **disciplinary action** by the SCA, which may include:
 - a. Verbal or written reprimand
 - b. Suspension or termination of membership, employment, or engagement
 - c. Referral to relevant authorities if the false report involves potential legal liability
- d. The SCA reserves the right to **investigate all reports thoroughly**, while maintaining confidentiality and ensuring fairness, before determining any action.
- e. **Protection under this regulation applies only to reports made in good faith.** Individuals making false or malicious reports **forfeit any protection** under this regulation.

7. Investigation Procedure

- a. **Acknowledgement:** Upon receipt of a whistleblowing report, the Whistleblowing Officer or Committee will acknowledge receipt (within a stated timeline, e.g. 5 business days).
- b. **Preliminary assessment** to determine if the report falls within scope and whether more information is needed; decide whether investigation is warranted.
- c. **Investigation:** If warranted, a fair, thorough, impartial investigation is carried out by designated persons / committee / external investigator. All relevant persons (including alleged wrongdoer) should have opportunity to respond.
- d. **Reporting findings:** Upon conclusion, the investigator's findings and any recommendations are presented to the SCA Board / Audit Committee (or equivalent oversight body).
- e. **Remedial action:** If wrongdoing is confirmed, appropriate corrective actions (disciplinary, process change, reporting to authorities if needed) shall be taken.
- f. **Feedback:** Whistleblower will be informed of the outcome, where possible, subject to confidentiality and legal constraints.

8. Oversight & Roles

- a. **Whistleblowing Officer / Ethics & Audit Committee:** Maintain oversight of regulation, handle reports, ensure protection of whistleblowers, manage investigations.

- b. **SCA SCA Board/ Executive Committee:** Responsible for ensuring this regulation is enforced, receiving periodic summary reports (without compromising confidentiality) of number of reports, types of issues, status/resolution, and evaluating whether regulation needs improvement.
- c. **Secretariat:** Maintain secure record-keeping; ensure information reaches appropriate persons; maintain confidentiality and chain of custody of documents.

9. Timelines

- a. Acknowledgement of receipt: within **5 working days** of report submission.
- b. Preliminary assessment: within **10 working days** of acknowledgement.
- c. Investigation: to be completed (depending on complexity) within **[30-60 working days]** after assessment. Extensions permitted with SCA Board approval.
- d. Final report: to SCA Board within a further period after investigation, with recommendations.

10. Other Provisions

- a. Whistleblower may seek external recourse if internal process is unsatisfactory (e.g. approach legal/adjudicative bodies) in accordance with applicable laws.
- b. This regulation will be published on SCA Website for information to all stakeholders.
- c. This regulation will be reviewed annually or sooner if needed due to legal / regulatory / operational changes.