

Whistleblowing Complaint Form

Whistle-blower's Details (Note: This section may be left blank if the whistle-blower wishes to remain anonymous)

Name:

Designation:

Centre:

Contact number:

E-mail address:

Can you be contacted for more information? Yes No

Alleged Party's Details

Name:

Designation:

Centre:

Contact number:

E-mail address:

Witness' Details (if any)

Name:

Designation:

Centre:

Contact number:

E-mail address:

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?



Abilities Beyond Limitations and Expectations

4. Where did it happen?

5. Have you approached the person? If yes, what did the person 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: _____

When raising concern or providing information about an actual, suspected, or anticipated wrongdoing in good faith; the individual, be it an employee or anyone else, he/she shall be protected against any reprisal such as employment termination, retribution, or harassment.

However, ABLE will not condone any allegations which are frivolous, mischievous or malicious. Employees, found making such allegations, shall be subject to disciplinary action. Concern or information about an actual, suspected or anticipated wrongdoing as well as its source shall be treated with strictest confidence.

Exceptions to above include:

- When ABLE is under legal obligation to disclose such information provided;
- When the information is already in the public domain;
- When the information is given in strict confidence for legal or auditing purposes;
- Professionals for the purpose of obtaining professional advice; and
- When the information is given to the Police for criminal investigation.

Concerns or information provided anonymously will still be given due consideration by ABLE but will be investigated on their own merits.