



Whistleblowing Policy 举报措施

As a church, Gospel Light is committed to upholding the highest standards of integrity and ethics in all of our activities. The purpose of this Whistleblowing Policy is to provide channels through which staff, members or external parties of Gospel Light to raise concerns, in confidence, about possible violations pertaining to financial or other matters involving Staff and Board members of Gospel Light Christian Church.

作为教会，福音之光承诺在我们所有的活动中维护最高标准的诚信和道德。实施举报措施的目的是要为福音之光的职员，会员或外来参与者提供管道，以便大家能有信心地提出与福音之光基督教会的职员，理事团成员可能有关财务或其他方面的违规行为的关切。

(A) General Guidelines for Whistleblowing 举报的一般规范

1. Anyone can whistleblow at any time without fear of retaliation or recrimination.
任何人都能在任何时候无所顾忌会遭到报复或指责地提出举报。
2. It is assumed that all whistleblowing is done in good faith based on genuine concerns.
这是在假定所有举报都是在真诚并且诚信的基础上进行的。
3. Whistleblowing is directed at Staff or Board members of Gospel Light on matters such as (but not limited to):
指向福音之光的职员或者理事团成员的举报事件如下（但不局限于）：
 - Financial malpractices or impropriety such as fraud, corruption, bribery or theft;
财务上有营私舞弊，处理不当的情况，例如诈欺，贪腐，受贿或偷窃；
 - Misappropriation of Gospel Light's classified documents;
私自挪用福音之光的秘密文件；
 - Harassment, abuse or misrepresentation of power and authority;
骚扰，滥用或虚报权力与职权；
 - Failure to comply with laws and regulations;
不遵守法律与规章制度；
 - Actions detrimental to health and safety or the environment;
行为对环境或健康和安全造成威胁；
 - Serious conflict of interest without disclosure;
没有申报严重的利益冲突；
 - Breach of Gospel Light's policies or Code of Conduct; and
违反福音之光的政策或者行为准则；以及

- Concealing information about any of the above malpractice or misconduct.
隐瞒有关以上所列的舞弊或不当的信息。

4. All complaints raised by a whistleblower will be considered. The follow up actions by the church will take into account the sufficiency of the information provided, the severity of the allegations and the parties involved.

所有举报人所举报的投诉将会被列入考量。教会将根据所提供的信息是否足够，违例事件的严重性以及所涉及的相关人员等因素采取后续的行动。

5. General complaints and grievances over service quality, ministry deficiency, operational matters, HR policy, staff development review, unhappiness over private conduct of fellow Gospeliters etc. are not matters for whistleblowing. These concerns should be taken up with ministry leaders, pastors or department heads.

一般关于服务素质，事工不完善，运作事宜，人事政策，员工发展审查，对个别福音之光人士个人表现不愉悦的投诉或不满，不属于举报范畴。以上所述应向事工领袖，牧师或部门主管反映。

(B) Disclosures and Information 揭发与信息

1. All concerns must be documented using the form given below.

所有关切事件必须使用以下表格提交。

2. The Whistleblower should provide specific information such as names of parties involved, places, dates, times and descriptions of alleged wrongdoings. The ability to investigate depends on the quality and adequacy of the information provided by the Whistleblower.

举报人应该提供特定信息，如涉事者的名字，事件发生的地点，时间以及有关违规事件的描述。有关事件将根据举报人所提供的信息是否足够而展开调查。

3. The whistleblower is strongly encouraged to provide his/her name and contact number to facilitate investigations and verification.

举报人需要提供名字以及联络电话以便于进行调查及审核。

4. Subject to Singapore laws and the Gospel Light's Constitution, Gospel Light will protect the confidentiality of the Whistleblower.

根据新加坡法律以及福音之光章程，福音之光将保护举报人的隐私。

(C) Whistleblowing Channels 举报管道

1. Write to Gospel Light Christian Church's Church Committee Chairman as well as Senior Pastor via:

可通过以下管道致信给教会委员会以及主任牧师:

- 电邮: whistleblow@gospellight.sg
- 信件: 致 GLCC (福音之光教会委员会) Church Committee Chairman at 39 Punggol Field Walk #05-00 Singapore 828753

REPORT OF WHISTLEBLOWING CASE 举报事件报告

Please indicate if you are a/an:

请注明如果您是

Member of Gospel Light 福音之光的会员

Employee of Gospel Light 福音之光的员工

External party 外部人士

Informant's Name 举报人姓名: _____

Informant's Email 举报人电邮: _____

Informant's Contact Number 举报人联系电话: _____

* Identity of Informant will be kept strictly confidential as stated in the Policy.

根据列明条款，个人资料将会严格保密

DESCRIPTION OF CASE 事件的描述

Describe the suspected improper activity or misconduct and how you know about it. Specify who, what, when, where and how. Provide evidence where available.

描述怀疑有所不当的行为以及您是如何得知的。注明是谁，是何事，何时，哪里以及如何发生。若有，请提供证据。