

To facilitate the handling of the reports, whistleblower may refer to or directly use this
(Whistleblowing Report template)

TO BE OPENED BY ADDRESSEE ONLY

Whistleblowing Report (template)

Hong Kong Young Women's Christian Association ("HKYWCA") is committed to maintaining good corporate governance, emphasizing accountability and high standards of service delivery, operation and probity which enable our stakeholders to have trust and faith in the organization to take care of their needs and to fulfill its social responsibility.

The Whistleblowing Policy has been established to assist Whistleblowers to report genuine concerns about any malpractice or wrongdoing through a confidential reporting channel (to the extent possible). HKYWCA will handle this report with care and will treat the Whistleblowers' concerns fairly and properly.

If you wish to make a report, please use this report template. Once completed, this report becomes confidential. You may send the report, in a sealed envelope clearly marked "To be opened by the addressee only" and addressed to any one of the Head of Internal Audit Department, or the Chief Executive, or the Chairman of Audit Committee of HKYWCA, by post to the relevant addresses below or by email to whistleblowing@ywca.org.hk.

Please read the Personal Information Collection Statement in the below carefully before you fill in this report template.

To: Head of Internal Audit Department or Chief Executive or Chairman of Audit Committee * Hong Kong Young Women's Christian Association No. 1, MacDonnell Road, Central, Hong Kong	
Your Name / Contact Telephone Number and Email Anonymous allegation would normally not be considered. Therefore, it is strongly recommended that the allegation should not be made anonymously.	Name: _____
	Employee <input type="checkbox"/> Other Stakeholder <input type="checkbox"/> (please specify: _____)
	Address: _____ _____
	Tel. No.: _____
	Email: _____
	Date: _____
Details of concerns: Please provide full details, such as names, dates and places and the reasons for the concerns (continue on separate sheet if necessary) together with any supporting evidence.	

Personal Information Collection Statement

All personal data collected will only be used for purposes which are directly related to the whistleblowing case you reported. Any anonymous reports not supplying such personal data would usually not be considered. Therefore, it is strongly recommended that the allegation should not be made anonymously. The personal data submitted will be held and kept confidential by the HKYWCA and may be transferred to parties with whom we will contact during our handling of this case, including the party being complained against or other parties concerned. The information provided may also be disclosed to law enforcement authorities or other concerned units. Where relevant, under the Personal Data (Privacy) Ordinance of Hong Kong, you shall have the right to request access to and correction of your personal data. If you wish to exercise these rights, requests should be made in writing to the Head of Internal Audit Department of the HKYWCA at the address shown in this template.

*If the concerns raised involve a Director, Deputy Chief Executive, Chief Executive or the Head of Internal Audit Department, you may, at your own discretion, choose to report directly to the Chairman of Audit Committee of the HKYWCA by post at the same address above.