

## FREQUENTLY ASKED QUESTIONS

### Q1: What if I do not feel comfortable reporting the incident to my immediate RO?

Employee may approach HRBP or HOD for help or make a report via AIC's whistle blowing channel. If the employee is uncomfortable relating to colleagues, he/she may engage AIC's external counselling services or seek advice from the Tripartite Alliance for Fair and Progressive Employment Practices (TAFEP) at 68380969.

### Q2: If I need more information or advice on workplace harassment, where can I go?

For more information, please refer to the "Anti-harassment Policy" in CONNECT or reach out to your HRBP.

### Q3: Will an act be considered workplace harassment if it happens out of an employee's work hours?

If the employee is able to show that the harassment/threat/injury was linked to his/her execution of work duty, it will be considered workplace harassment, even if it happened outside of work hours.

### Q4: What should I do when faced with harassment that constitutes an offence?

If it is an urgent case, employee may call the police at 999 or SMS 71999 to lodge a police report about the alleged offence committed by the member of public/suspect. For non-urgent cases, employee may lodge the police report online using his/her Singpass via SPF's website, or at the nearest police station.

### Q5: What happens after a police report is made against the alleged harasser?

If it appears that an offence has been committed, the police will first commence investigations and interview witnesses, including the suspect, and the affected employee, and gather documentary, scientific, forensic and physical evidence where necessary. The police will then make a recommendation to the relevant deputy public prosecutor in charge of the case to either charge the suspect, issue a stern warning, or not take any further action.

### Q6: What happens to the alleged harasser if he/she is convicted in court of an offence?

Depending on the offence committed, the convicted may face criminal penalties such as a jail term, be fined, caned or suffer a combination of any these penalties.

### Q7: In the event that an offence has been committed under POHA or the Penal Code, what are the remedies available to an AIC employee?

For offences under POHA or the Penal Code, the possible remedies available to the affected employee may include a court's order for payment of compensation and civil remedy for damages:

- **Order for payment of compensation** – where the accused is convicted of an offence under POHA or Penal Code, the court will consider and make such compensations orders where appropriate.
- **Civil remedy for damages** – the affected AIC employee will have option to sue the accused/ member of public for civil damages for the injury suffered as a result of the offence committed during official duties, on top of any court order for payment of compensation that has been made.
- **Protection order** – the affected AIC employee may apply to court for a protection order.

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### **Q8: Would the remedy be any different if the alleged harasser is of unsound mind?**

If a person was, at the time of committing the offence, of unsound mind and not capable of knowing the nature of the act committed or that what he/she was doing was either wrong or contrary to law, the act in question would not constitute an offence. However, there may be varying degrees of mental impairment and the person may still be charged and asked to be remanded at IMH for medical examination and certification of the state of mind and whether he/she is fit to plead.

### **Q9: Would an employee be liable if he/she hurts the alleged harasser or member of public in an attempt to defend himself/herself?**

All members of public and AIC employees have rights of private defence under sections 97 and 98 of the Penal Code, where such rights of defence extend to both body and property, and against the act of a person of unsound mind respectively. Any person exercising such right(s) of defence would not be considered to have committed an offence. However, whether or not a person has exercised the right of defence is a matter to be decided by the court.

### **Q10: Can an employee make claims for medical fees paid in relation to injuries sustained during the incident?**

Yes, the employee will be able to claim the full medical fees for work-related injuries, in accordance with the procedures for making claims for WICA. After HR has assessed that the injury is work-related based on the Incident Report provided by the division, HR will request receipts of medical expenses from the officer and confirm with the officer if he/she is opting to claim under the Work Injury Compensation Act. Officer may scan the documents and send to our HR business partner via email first, followed by hardcopy submission. The deadline for making the claim and accepting the payout is 1 year from the date of occurrence of the incident.

### **Q11: If the injury has repercussions down the road, can the affected employee make a claim?**

Yes, an employee can make a claim for injuries resulting from the incident. There must be a report from a certified medical doctor to ascertain that the employee's condition is a result from the first injury which was reported. However there is a cap of \$45,000 or time limit of one year from the date of accident, whichever comes first, for claims under WICA.

### **Q12: Will medical leave granted to the affected employee for work-related injuries be counted towards an employee's medical leave entitlement?**

Full-pay medical leave will be granted to the employee for injuries sustained in the course of work. It will not count towards the employee's medical leave entitlement. Employee are to submit the medical certificate to HR to separately update in the system.

### **Q13: Can the affected employee be granted time-off to rest after the incident?**

If the employee is not injured and does not require medical leave, it will be up to the supervisor's discretion to determine if time-off is required and the extent of it.