

THE HELPING HAND ANNUAL REPORT 2015

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1. PROFILE OF ORGANIZATION

The Helping Hand Christian Half-Way House was set up in 1987. It was registered under the Societies Act on 3.8.1988.

Unique Entity Number (UEN)	:	S88SS0058F
Registered Address	:	819, Upper Serangoon Road Singapore 534678
Executive Committee	:	The Executive Committee was elected at the Annual General Meeting on 01.04.2015
		1) Mr. Freddie Choo Chairman
		2) Mr. Tan Teik Seng Vice-Chairman
		3) Mr. Michael Chew Hon Treasurer
		4) Dr. Erik Ang Sze Wee Hon Secretary
		5) Mr. Luke Thuraisingham Committee Member
		6) Mr. Terence Teo Committee Member
		7) Mr. Yap Kim Sin Committee Member
		8) Mr. Tang Boon Siah Committee Member
Banker	:	DBS Bank
Auditor	:	FIDUCIA LLP.

2. ADMISSION FROM THE STREETS

A total of 49 walk-in cases were admitted of which 6 residents completed their program and stayed back as Helpers working for the ministry. 25 residents defaulted and did not complete their program. 18 residents were still undergoing their six-month program as of 31st December 2015.

3 ADMISSION FROM THE PRISON/DRCs

A total of 54 residents were admitted under the Half-Way House Service Model (HSM) program of which 16 residents completed their program. 3 stayed back as Helpers working for the ministry. 4 residents defaulted and did not complete their program. 34 residents were still undergoing their program as of 31st December 2015.

4 2015 ACTIVITIES/EVENTS

A 28th Anniversary Thanksgiving Service

The Helping Hand celebrated its' 28th Anniversary and we thank God for the good weather and our supporters who turned up to celebrate this special day with us. Our Guest Speaker for the day was Rev Jeffrey Quek from Adam Road Presbyterian Church and the theme of the anniversary was "Rooted and Built-Up in HIM". Two of our brothers, Joseph Lai and Ho Peck Hai shared their powerful testimonies about how God was working in their lives, moulding and shaping them to be the person He wants them to be. We also printed our Annual Magazine in conjunction with our anniversary. The magazine was distributed to our guests, sponsors, churches, government agencies and other organizations. We had about 300 people turn up for this occasion. After the service, our guests were treated to a catered buffet dinner.

B Evangelistic Gospel Service

We conducted our Evangelistic Gospel Service for our residents, their families and friends. Our speaker for the service was Rev Kwan Yew Weng from Cana BP Church. We thank God for the families and friends who came and for those who prayed to receive Jesus Christ into their lives.

C OBS Course

Seventeen residents and three staff went to the Outward Bound School (OBS) for three days and two nights to do a "Back to Basics, Back to Life!" training course. The objectives of this experiential learning course was to help our guys build confidence, acquire self-discipline, increase self-esteem and learn how to set and achieve goals.

D Family & Volunteer Outreach

We organised four dinners for the residents, their family members and our volunteers at The Helping Hand. These dinners provides our residents, their families, and our volunteers an opportunity to enjoy a meal and get to know one another better. It is our desire to see this relationship between the volunteers, our residents and their families grow and prayerfully the volunteers can play an important role in helping our residents re-integrate back to society.

E Yellow Ribbon' Project in 2015

The Government continued with their 'Yellow Ribbon' campaign to encourage Singaporeans to give those who had completed their prison sentence a 2nd chance in life. The Helping Hand continues to play an active role in this campaign by participating in the events organized by the Yellow Ribbon Project.

i) Yellow Ribbon Flag Day

We participated in the Yellow Ribbon Flag Day. We provided the logistic support of transporting the tin cans, tables, and chairs to the MRT stations. Few of our guys also helped in the selling of the flags for that day.

ii) Yellow Ribbon Prison Run

Twenty of our staff and residents had signed up to take part in the Yellow Ribbon's "Road to Acceptance" Prison Run 2015 but the run was called off due to the bad hazy condition and participants were instead encouraged to take it easy and walk the route instead.

F 5th Charity Golf Fundraising Event

We held our 5th Charity Golf fundraising event on 21st of July 2015 at the Orchid Country Club. Our Guest-of-Honour for the event was Mr Sam Tan Chin Siong, Minister of State, Prime Minister's Office, and Minister of State for Culture, Community & Youth. A total of 116 golfers took part in our event and \$66,000 was raised.

G SG World Water Day Reservoir Clean-Up

To mark Singapore's World Water Day 2015 Celebrations by The Public Utilities Board, FishingKaki.com with their adopted charity, Big Fish @ The Helping Hand, were happy to be community partners participating in a tri-reservoir clean-up. A total of 3 staff and 15 residents of The Helping Hand went to some areas in Bedok, MacRitchie, and Lower Seletar reservoirs to clean-up their waterways. Once the clean-up was done, the collected rubbish was properly disposed of by the trucks of The Helping Hand.

H Osim's Sundown Marathon

Eight runners from The Helping Hand participated in Osim's Sundown Marathon, Asia's largest night marathon. Two of them went for the 21.1km while the other six brave souls went for the 42.195km run. For many of them, it was their first attempt at running a half- or full-marathon and also to do it in the dead of the night. While it was a joy to run in the coolness of the night under a starlit sky, it was a challenge to their bodies and minds as their biological clocks kept reminding them they should be bed, fast asleep! There were moments during the run that some of them were tempted to give up but by the grace of God, they did not. They ran the race with perseverance and all of them managed to complete the run within the stipulated time.

I Christmas Family Day

We celebrated our Christmas Family Day on the 19th of Dec. A choir from Bethany Trinity Presbyterian Church started our service singing Christmas carols reminding us of the birth of our Saviour Jesus Christ. Our speaker for the day was Brother Ramalingam and we thank God for the powerful evangelistic preached by him. We also want to thank God for the good turn-out of about 300 people and we trust that they would have been ministered to by the songs and message.

J CARE Network Sports Carnival

We sent a futsal team comprising of 8 of our guys to CARE Network Sports Carnival "Supporting Reintegration Through Sports" at Uber Sports East Coast. We played a total of 6 games where we won 2, drew 2 and lost 2. Although we did not make it to the second round, we still had an enjoyable time of exercise and fellowship with the other participants.

K Staff & Helper's Retreat

We organized a retreat to Cameron Highlands, West Malaysia for 50 of our staff, helpers and their family members. The speakers for the retreat were Rev. Yap Kim Sin from Zion Serangoon BP Church and Rev. Bob Phee from Herald BP Church. Besides being fed by the Word of God, the group also got to enjoy the fantastic cool weather and sights of Cameron Highlands. All in all, the staff and their family members had a refreshing and wonderful time and are looking forward to the next annual retreat.

5 COMMUNITY OUTREACH/VISITS**A** Anderson Secondary School

We thank God for the opportunity to talk to students from Anderson Secondary School and warn them about the dangers of drug abuse. We hope that through this talk, we can help the students to be aware of the dangers of drug abuse and make the right choice to say NO to drugs if they are ever thinking or presented with an opportunity to try it.

B Visit from Volunteer Befrienders & ISCOS

We had 26 volunteer befrienders from Prison and 6 visitors from ISCOS visit the Helping Hand. The purpose of their visit was for them to learn of the programs and services provided by the Helping Hand and understand how we functioned as a Halfway House for ex-offenders. Our CEO, Mr Chia presented our programs and services which was then followed by a Q & A session. The visits ended with a tour around our premises.

C All Saints Home

We continue to do community work at All Saint's Home with three residents going each week to assist in bringing the wheel-chaired bound residents of the home into the chapel for fellowship & exercise. After that, our residents also helped in the cleaning of the chapel fans, surrounding areas and minor repairs of the wheel-chairs.

D Visitors from Operation Dawn

We also had 5 visitors from Operation Dawn, Taiwan. Operation Dawn, a Christian Drug Rehabilitation Centre was founded in 1989 in Taiwan and serves to help drug addicts come out of their addiction through the power and saving grace of our Lord Jesus Christ. We thank God for the two sisters who shared their powerful testimonies with us. They both shared that being so deep in their addiction, they were sceptical at first when they went to Operation Dawn to seek help, asking themselves in their own words, "Can this little book (Bible) really help me to change my life?" They went on to testify that their scepticism soon turned into belief and their doubt into faith as they experienced the saving grace and power of our Lord and Saviour Jesus Christ. The Word of God tells us in John 8:36, "So if the Son sets you free, you will be free indeed."

The Helping Hand

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ROS: 307/87, Charity Reg: 000673, IPC (NCSS): 000344

E Visit from Trinity Theological College

We had 10 students from Trinity Theological College visit the Helping Hand and the purpose of their visit was for them to find out what we do. Our ED, Mr Richard presented our ministry's program and services which was followed by a Q&A session. The visit ended with a tour around our premises.

F Visit from Mount Hermon Church

Eighteen youths from Mount Hermon Church visited the Helping Hand. The purpose of the visit was for them to learn about the Helping Hand's rehabilitation program and services. Our Training and Liaison Manager, Mr. Vincent Tan presented our program and services which was then followed by a Q & A session. After the session, they were given a tour of our facility.

G Visit from National Addiction Management Service (NAMS)

A group of 10 doctors and counsellors visited the Helping Hand. The purpose of the visit was for them to better understand the Helping Hand's rehabilitation program and services as we get referrals from NAMS wanting to join our program. Our ED, Mr. Richard presented our program and services which was then followed by a Q & A session. After the session, they were given a tour of our facility.

H Visitors from Jamiyah Halfway House

We had 5 visitors from Jamiyah Halfway House. The purpose of their visit was to find out about our program and services. Our ED, Richard Khalil presented our program and services which was followed by a Q&A sessions. The visit was ended with a tour around our premise.

I Talks at Army Camps

We went with the Central Narcotics Bureau to Pasa Lebar and Khatib Camp to do drug preventive talks to the recruits. Our guys will share their personal testimonies on how drugs had destroyed their lives and robbed them of their freedom when they were caught and incarcerated. Hopefully the recruits will benefit from these testimonies and not make the mistake of trying drugs.

6 TRAINING COURSES

“Learning is a life-long process!” Listed below are the courses attended by our staff and residents:

1. Masters in Social Work
2. Pastoral Counselling
3. Understanding Addiction.
4. OBS, “Back to Basics, Back to Life”.
5. Higher Diploma in Social Service.
6. Theoretical Knowledge for Case Practice.
7. Graduate Diploma in Social Work.
8. Anger Management.
9. Anxiety and Stress Management.
10. Stages of Change.
11. Advance Diploma in Christian Study.
12. Bachelor in Social Work.
13. Identifying and Managing Triggers.
14. Relapse Prevention.
15. Understanding Cravings.
16. The Craving Chart Pattern.
17. Risk Factors and Its Function.
18. CARE Network Seminar.
19. Individuals in Recovery.
20. People Helping Skills.
21. How to Attend to Families of Incarcerated Offenders.
22. Plan and Implement Effective Interventions for Families and Children of Ex-Offenders.
23. Managing Thinking Errors.
24. Emotional Regulation.
25. Basic & Final Theory Driving Test.
26. Class 3, 4, & 5 Driving License.

7 DECLARATION OF REMUNERATION

Our top executive is in the salary band of \$100,001 – \$150,000

The other two executives are in the salary band of \$50,001 - \$100,000

8 CONFLICT OF INTEREST POLICY

At some point, most organisations confront tension or conflict between the interests of the organisations and the interests of individuals (eg board member, staff, volunteer, etc). For example, if the organisation is hiring a new HR Manager and a board member recommends his sister, other board members may (and should) question whether this is appropriate. On one hand, the board member's sister could be an experienced HR professional who, because of her personal connection to the organisation, will be particularly committed to the work but on the other hand, the executive director may be reluctant to supervise the board member's sister.

It would however be a mistake to prohibit any relationship that results in a potential conflict of interest. For example, if The Helping Hand is buying a new computer, and a board member owns a computer store, we may well benefit from discounts and extra service by buying the computer at his store.

This policy seeks to address situation where the perceived conflict of interest may "feel wrong" to some board members, although it might be within legal boundaries.

EXAMPLES OF AREAS OF POTENTIAL CONFLICT OF INTEREST

Some examples of areas where conflict of interest may arise include:

- Contract with vendors
- Organisations that have dealings/relationship with The Helping Hand
- Joint Ventures
- Recruitment of Staff with close relationship
- Paid Staff being member of Board

CONFLICT OF INTEREST SAFEGUARDS

To safeguard the independence of Board decision, paid staff (including the Chief Executive Officer, Executive Director and senior staff of The Helping Hand) shall not be Executive Committee members as this may pose issues of conflict of interest and role conflict. They may however, be invited to attend Board meeting, ex-officio, to provide information and facilitate necessary discussion. They will however not take part in the Board's decision making.

To ensure that Board members and volunteers serve because of altruistic reasons than personal gain, they shall serve without remuneration. The Helping Hand shall however reimburse Board members and volunteers for out-of-pocket expenses. They shall file the Claim Reimbursement Form for this.

To prevent and avoid conflicts of interest, all Board members, Staff and volunteers are required to:

1. Sign an Agreement to abide by the Conflict of Interest policy (see attached);
2. Disclose any interest in discussions/decisions being made; and
3. Abstain from discussion/voting/decision making when in a conflict of interest situation.

CONFLICT OF INTEREST AGREEMENT

All board members, staff, volunteers joining The Helping Hand will be asked to sign a Conflict of Interest Policy Agreement that requires them to declare, in writing, any interests, relationships, and holdings that could potentially result in a conflict of interest and to update this statement as their situation changes.

FULL DISCLOSURE

Board members and staff members in decision-making roles should make known their connections with groups doing business with the organisation. This information should be provided annually.

BOARD MEMBER ABSTENTION FROM DISCUSSION AND VOTING

Board members who have an actual or potential conflict of interest should not participate in discussions or vote on matters affecting transactions between the organisation and the other group.

The discussion and evaluation process to arrive at the final decision is to be clearly documented.

STAFF MEMBER/VOLUNTEER ABSTENTION FROM DECISION-MAKING

Staff members or volunteers who have an actual or potential conflict should not be substantively involved in decision-making affecting such transactions. The discussion and evaluation process to arrive at the final decision is to be clearly documented.

CONFLICT OF INTEREST POLICY AGREEMENT

The standard of behaviour at The Helping Hand is that all staff, volunteers, and board members scrupulously avoid conflicts of interest between the interests of The Helping Hand on one hand, and personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

I understand that the purposes of this policy are to protect the integrity of The Helping Hand's decision-making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputations of volunteers, staff and board members. Upon or before election, hiring or appointment, I will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and I will update it as appropriate.

In the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business or other non-profit affiliations), my family and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the matter.

I understand that this policy is meant to supplement good judgment, and I will respect its spirit as well as its wording.

Signature: _____

Name: _____

NRIC No: _____

Date: _____

End of Report