

06 Operating Responsibly in a Digital Age

This chapter covers how SIT upholds ethical governance across its operations, safeguards its data and systems, and harnesses digital technology to deliver value across the institution.

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Our Commitment

We maintain strong governance, business ethics and integrity across our operations and supply chain. We also keep pace with digital technology and trends.

Impact Highlights at a Glance

Target	Performance
Continue to ensure 100% employee acknowledgement of staff Code of Conduct annually	100% achieved in FY2025
Implement Sustainable Procurement Policy by 2027	Pilot testing of sustainability criteria in selected procurement processes
Continue to ensure 100% of SIT approved purchases made through Procurement are supported by declaration of non-Conflict of Interest	100% achieved in FY2025

Governance and Business Ethics

SIT holds itself to high standards of ethical conduct and accountability.

Upholding integrity and ethics

The **Staff Code of Conduct** defines expectations for all employees, from managing conflicts of interest to external engagements, and is reinforced through regular communications and annual acknowledgement.

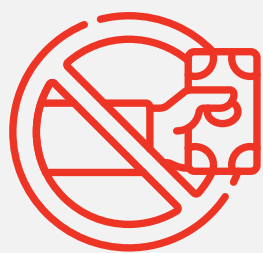
SIT also provides a confidential **Whistleblowing channel** for anyone to raise concerns about wrongful practices in good faith, without fear of reprisal. Reports are independently assessed and investigated, with outcomes reported to the Audit Committee.



In FY2025

100%
of employees acknowledged the
Staff Code of Conduct

Potential conflicts of interest are disclosed through an **Annual Staff Declaration**, with approval workflows documented to ensure traceability.



In FY2025

0 incidents
of corruption were recorded.



**Whistleblowing reports
are kept strictly
confidential**

- ✉ Whistleblow@SingaporeTech.edu.sg
- 🌐 singaporetech.edu.sg/whistleblowing
- 📍 1 Punggol Coast Road, Singapore 828608
(Addressed to “Director, Internal Audit”, in a sealed envelope marked “Confidential”)



SIT Photo: RSP Architects Planners & Engineers

Putting our values into practice

We believe our decisions on resource-use reflect our core values. From how we invest to how we procure, ESG principles guide our approach to responsible stewardship.

Sustainable procurement

SIT is working towards implementing a **Sustainable Procurement Policy** by 2027. In the past 2 years, we have:

- built capability in sustainable procurement principles
- identified purchasing categories with higher environmental impact
- piloted sustainability criteria, such as energy efficiency scoring and sustainability certifications in tenders

These efforts are anchored by the **4Rs framework** of **Reduce, Reuse, Responsible Sourcing** and **Responsible Disposal**, which guides procurement decisions across the institution as the formal policy takes shape.

All purchasing activities made through procurement are supported by a mandatory non-Conflict of Interest declaration process, implemented across both operational purchases and higher-value tender exercises.



In FY2025

100%

of approved purchases were supported by a

declaration of non-Conflict of Interest

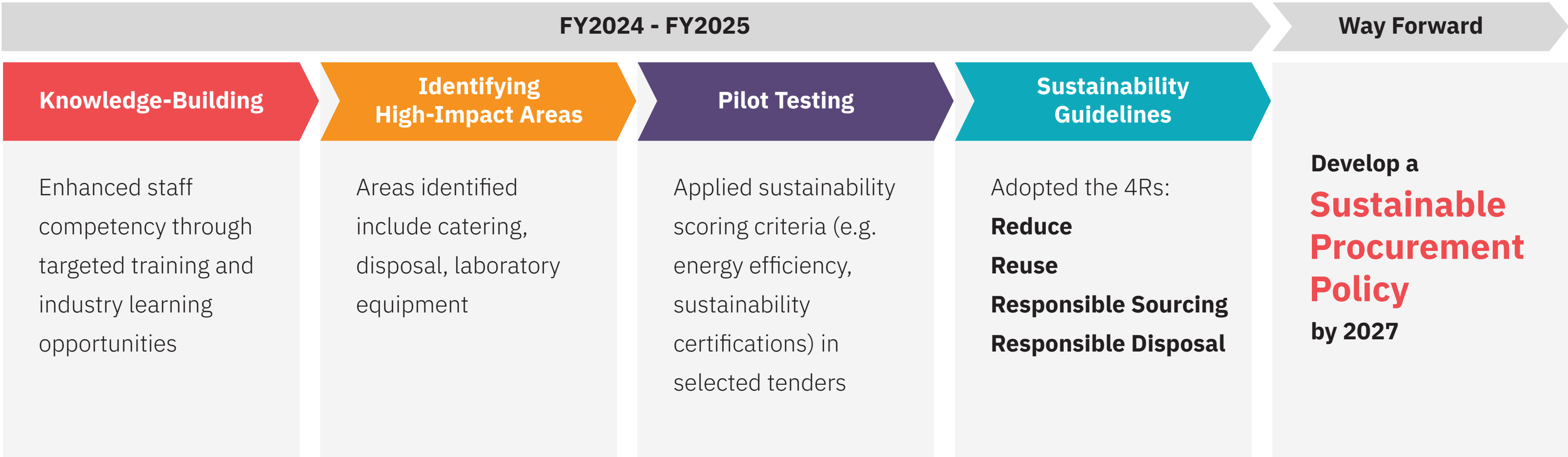
Sustainable investments

SIT aims to **work with asset managers who are signatories to the United Nations Principles for Responsible Investment (PRI)** or who demonstrate strong alignment with ESG frameworks, policies and processes.

These managers are expected to incorporate ESG factors into their investment analysis, decision-making and active ownership practices, ensuring that such considerations are meaningfully embedded across the investment lifecycle.

Through this, SIT seeks to achieve long-term financial sustainability and positive contributions to its stakeholders and community.

Strengthening SIT’s sustainable procurement



Data and Digitalisation

Protecting data and security

Data protection

SIT’s approach to personal data protection is governed by 2 institutional documents, which are **in line with Singapore’s Personal Data Protection Act (PDPA)**:



Personal Data Protection Policy and Procedures

covers the collection, use, disclosure, retention and processing of personal data.



Personal Data Breach Reporting Procedure

ensures prompt and effective response to any breach incidents.

All staff are required to complete annual PDPA training, including new staff who must complete a PDPA e-module within 3 months¹⁷ of onboarding.

Data management

SIT has a Data Management Policy, which provides institutional policy for the management and ownership of all University Data across its lifecycle, ensuring secure, compliant and accountable data management while supporting responsible data sharing for collaboration and innovation.

Cybersecurity

As cyber threats evolve in sophistication, SIT takes a proactive, risk-based approach to protecting its data, systems and people, while **maintaining alignment with international standards**, including ISO/IEC 27001 and the Cyber Security Agency of Singapore (CSA) Cyber Trust Mark.



Protection & Surveillance

- Protect cloud environments and maintain data integrity
- Intercept phishing and domain-based threats before they reach SIT’s networks
- Ensure only verified employees have access to SIT systems and devices



Operational Readiness

- Identify and address vulnerabilities through regular assessment
- Maintain incident response procedures through annual simulations
- Ensure business continuity through IT disaster recovery exercises



Governance, Risk & Compliance

- Provide high-level oversight through the SIT IT Committee and Enterprise Risk Management Steering Committee (ERMSC)
- Ensure timely and transparent notification of stakeholders in the event of a data breach



In CY2026

cybersecurity awareness training

was implemented for all employees to enhance cyber resilience.

Digitalising for efficiency

As the University for Industry, keeping pace with digital technology is not just an operational priority for SIT – it is core to how we deliver value to our students, staff and industry partners.

CASE STUDY

Enhancing the digital student experience – shifting from transactional administrative tasks to strategic relationship management

In 2025, SIT transformed the student admissions and matriculation experience for CSM degree pathway and PET through **SITConnects**. Built on Salesforce Education cloud, SIT is the first institution of higher learning in the region to adopt this technology for student management.

Moving beyond transactional administration, SITConnects **enables more personalised and responsive student engagement**.

CASE STUDY

Towards simpler, smarter and more user-centric procurement

SIT is aiming towards a smarter and more user-centric procurement ecosystem through digitalisation and automation. By implementing digital solutions such as a purchase requisition portal, an e-Sourcing platform, e-Good Receipts and e-Invoicing, the University has streamlined workflows, reduced administrative effort and enhanced process efficiency. These improvements enable staff to **focus on higher-value activities while supporting effective governance and responsible resource utilisation**. Moving forward, we will continue to optimise and integrate our procurement systems, leveraging automation and AI-driven capabilities to deliver a seamless, data-informed experience.

Initiative	Current State	Target Future State
One-stop procurement system with AI features	Multiple systems managing different parts of the procurement lifecycle	Integrated end-to-end procurement platform with AI-driven features, analytics and workflow automation

Responsible use of AI

AI is reshaping how organisations operate, and SIT is applying it in areas where it enhances the consistency, quality and efficiency of work and study. A framework has been put in place to guide responsible and effective use of AI in SIT.

CASE STUDY

Embracing responsible use of AI in studies

SIT students are guided to embrace the use of AI for enhanced learning while meeting the requirements of various modules or assignments. Above all, students need to account for the accuracy of all work submitted.

SIT’s Guidelines on Using Generative AI Tools in Your Studies

Embracing AI Responsibly for Enhanced Learning

CRITICAL: Check Module-Specific Rules
Rules for AI use are set by ACADEMIC STAFF in the context of EACH module. There is NO global ‘do and don’t’ rulebook that applies anytime, anywhere. You **MUST** check module guidelines and instructions.

Here’s What You Need to Know: Your Responsibilities

YOU are responsible for Quality & Accuracy of ALL work submitted.

Always **SEEK & FOLLOW** instructor's specific instructions for EACH assignment.

WHEN IN DOUBT, ASK!
Instructors can clarify permitted use.

Use AI to **ENHANCE** (e.g., practice, feedback, explore), **NOT REPLACE** your own thinking.

THINK CRITICALLY!
AI can produce Inaccurate, Inappropriate, or Biased information.

Academic Integrity & Framework

Academic Integrity Guidelines

Acknowledge use of AI when required.

Misuse may breach Academic Integrity policies.

Responsible Use of AI Framework

AI-based assignments must comply with SIT CARE Principles, AI Framework, and governance.

When AI Use May Be Restricted

Foundational Skill Assessments: Demonstrating YOUR mastery of writing, problem-solving, critical thinking.

Specific Assignments & Examinations: Instructors will communicate when AI is NOT permitted.

Examinations: Unless explicitly allowed, ASSUME AI tools are NOT permitted.

Moving Forward
SIT prepares you for a future of human-AI collaboration. Our policies will adapt as technology advances. Encourage open dialogue! Reach out to instructors or academic advisors with questions.