

Practice of Data Disclosure and Confidentiality

To protect the whistleblowers, complainants, witnesses, informants and employees who refuse to cooperatively commit any fraud or corruption, the following guidelines on data disclosure and confidentiality are provided: -

- 1) The company will minimize access to confidential data.
- 2) The company will keep any document relevant to confidential transaction with safety. The documents will be destroyed if deemed unnecessary. The accessibility to such data is available only for the authorized persons.
- 3) The company will protect the complainants and the informants with good intent by concealing their names, addresses or data which can identify them. Their information shall be kept confidential and accessed only by the persons taking charge of investigating such a complaint.
- 4) The company will protect the whistleblowers, complainants, witnesses and informants from any trouble, danger or unfairness arising from reporting a clue, making a complaint, being a witness and giving information.
- 5) The company will not take any unfair action, including but not limited to change of job position, job description, workplace, job suspension, harassment, disturbance of operation and termination of employment, on the employees who refuse to participate in any fraud or corruption or those who cooperate with reporting any fraud or corruption.
- 6) Whistleblowers or individuals cooperating in fact-finding can choose to remain anonymous if they believe revealing their identity would cause them harm or danger. However, they must provide clear and sufficient details or evidence to indicate the presence of corruption, misconduct or a breach of laws, regulations, company policies, or business ethics.
- 7) The recipients shall keep the relevant information confidential and disclose when necessary only, considering security and damage of the complainants or those cooperate with verifying facts, source of information or relevant persons.
- 8) Those who have been damaged from any fraud or corruption will be remedied for damage with an appropriate and fair procedure.