Whistleblowing procedure

(Update issued on January 8th , 2025)

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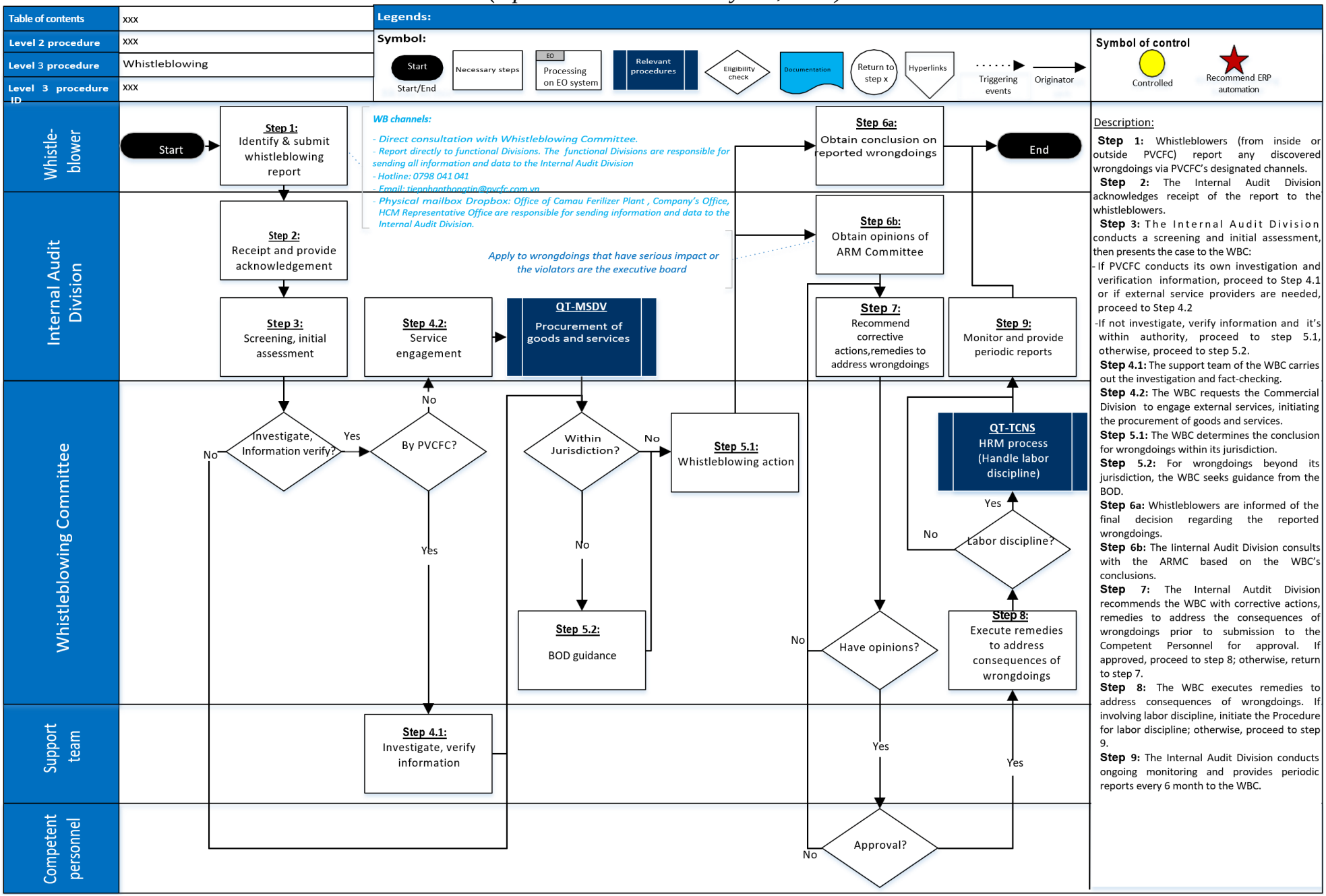

Description:

Step 1: Whistleblowers (from inside or outside PVCFC) report any discovered wrongdoings via PVCFC's designated channels.

Step 2: The Internal Audit Division acknowledges receipt of the report to the whistleblowers.

Step 3: The Internal Audit Division conducts a screening and initial assessment, then presents the case to the WBC:

- If PVCFC conducts its own investigation and verification information, proceed to Step 4.1 or if external service providers are needed, proceed to Step 4.2
- If not investigate, verify information and it's within authority, proceed to step 5.1, otherwise, proceed to step 5.2.

Step 4.1: The support team of the WBC carries out the investigation and fact-checking.

Step 4.2: The WBC requests the Commercial Division to engage external services, initiating the procurement of goods and services.

Step 5.1: The WBC determines the conclusion for wrongdoings within its jurisdiction.

Step 5.2: For wrongdoings beyond its jurisdiction, the WBC seeks guidance from the BOD.

Step 6a: Whistleblowers are informed of the final decision regarding the reported wrongdoings.

Step 6b: The Iinternal Audit Division consults with the ARMC based on the WBC's conclusions.

Step 7: The Internal Autdit Division recommends the WBC with corrective actions, remedies to address the consequences of wrongdoings prior to submission to the Competent Personnel for approval. If approved, proceed to step 8; otherwise, return to step 7.

Step 8: The WBC executes remedies to address consequences of wrongdoings. If involving labor discipline, initiate the Procedure for labor discipline; otherwise, proceed to step 9.

Step 9: The Internal Audit Division conducts ongoing monitoring and provides periodic reports every 6 month to the WBC.