

SIC-BC-PLC-2024-007

**Whistleblowing or Complaint of Misconduct or Fraud Policy**

**Silicon Craft Technology Public Company Limited**

**Objective**

The Company is committed to conducting business with honesty, transparency, and in accordance with good corporate governance, including anti-corruption of any forms. Additionally, the Company expects that its directors, executives, and employees adhere to the performance of duties in accordance with the aforementioned principles.

With such determination, the Company has set a policy for whistleblowing or complaints, misconduct or fraud (“Policy”) to support and provide a channel for directors, executives, and employees, as well as its subsidiaries and various groups of stakeholders in reporting any suspicions or complaints with good faith if they discover apparent acts or suspicions of acts against the law, regulations, and business ethics.

**Scope**

According to this policy, whistleblowers or complainants can report suspicions or complaints about important matters which may have significantly negative impacts on the Company as follows:

1. Unlawful acts or non-compliance with the policy on corporate governance, business ethics, and anti-corruption
2. Breaking the Company’s rules and regulations
3. Inaccurate financial reports, defective internal control system, and preparation of false financial documents
4. Actions of conflicts of interest

**Complaints and suggestions**

To be in compliance with the requirements on business ethics and best practices at work to achieve concrete results, the Board of Directors of Silicon Craft Technology Public Company Limited therefore provides an

opportunity for employees and stakeholders to have complaint channels for their complaints, opinions, reports of any suspicions about illegal acts, in line with the procedures when receiving complaints/suggestions as follows:

1. Supervisors or the management
2. Human Resources Development
3. Other channels for complaints and whistleblowing as follows:

- By Post:

Send to the Chairman of the Board of Directors or Chairman of the Audit Committee

Silicon Craft Technology Public Company Limited

40 Thetsabanrangsanua Rd., Ladyao, Chatuchak, Bangkok 10900

- By Email:

Audit Committee: [ac@sic.co.th](mailto:ac@sic.co.th)

Company Secretary Department: [comsec@sic.co.th](mailto:comsec@sic.co.th)

- On the Company's Website: <http://www.sic.co.th/>

- By Phone: 02-589-9991

### **Procedures when receiving complaints**

1. Complaint recipients collect facts related to violations or non-compliance of business ethics, requirements, and working practices.
2. Complaint recipients report facts to executives and/or independent directors and/or the Audit Committee as appropriate for an investigation of facts. There will be reports of information or suspicions (whistleblowing) to the Audit Committee every quarter. The Audit Committee is independent and responsible for considerations and orders in accordance with the Company's complaint handling procedures, while reporting to the Board of Directors and implementing measures to protect the rights of informants and storing the information of informants confidentially.

3. Action Measures: Executives and/or independent directors and/or the Audit Committee investigate complaints/suggestions to obtain facts and establish measures to stop violations or non-compliance with business ethics and the code of conduct at work in a timely, appropriate, and fair manner.
4. Reporting: Executives or independent directors or the Audit Committee notify the results of the investigation to the complainant. If the complainant reveals himself/herself in case of an important matter, results are reported to the Chairman of the Board of Directors and/or the Board of Directors for acknowledgment.

### **Protection of whistleblowers or complainants**

To build confidence, whistleblowers or complainants who report suspicions or complaints in good faith shall be protected by the Company through the following measures:

1. Data of whistleblowers, complainants, or those who cooperate in the investigation of facts shall not be disclosed by the Company, such as the name-surname, address, or any other information which can identify the informants. The Company shall conduct an investigation of facts and truthfulness.
2. The Company shall keep relevant information confidential and disclose such when necessary, taking into account the safety of and damage to whistleblowers or complainants, or those who cooperate in the investigation as sources of information, or related persons.
3. If whistleblowers or complainants or those who cooperate in the investigation of facts feel that they may be insecure or that any damages may occur, they can request the Company set appropriate protection measures. The Company may set measures for whistleblowers or complainants or those who cooperate in the investigation of facts though without a request if it is likely to cause damage or insecurity.
4. Those who suffer damages shall be compensated for such damages through appropriate and fair procedures.
5. The Company shall not take any unfair actions against whistleblowers or complainants, such as changing positions, job descriptions, workplaces, suspensions, intimidation, interference in work,

termination of employment, or any other acts which are unfair to whistleblowers or complainants or those who cooperate in the investigation of facts.

**False whistleblowing or complaints**

If the Company finds false whistleblowing or complaints or any statements or information with evidence to prove such to be dishonest acts and intent to cause damages, in the case of being a Company employee, disciplinary actions shall be imposed according to the regulations. If they are third parties whose actions cause damages to the Company, legal action shall be taken against those individuals.

This Whistleblowing or Complaint of Misconduct or Fraud Policy was firstly approved by the Board of Directors Meeting No. 3/2017 held on May 15, 2017. It was recently reviewed and approved by the Board of Directors Meeting No. 4/2024 held on July 18, 2024.

This announcement made on July 18, 2024.



(Dr. Bodin Kasemset)

Chief Executive Officer