

# WHISTLEBLOWER PROTECTION AND REPORTING PROCESS POLICY

The company Whistleblower Protection and Reporting Process Policy

## 1. Introduction

The company is committed to maintaining an environment of transparency, accountability, and ethical conduct. This Whistleblower Protection and Reporting Process Policy outlines our dedication to providing a secure and confidential channel for workers and agents to report matters related to the topics covered by this Declaration, without fear of retaliation.

## 2. Purpose of Whistleblower Protection

a. The whistleblower protection process aims to encourage the reporting of concerns, misconduct, and potential violations of policies or ethical standards. b. This process underscores our commitment to preventing and addressing issues proactively.

## 3. Reporting Channels

a. The company shall establish clear and accessible channels through which workers and agents can report matters related to the topics covered by this Declaration. b. Reporting channels may include dedicated hotlines, email addresses, and confidential online platforms.

## 4. Confidentiality and Anonymity

a. Whistleblower identities shall be kept confidential to the extent permitted by law. b. Reporting individuals may choose to remain anonymous if desired, ensuring protection from retaliation.

## 5. Non-Retaliation

a. The company strictly prohibits retaliation against individuals who report matters in good faith. b. Any form of retaliation is considered a breach of our policies and will be dealt with appropriately.

## 6. Investigation and Resolution

a. Reported matters shall be thoroughly investigated by an independent and impartial team. b. Investigations shall be conducted promptly, and appropriate actions shall be taken based on investigation findings.

## 7. Communication and Follow-Up

a. Whistleblowers shall be informed of the progress and outcome of investigations to the extent possible. b. The company is committed to transparently communicating the steps taken to address reported matters.

## 8. Training and Awareness

a. Workers and agents shall be educated about the whistleblower protection process through training and awareness initiatives. b. Communication materials shall be provided to ensure individuals are aware of their rights and the reporting mechanisms available to them.

## 9. Documentation and Records

a. The company shall maintain records of reported matters, investigations, and actions taken. b. Documentation serves as proof of our commitment to addressing concerns and promoting responsible practices.

By establishing a robust whistleblower protection and reporting process, The company aims to foster an environment where workers and agents feel empowered to report matters related to the topics covered by this Declaration, contributing to a culture of integrity and accountability.