

**Protection and Fairness Policy for Stakeholder and Employee as Informant or Whistleblower of Corruption, Right Violation or Breach of Law, Rules and Regulations of the Company and Code of Conduct (Whistleblowing Policy)**

According to whistleblowing of clue or complaint at all stakeholders, the whistleblower can contact or complain in the matter that may be corruption, right violation, or the matter that may be problematic to the Board of Directors via the following channels.

**1) Letter sent to**

Assoc. Prof. Dr. Montree Socratyanurak

The Chairman of Audit Committee / Independent Director; or

Mr. Arak Suksawad

Managing Director; or

Company Secretary Office

East Coast Furnitech Public Company Limited

25/28 Moo 12 Buengkamproi, Lumlookka, Pathumthani 12150

**2) E-mail sent to**

Company Secretary Office: [cg@eastcoast.co.th](mailto:cg@eastcoast.co.th) or Human Resource Department : [hrrayong@eastcoast.co.th](mailto:hrrayong@eastcoast.co.th)

**3) The Company's website in topic of "Complaint Channel"**

After the Company is notified about information of corruption, right violation or the matter that may be the problem, the Company's action process after receiving complaint is as follows.

**1) Gather fact and consider detail of fact.**

After receiving complaint via various channels, the Company shall gather fact relating to corruption, right violation or matter that may be problematic. The investigation working group shall be established by considering from the related parties, such as topmost superior / supervisor in work unit that receives complaint, and Human Resource Department Manager and/or other person who is considered as appropriate. The investigation working group shall start gathering information, evidence and investigate fact in details.

**2) Find the conclusion of action measure**

The investigation working group shall conclude action measures in order to mitigate the damage for the affected person.

**3) Report the result**

The Company Secretary Office is responsible for reporting result to the complainant for acknowledgement. In the event of the significant issue, it must be reported to the Managing Director and/or topmost executive of

the work unit that receives the said complaint (in the event where topmost executive of the work unit does not participate to be the investigation working group) depending on the degree of importance and seriousness of the complained matter.

**Protection and Fairness Policy for Employee as Informant or Whistleblower of Corruption, Right Violation or Breach of Laws, Rules and Regulations of the Company and Code of Conduct**

After the Company is informed of the offence and corruption information, the Company's action process after receiving complaint is as follows.

**1) Gather fact and consider detail of fact**

After receiving complaint via various channels, the Company shall gather fact and set up the investigation working group for corruption to consider from the related parties such as topmost superior / supervisor in work unit that receives complaint, Human Resource Department Manager, and/or other person who is considered and deemed appropriate. The investigation working group for corruption shall start gather information, evidence and investigate fact in details.

**2) Find conclusion of action measure**

The investigation working group for corruption shall find the conclusion relating to action measure to mitigate damage for the affected person. Any punishment action shall not be taken with the employee who is the informant with honest intention.

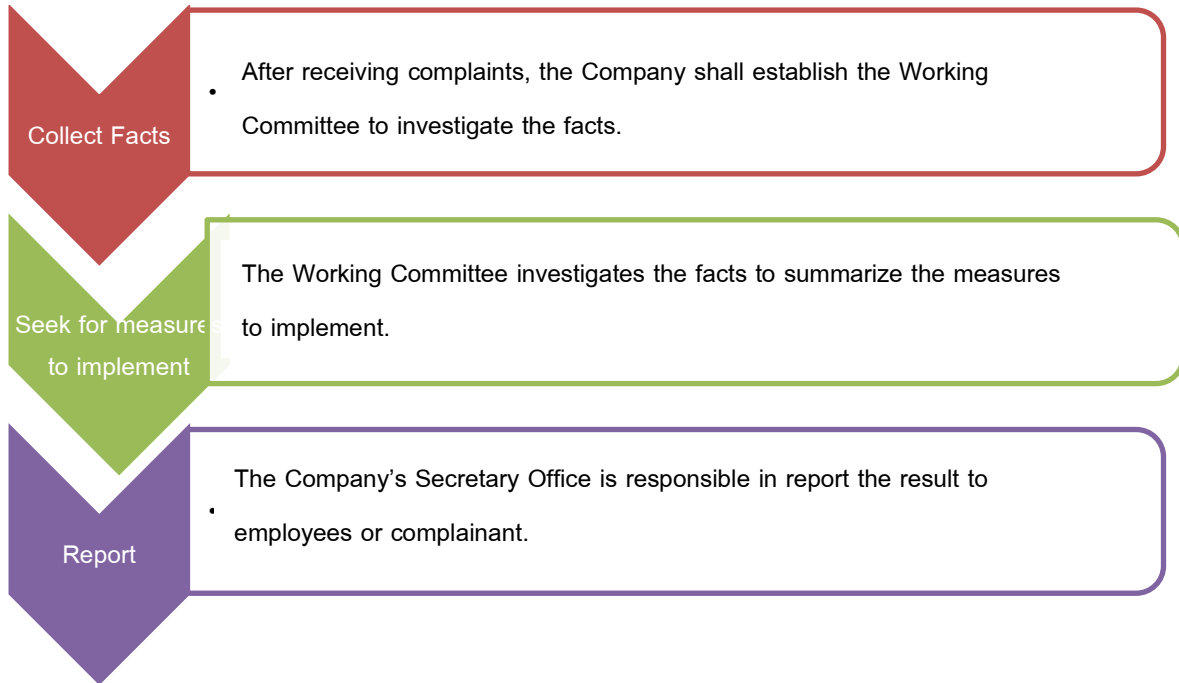
**3) Report result**

The Company Secretary Office is responsible for reporting the result to the employee for acknowledgement if the employee who is the complainant performs self-disclosure. In the event of significant issue, the Company Secretary Office shall also report to the Managing Director and/or topmost executive of the work unit that receives the said complaint (in the event where topmost executive of the work unit does not participate in the investigation working group for corruption) depending on degree of importance and seriousness of the complained matter.

**Care and Protection for Whistleblower of Complaint**

Should any person in the Company behaves to persecute, threaten, discriminate or use disciplinary action by improper or unfair procedure in relation to complaining of the whistleblower of complaint and other related persons of corruption investigation from the said complaint, it shall be deemed that that person commits disciplinary offence and must be liable and reimburse damage to the Company or affected person from such act, or may be illegal accordingly.

### Implementation Process when Receiving Complaints



### Supervision and Protection of Whistleblowing Employees

Any person in the Company who bullies, threatens, discriminates or disciplinary punishes with improper or unfair method, and is related to the whistleblowing including other persons involved in the investigation of corruption facts from such whistleblowing, will be considered to have committed a disciplinary breach, and be liable to indemnify the Company or those affected by such behavior, or may misconduct according to the law as well.