

## Usage Guide for the Third-party Whistleblower Helpline Service

### ◆ Purpose of this Guidance

The Third-party Whistleblower Helpline Service is an internal system to receive reports from an officer or an employee of the Company regarding any organizational or individual acts in violation of laws and regulations, etc., and then to resolve such reported issues properly. With the Third-party Whistleblower Helpline service, the Company aims to prevent any acts in violation of laws and regulations, etc. in advance, and identify such acts in an early stage and correct associated problems promptly.

This “Usage Guide for the Third-party Whistleblower Helpline Service” outlines how to use this service, including the contact information.

(\* For the operational details, please contact People Excellence Division of MFEC.)

### ◆ Users of the Overseas Helpline

Any officer or employee of the Company may use the service.

### ◆ How to report

Any report shall be made to the Third-party Helpline Service established at TMI Associates as shown below, by email in Japanese, English or Thai language (Relevant files may be attached to email messages, if necessary.).

Each report can be made under anonymity or in one’s own name; however, in the event of reporting under anonymity, the division in charge may not be able to notify the whistleblower about the progress and results of investigation, and the division may not be able to take such proper measures as investigations, because they do not have enough information on the issue.

[Whistleblower Helpline Contact] [tis\\_tmi\\_helpline@tmi.gr.jp](mailto:tis_tmi_helpline@tmi.gr.jp)

### ◆ Types of acts that shall be reported / types of reports that shall be excluded

a. Types of acts that shall be reported

- (1) Embezzlement, breach of trust and other illegal acts
- (2) Bribery
- (3) Bid-rigging or price arrangement
- (4) Accounting fraud such as window-dressing
- (5) Financial crimes such as money laundering and insider trading
- (6) False transactions such as fictitious trading and round-tripping
- (7) Other acts in violation of laws and regulations that could significantly affect the business operations, management, etc. of the Company

b. Types of reports that shall be excluded

- (1) Reports expressing personal grudge, fictitious issues, etc. or reports intending to defame a particular person, for the purpose of securing one's own personal interests
- (2) Reports regarding alleged violation of laws and regulations, etc., which are self-righteous and insincere, and not based on reasonable grounds
- (3) Reports concerning private life of one's own or others

◆ **Personal information etc., contained in reports**

The content of reports and details of investigations shall be handled only by the division or by persons in charge, who need to know such information for conducting investigations or implementing corrective measures. If any whistleblower or person who has cooperated in investigations tells others about investigations, such content of reports and/or details of investigations could be revealed. Please make sure to keep such information in strict confidence.

◆ **Complainant and Whistleblower Protection Measures**

1. The Company will not disclose the name or information of the complainant/whistleblower.
2. The Company will keep information related to the clues and complaints confidential, or disclose to the extent used for processing, considering clues and complaints. Safety of complainant, whistleblower, or the affected will be taken into account.
3. In the event that the Audit Committee has assessed the situation and found that it had an impact on the complainant or whistleblower, the Committee will undertake fair protection, as the case may be.
4. In the event that the complainant or whistleblower is in an unsafe situation arising from the complaint or whistleblowing, the complainant or whistleblower may request the Company to provide appropriate protection measures.