



WHISTLE BLOWING

WHISTLE-BLOWING AND COMPLAINTS

In order to encourage stakeholders, both in and outside the company, to participate in the corporate governance principles, should employees or stakeholders suspect any unlawful activities or those in violation of the law, rules, regulations, code of business conduct, or corporate governance principles, they can ask, undertake whistle-blowing or file complaints with detailed evidence to the company or relevant agencies via the following channels:

1. Outside the company – Contact Corporate Secretary

Website : www.principalcapital.co.th

Telephone: 02 – 714 – 2173

Email : secretarywhistle@principalcapital.co.th

Mail : Corporate Secretary
Principal Capital Public Company Limited
29 Bangkok Business Center Building, 23rd Floor
Sukhumvit 63 Road, Klongton Nua, Wattana
Bangkok 10110

2. Employees – Contact Human Resource Director or Corporate Secretary

HRwhistle@principalcapital.co.th หรือ Secretarywhistle@principalcapital.co.th

CONDITIONS OF WHISTLE-BLOWING AND COMPLAINTS

1. The details of whistle-blowing or complaints must be factual, clear, or sufficient to lead to investigation.
2. The information received is considered confidential, and no disclosure of the name of the whistle-blower or the complainant will be made public without consent.
3. The time required to process each complaint depends on the complexity of the case, document sufficiency, proofs received from the complainant, as well as documents, proofs, and explanations of the person complained against.
4. The whistle-blower or the complainant may choose not to reveal his/her name, address, and telephone number(s) if the disclosure will cause danger or damage. But if the person chooses to reveal himself/herself, the investigation will proceed with speed, with additional useful information, factual revelation, or alleviation of the damage in a more convenient way and shorter time.
5. The rights of the whistle-blower or the complainant will be protected whether he/she is an employee or an outsider.
6. The person who receives the complaint and the person involved in the investigation must keep the filed information confidential. If necessary, they may disclose it taking into account the safety of and the damage to the complainant or any person who cooperates in the investigation, the information sources, or relevant persons.
7. If the complainant or the person who cooperates in the investigation thinks that he/she is unsafe or threatened, he/she may ask the company for appropriate protective measures, or the company may proactively provide protective measures if there is potential damage or danger.
8. The damaged person will be assisted by proper and just procedures.

3. PROTECTION OF RIGHTS OF EMPLOYEES, TEMPORARY EMPLOYEES, AND OUTSOURCED PERSONS

The company will not unfairly treat employees, temporary employees, or outsourced persons, whether through changes in position, nature of work, or locations of work, suspension, threats, obstruction of work, termination of work, or any unfair act to these people because they:

1. Provide information, cooperation, assistance to the directors, executives, the public sector, or the monitoring agency if there is sufficient proof that those people violated or abused law, rules, regulations, the code of business conduct, or corporate governance principles
2. Give testimony, submit evidence, or provide assistance to the directors, executives, the public sector, or the monitoring agency useful to the consideration or investigation if there is doubt of the violation or abuse of law, rules, code of business conduct, or corporate governance principles.