

# WHISTLEBLOWING NOTICE POLICY



## SSSC'S COALITION AGAINST CORRUPTION



Update in 2023  
Approved by the Board of Director resolution  
dated 28 Feb.2023

# Policy of the Whistle blowing and Complaints

The Board of Directors had provided the opportunities for employees and stakeholders, having a channel for complaints and reporting illegal acts. The company secretary is serves as the complaints of corporate governance and business ethics of the company are as follows:

## **1.Complaints and suggestions channels**

|                       |                                                                                    |
|-----------------------|------------------------------------------------------------------------------------|
| Independent Director  | id@ssscth.com                                                                      |
| Mr. Nawarat Chanamoon | Senior General Manager Cutting production Dept.<br>E-mail: nawaratc@ssscth.com     |
| Mr.Hirun Komolhirun   | Company Secretary & Deputy General Manager Legal Dept.<br>E-mail: hiran@ssscth.com |

or by postal mail to Legal Dept. Siam Steel Service Center Public Company Limited  
51/3 Poochao Road, Bangyaprak, Phrapradaeng, Samutprakarn 10130 Thailand

## **2. Upon receipt of the complaint process**

The channels are for employees to file complaints and suggestions freely to lead to the Company developments and sustenance as follows:

1. The complaints receiver compiles the information on the offence / ethics incompliance.
2. The complaint receiver then reports the information to the independent directors who are responsible for the investigation. The submitted information will be considered for individual areas such as management, knowledge development, fact inspection etc.
3. Action: Complaints shall be forwarded to the independent directors for investigation and lodging actions to suppress the offences / incompliance.
4. Result report: The investigation result shall be informed to the complainant if he / she discloses himself / herself. If a serious case the result shall be reported to the chairman and / or the Board of Directors.

# Policy of Complaints and Suggestions

## 3. Measure to protect the complaint

1. A complainant can select to undisclosed himself / herself if the complaint may introduce unsafely. However if discloses the process progress report and clarification can be made to him / her.

2. Complaints shall be kept confidential / safety – concerned. The Company has set the measure to protect the complainers and / or informants and / or the persons who cooperate to investigations against unfair acts such as position, job and workplace change, intimidation, working annoyance, dismissal etc. due to complaints.

