

## INTEGRITY HOTLINE POLICY

All BAFA employees receive training on the Company's values and Code of Ethics, act in accordance with the code and report violations of the code. They can submit their complaints through the BAFA Integrity Line and other channels and are informed about the issue in a short time. The wishes and complaints of all employees are followed meticulously.

The integrity hotline system is designed for employees to report violations of the stated Code of Conduct or other concerns. We do not tolerate threats, intimidation or retaliation against anyone who raises a good-faith concern or reports suspected abuse. We aim to provide a safe, healthy and productive workplace for our employees and business partners who assist us in our business operations.

This policy applies to the Company and to all members of the Board of Directors and the boards of directors of each subsidiary, members of committees, and employees and trainees. With regards to the Company's joint ventures, application of this policy is subject to an agreement with the other shareholders of the relevant joint venture.

### WHY DOES WE HAVE A SYSTEM LIKE THE INTEGRITY HOTLINE?

- We believe that our employees are our most important asset. By creating open channels of communication, we can foster a positive work environment and maximize productivity.
- An effective reporting system will enhance our further efforts to foster a culture of integrity and ethical decision-making.

### WHAT CAN YOU COMPLAIN AND REPORT?

Feel free to report any known or suspected misconduct or violation of any regulatory authority and/ or local policy, including but not limited to:

- Violations of ethical standards
- Violation of the law and Company Policy and internal control
- Risk and Security
- Theft, embezzlement or misuse of assets and fraud
- Bribery and corruption
- Employee Rights, Employee Relations, Work Environment
- Privacy laws or security of personal information
- Discrimination
- Physical and Verbal Harassment in the Workplace
- Unfair dismissals



## PRIVACY AND ANONYMITY

Confidentiality regarding the identity of the reporter and the data disclosed by the reporter will be maintained throughout the process to the fullest extent possible. Anonymous reports are not recommended as they have a great potential for abuse and may complicate the investigation of allegations and are subject to legal restrictions in some countries. However, if a reporter wishes to remain anonymous, BAFA will accept the report.

## INVESTIGATIONS

When an employee reports suspicious or known inappropriate behavior that may cause legal & ethical problems and violate applicable laws and company policies, BAFA will investigate the situation and inform the employee about the situation. However, due to the confidential nature of such investigations, it may not be possible to provide specific details of the investigation or the measures taken. All investigations will be handled confidentially to the extent possible and appropriate under reasonable circumstances, in the interests of the privacy of the person concerned.

## RESOLUTION TO NOTIFICATIONS

We are committed to respond appropriately and in a timely manner to every complaint and report submitted through the hotline, and to conclude the ongoing investigation within a reasonable time.

Complaints can be made anonymously in confidentiality. You can also raise your concerns confidentially and directly to [info@bafagroup.com](mailto:info@bafagroup.com) . You can forward it to your address.