

# **Chlitina Holding Limited**

## **Procedures for Handling Reports of Illegal, Unethical, or Dishonest Conduct**

### **Article 1 Basis for Adoption**

These Procedures are established in accordance with the Company's Code of Ethical Conduct and Procedures and Code of Conduct for Ethical Business Practices, in order to encourage the reporting of any conduct that is illegal or in violation of said Code or Procedures and Guidelines.

### **Article 2 Purpose**

These Procedures aim to safeguard the Company's reputation by establishing internal and external reporting channels and handling procedures, to prevent illegal, unethical, or dishonest conduct from harming the rights and interests of shareholders, employees, and business partners (including suppliers); to promote a culture of integrity; and to ensure the legitimate rights and interests of both whistleblowers and the accused.

### **Article 3 Scope of Application**

These Procedures apply to the Company, its subsidiaries, and relevant internal and external personnel or units.

### **Article 4 Reporting Recipients**

If any violation of the Company's Code of Ethical Conduct, Procedures and Guidelines for Ethical Business Practices, or any applicable laws is discovered, reports may be submitted to the Company's management, internal audit supervisor, relevant departments, or through the reporting channels provided by the Company.

### **Article 5 Reporting Channels**

The Company has established and announced an independent reporting mailbox for use by internal and external parties.

Whistleblower Email Address: [audit@cn.chlitina.com](mailto:audit@cn.chlitina.com)

### **Article 6 Procedures for Handling Reports**

The whistleblower shall provide at least the following information:

1. The name and valid contact information of the whistleblower.

2. The name of the accused, or other information sufficient to identify the accused.
3. Specific evidence sufficient to support an investigation.

The Company shall handle reports according to the following procedures:

1. Reports involving general employees shall be submitted to the department head; reports involving directors or senior executives shall be submitted to the Audit Committee.
2. The unit receiving the report, and the personnel or supervisors handling it, shall immediately investigate the relevant facts. Assistance from other departments may be sought when necessary, and the accused shall be given an opportunity to present their statement.
3. If it is confirmed that the accused has violated relevant laws or the Company's ethical business policies or regulations, the accused shall be required to cease such conduct immediately and be subject to appropriate disciplinary action. Legal action may be taken to seek damages, if necessary, to protect the Company's reputation and interests.
4. Written or electronic records of the report, the investigation process, and the results shall be maintained and preserved for five years. Electronic preservation is permissible. If a lawsuit related to the report arises before the expiration of the retention period, all relevant materials shall be preserved until the conclusion of the litigation.
5. If a report is found to be substantiated, the relevant departments shall review and improve internal control systems and operational procedures to prevent recurrence of similar conduct.
6. The handling unit shall report the matter, its handling process, and subsequent corrective measures to the Board of Directors.
7. Where a report is substantiated and of significant severity, the matter shall be handled in accordance with laws or relevant Company regulations, and the whistleblower may be granted an appropriate reward.

## **Article 7 Reports Not Accepted**

Reports falling under any of the following circumstances shall not be accepted:

1. Reports submitted anonymously or under a false name, with no contact information provided.
2. Reports that do not contain any evidence sufficient to support an investigation.

## **Article 8 Protection of Whistleblowers**

The safety of the whistleblower shall be protected. Where the whistleblower is a Company employee, the Company undertakes to ensure that the individual shall not be subject to any unfair treatment as a result of the report.

All personnel handling whistleblower reports shall strictly maintain the confidentiality of the whistleblower's identity and the contents of the report.

Any violation of the above provisions shall be subject to disciplinary action by the Company based on the severity of the violation.

## **Article 9 Recusal from Investigations**

Any person handling a whistleblower report who is related to the whistleblower or the accused within the second degree of kinship, has a conflict of interest related to the reported matter, or whose involvement may otherwise affect the impartiality of the investigation or handling of the report, shall voluntarily recuse themselves. The whistleblower or the accused may also request such recusal.

## **Article 10 Implementation and Amendment**

These Procedures shall take effect upon approval by the Board of Directors. Any amendments shall be subject to the same procedure.

### **Version Record**

Version	Amendment Description	Date
1	New document	2018.11