

POLICY

WHISTLEBLOWER PROTECTION



Beyond inspection

REVISION LOG / HISTORY

Revision	Prepared by	Date	Change Description
1.0	Ddary Gao	2022/01/07	New release



THIS POLICY AT A GLANCE



Who can report misconducts?

Anyone with reasonable grounds to suspect misconducts



What can be reported?

- ✓ Fraudulent, illegal, unethical activities.
- ✓ Conducts representing a risk to health and safety.
- ✓ Conducts representing a risk to general public interest.
- ✓ Conducts detrimental to STS, its clients or employees.



What should not be reported?

- Personal grievance
- Employment related decisions

→ Use Human Resources communication channels instead



How to report a misconduct?



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How am I protected?

As a whistleblower, you may choose to remain anonymous.
STS will not allow retaliation against whistleblowers
STS will provide support during and after investigation.



What will happen after the disclosure?

STS will investigate any reported misconduct and report on the investigation to the whistleblower
Disclosures will be reported to the compliance committee.

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INTRODUCTION

STS is committed to the highest standards of professionalism, integrity and ethics, as set forth in its founders' commitment. STS is committed to comply with all applicable laws and regulations where it operates. We understand that those principles are not only values that guide our everyday conduct but also a requisite to conduct the business we are engaged in.

We have a professional responsibility to speak up and report fraudulent and unethical behaviors and this policy represents a key element in identifying corrupt, illegal, or other improper conducts.

We strongly encourage employees and other individuals to speak up when they suspect or witness matters of concern and we make the commitment to take all reports made under this policy seriously.

We also acknowledge that a framework needs to be created where individuals willing to speak up may do so easily, anonymously if they wish so, and without fear of retaliation.

This policy is established to set out the principles for this framework. Where our code of conduct provides requirements to comply with, this policy provides guidance on how to deal with violations or suspected violations of the code.

This policy is made available to all employees upon hire and is also available on STS intranet. It is also available externally on STS website. Employees are required to review and acknowledge this policy.

1 PURPOSE

This policy is established to demonstrate STS leadership commitment to protecting whistleblowers. The policy sets out the principles for making, receiving, and investigating disclosures raised by whistleblowers and sets out the responsibilities and obligations in the process of addressing those disclosures. This Whistleblower Policy is intended to encourage, enable and provide guidance and clarity to employees and others to appropriately raise concerns so that STS can address inappropriate conducts and actions.

2 APPLICABILITY

This policy applies globally to Senergy Technical Services Limited and its affiliated entities (hereinafter referred to as STS). This policy applies to disclosures raised from internal or external sources.

3 REFERENCES

00-STM-0001-EN	STS Founders Commitments
-	ASIC'S Regulatory Guide 270 Whistleblower Policies
00-FMT-2001-EN	Misconduct Reporting Form

4 TERMS AND DEFINITIONS

WHISTLEBLOWER

A whistleblower is someone who discloses reportable conducts in the manners described in this policy.

The whistleblower can be a current or former partner, employee, supplier of goods or services to STS or business partner.

Relatives, dependents, or spouses of any of the above are also considered as whistleblowers.

WHISTERBLOWING

The disclosure of reportable conduct by an eligible whistleblower to an eligible recipient.

ELIGIBLE RECIPIENT

To qualify for whistleblowing protection, the whistleblower shall make a protected disclosure to an eligible recipient.

The compliance officer is the eligible recipient of the disclosure.

WHISTLEBLOWER PROTECTION

Whistleblowers who qualify for protection may not be personally disadvantaged and shall be protected from retaliation. Protection is granted against dismissal, demotion, discrimination, current or future bias, harm or injury including psychological harm or any form of harassment, damage to property, reputation, business, or financial position.

Eligible whistleblowers are granted protection for disclosures made with a reasonable belief that the information is true at the time it is disclosed. Protection extends to inaccurate disclosures made in good faith.

REPORTABLE CONDUCT

A Reportable conduct involves information where the discloser has reasonable grounds to suspect misconduct, or an improper state of affairs or circumstances and can include:

- a) Fraudulent, dishonest or unethical conduct;
- b) Behavior that is in breach of a legal obligation;
- c) Any conduct that constitutes an offense against the law that is punishable by imprisonment for a period of 12 months or more;
- d) Any conduct that may be detrimental to STS, its clients or employees;
- e) Any conduct that represents a risk to health and safety;
- f) Any conduct that represents a danger to the public or the financial system.

Instances that are generally NOT considered as reportable conduct under this policy can include:

- a) Personal grievances such as interpersonal conflict between the discloser and another employee;
- b) A decision relating to the engagement, transfer, promotion or termination of the individual disclosing reportable conduct.

These types of complaints shall be reported through STS human resources communication channels.

5 RESPONSIBILITIES

STS EMPLOYEES

It is the responsibility of all STS employees to report concerns or any misconducts that may be known to them.

COMPLIANCE OFFICER

The compliance officer is the owner of this policy.

The compliance officer is responsible for:

- Disseminating the content of this policy and conducting the necessary related training.
- Promoting and coordinating the effective implementation of this policy.
- Receiving and interpreting enquiries and complaints related to the policy.
- Investigating disclosures made by eligible whistleblowers
- Coordinating protection to eligible whistleblowers.
- Reporting to the compliance committee on cases, investigations, and monitoring activities
- Review and update the policy as appropriate.

COMPLIANCE COMMITTEE

The compliance committee is responsible for:

- Promoting social responsibility within STS.
- Nominating the compliance officer
- Ensuring availability of resources necessary for the effective implementation of this policy.
- Ensuring Monitoring and improvement activities are conducted.

6 PRINCIPLES

Ensuring that information is reported and that whistleblowers are protected is key in the process of preserving the principles of this policy. As such, whistleblowers have certain rights to guarantee that they can, in all confidence, share their concerns. Among those essential principles are:

NO RETALIATION

Individuals shall be protected from all forms of retaliation, disadvantage or discrimination at the workplace linked to or resulting from whistleblowing.

No sanctions or other forms of retaliation may be inflicted upon an STS employee for reporting an infraction in good faith. However, anyone who takes part in a prohibited activity may be subject to resulting disciplinary measures, even if he or she is the one to report it, his/her anonymity shall be protected as far as it is reasonably practicable and to the extent required under applicable law.

GOOD FAITH REPORTING

Employees are encouraged to speak out and report any concern or suspicion of misconduct.

STS ensures that no one faces any form of retaliation or adverse consequences for having reported inaccurate information if the reporting was made in good faith and where the discloser had reasonable grounds to suspect misconduct.

ANONYMITY AND CONFIDENTIALITY

Although anonymous reporting is not encouraged for the purpose of efficient investigation and protection of the whistleblowers, whistleblowers are entitled to remain anonymous, or to place restrictions on who their identity is revealed to.

This right extends after the disclosure, during the investigation and after the investigation is finalized.

7 STATEMENTS / REQUIREMENTS

7.1 REPORTING

7.1.1 Triggering a Report

Before reporting a misconduct, the discloser shall ensure that there are some reasonable grounds to make the report. In practice, a mere allegation with no supporting evidence is unlikely to qualify as “reasonable grounds”.

7.1.2 Reporting Channels

Disclosures may be made through the following channels:

- a) by email to compliance@sts-certified.com
- b) by phone: +86 21 62280387
- c) by post: 19J Huamin Empire Plaza, 726 West Yan'an Road, Changning District, Shanghai, 200050, P.R. China
- d) by meeting directly with the compliance officer at the above address.

Note: If the compliance officer is the one to be reported, the whistleblower can report to Top Management by the mail: topmanagement@sts-certified.com.

7.1.3 Content of the Report

The discloser shall provide as much detailed information as possible so that the reported conduct can be investigated.

Useful details may include but are not limited to:

- a) date, time and location;
- b) names of person(s) involved, roles and their business group;
- c) your relationship with the person(s) involved;
- d) the general nature of your concern;
- e) how you became aware of the issue;
- f) possible witnesses; and
- g) other information that you have to support the whistleblowing

7.2 PROTECTION

7.2.1 Identity Protection

Where a disclosure is made, the identity of the discloser (or any information which could identify the discloser) will only be shared where:

- a) the discloser has provided consent; or
- b) STS is required by law.

However, the discloser should be aware that in certain circumstances the compliance officer does not need consent to share information related to the disclosure if:

- a) the information does not include your identity;
- b) STS has taken all reasonable steps to reduce the risk that the discloser will be identified from the information and
- c) it is reasonably necessary for investigating the issues raised in the whistleblower report.

Whistleblowers who have disclosed information anonymously are still entitled to full protection as defined hereinafter.

7.2.2 Protection from Retaliation

Whistleblowers shall be protected from all forms of retaliation, disadvantage or discrimination at the workplace linked to or resulting from whistleblowing. This includes all types of harm, including dismissal, probation and other job sanctions, punitive transfers, harassment, reduced duties or hours, withholding of promotions or training, loss of status and benefits, and threats of such actions.

7.2.3 Knowingly False Disclosures Not Protected

An individual who makes a disclosure demonstrated to be knowingly false is subject to possible employment or otherwise professional sanctions and civil liabilities.

Those wrongly accused shall be compensated through all appropriate measures.

7.2.4 Waiver of Liability

Any disclosure made within the scope of this whistleblower policy shall be immune from disciplinary proceedings and liability under criminal, civil and administrative laws, including those related to libel, slander, copyright, and data protection. The burden shall fall on the subject of the disclosure to prove any intents on the part of the whistleblower to violate the law.

7.2.5 Right to Refuse Participation in Wrongdoing

Employees have the right to decline to participate in corrupt, illegal or fraudulent acts. They are legally protected from any form of retaliation or discrimination if they exercise this right.

7.2.6 Preservation of Rights

Any private rule or agreement is invalid if it obstructs whistleblower protections and rights. For instance, whistleblower rights shall override employee "loyalty" oaths and confidentiality/ nondisclosure agreements ("gag orders").

7.2.7 Personal Protection

Whistleblowers whose lives or safety are in jeopardy, and their family members, are entitled to receive personal protection measures. Adequate resources should be devoted for such protection.

7.3 INVESTIGATION

The compliance officer is required to investigate any reported misconduct.

7.3.1 Initial Assessment

Following the disclosure of a reported misconduct made to STS, the compliance officer will carry out an initial assessment of the issues raised in the disclosure and assess if STS can investigate the disclosure.

At this stage, the compliance officer may contact the whistleblower to obtain additional information about the reported misconduct.

STS will strive to provide initial feedback within 10 working days following the disclosure.

The compliance committee will be informed that a disclosure has been made.

7.3.2 Investigation Process

Following the initial assessment, STS may decide to launch an investigation.

While the circumstances of each whistleblower report may require different investigation steps, all investigations will:

- follow a fair process;
- be conducted as quickly and efficiently as the circumstances permit;
- determine whether there is enough evidence to substantiate the matters reported, and
- be independent of the person(s) concerned with the allegations.

7.3.3 Investigation Report

The investigation report will be generated after investigation and reported to the compliance committee.

The investigation report will consist:

- The nature of the reported issue;
- How the situation came to light;
- The nature of the potential law or regulatory violation, including any applicable reporting obligation;
- Whether the issue is past, current or imminent or likely to occur;
- Whether the situation relates to a single event or might apply to multiple instances;
- Whether there is a previous history of similar allegations or issues related to the disclosed issue;
- The extent of people that might be involved or affected by the issue;
- The geographic extent of the issue, if it can be determined;
- The impact of the issue, if it can be determined, including business impact for STS;
- The conclusions of the investigation
- Recommended course of action to remedy the issue and prevent recurrence

STS will keep a record of the investigation and its conclusions.

7.3.4 Communication

Updates will be provided to the whistleblower and the compliance committee on a regular basis.

The outcome of the investigation and necessary measures shall be concluded within 60 days from the disclosing date.

STS will determine whether immediate notification to the appropriate authority is required.

7.4 SUPPORT

STS will provide support where a whistleblower has concerns about STS conducts or the investigation processes. Similarly, the whistleblower is expected, to the extent possible, to fully support the investigation.

Where necessary, STS will provide employees and their immediate family members access to free confidential counselling service.

Although STS will endeavor to support all whistleblowers, STS will not be able to provide the same practical support to non-partners and non-employees that it provides to current partners and employees. Consequently, the processes in this policy will be adapted and applied to the extent reasonably possible.

7.5 MONITORING AND REPORTING, CONTINUAL IMPROVEMENT

The compliance officer will report on a regular basis and at least once a year on the performance of the processes related to this policy through relevant metrics and provide recommendations for improvement, including corrective and preventive actions, including review of the adequacy of this policy.

