

# The Whistleblower's Handbook

Know your Rights & Do what is Right



# What is Whistleblowing?

Whistleblowing is a term used when an employee discloses information concerning wrongdoings within the organization.



Whistleblowing policies set by the company can help to ensure that all employees concerned receive equitable treatment by standardizing the ways such situations are handled.

## Who can make a disclosure?



All employees are given the right to free speech.  
There is no qualifying length of services or position for bringing whistleblowing claims.

## How does the whistleblowing works?

Disclosure/concerns may be raised verbally or in writing to the Receiving Officer assigned in your local office or TTE Japan.

Receiving Officer will contact the whistle-blower to gather all the information needed to understand the situation and to proceed with further investigation.



# What can you disclose about?

- Failure to comply with an obligation set out in the company policy
- Miscarriages of justice
- Endangering someone's health & safety (physically & non-physically)
- Damage to the company's environment & reputation



**FRAUD** *Sexual harassment* **gender** **ACCUSED** **Health & Safety** **disability** **POLICY**  
**widespread** **DAMAGES** **Bullying** **MENTAL & PHYSICAL** **Dishonesty**  
**abuse** **Religion** **Power** **Harassment** **POWER**  
**Bribery** **Violation** **dismissal** **MISCONDUCT** **Discrimination**  
**illegal enforcement** **Demote** **assaulting**  
**Bid-DIGGING** **Victimisation** **REJECTING** **CORRUPTION**



# Bid-rigging

Ten companies participated in the project bidding



# Insider Trading



# Bribery



# Sexual Harassment



# Power Harassment



# Gender Discrimination



# Whistle-blower Protection & Confidentiality

- The Company prohibits discrimination, retaliation, harassment or victimization of any kind against a whistleblower who submits a compliant or report in good faith (Protected under the Employment Right Act). If a whistleblower believes that he or she is being subjected to discrimination, retaliation or harassment for having made a report, he or she should immediately report those facts to the Reporting Officer (Whistleblowing Hotline) in order for the Receiving Officer to make investigation and take appropriate action.
- All the information disclosed and personal information during the course of investigation will be taken seriously and that their confidentiality will be respected. (The information will only be known to the Receiving Officer and the investigation team for appropriate investigation and to take any remedial action)  
The whistle-blower's consent will be obtained beforehand when his/her identity is to anyone other than the above.
- The company will also ensure that natural justice is observed in relation to dealing with persons against whom an allegation of improper conduct has been made.



TTE management will take each whistleblowing seriously with confidentiality and investigate your concern and take appropriate action against the claims.

Wrongdoings can cause a big damage to the company's business and reputation. We need the support from all the staffs in creating an open culture and healthy environment in the company.

**Speak out &**



**Unlock the issue together**