



## **Regulations Governing Realtek Internal (External) Personnel**

### **Whistleblowing on Illegal or Immoral Behaviors**

#### **Article 1 Basis of adoption**

The Company formulates and establishes these Regulations to encourage stakeholders to report actions that run counter to Realtek's ethical practice standards and ethical corporate management.

#### **Article 2 Purpose of adoption**

The Company establishes internal and external reporting channels and management procedures to protect its reputation. It further stops illegal, immoral, or dishonest behaviors from harming the rights and interests of shareholders, employees, or partners (suppliers), in order to enforce a Company culture of ethical corporate management and to achieve robust development. At the same time, it protects the legal rights and interests of whistleblowers and related persons.

#### **Article 3 Scope of application**

These Regulations apply to all stakeholders of the Company.

#### **Article 4 Responsible unit**

Discovery of actions that run counter to Realtek's ethical practice standards and ethical corporate management, or any laws or regulations, can be reported to the Company's management, internal audit supervisors, related units, or other reporting channels provided by the Company.

#### **Article 5 Reporting channels**

The Company established and announced a reporting mailbox that can be used by any stakeholder.

Audit unit mailbox: [audit@realtek.com](mailto:audit@realtek.com)

Task force to investigate and deliberate reported incidents: Based on the content of the reported incident, the audit unit convenes related units to investigate and deliberate.

## **Article 6 Procedures for reporting**

1. A whistleblower shall at least furnish the following information:
  - A. The whistleblower's name and valid contact information.
  - B. The accused party's name or other information sufficient to identify the features of the accused party.
  - C. Specific facts available for investigation.
  
2. The Company shall observe the following procedures in handling whistleblowing matters:
  - A. Information shall be reported to the department head if involving the rank and file and to an independent director or the Audit Committee if involving a director or a senior executive.
  
  - B. The responsible unit of the Company and the department head or personnel being reported to in the preceding subparagraph shall immediately verify the facts and, where necessary, with the assistance of other related departments.
  
  - C. If a person being accused is confirmed to have indeed violated the applicable laws and regulations or this Company's policy and regulations of ethical management, the Company shall immediately require the violator to cease the conduct and shall make an appropriate disposition. When necessary, the Company will seek damages to safeguard its reputation and its rights and interests.
  
  - D. Documentation of case acceptance, investigation processes and investigation results shall be retained for five years and may be retained electronically. In the event of a lawsuit related to the whistleblowing case occurring before the retention period expires, the relevant information shall continue to be retained until the conclusion of the litigation.
  
  - E. With respect to confirmed information, the Company shall charge relevant units with the task of reviewing the internal control system and relevant procedures and proposing corrective measures to prevent recurrence.
  
  - F. The responsible unit of this Company shall submit to the Board of Directors a report on the whistleblowing case, actions taken, and subsequent reviews and corrective measures.

### **Article 7 Handling of nonaccepted cases**

Reported cases shall not be accepted under the following conditions:

- A. Cases reported anonymously or using a false name and without valid contact information.
- B. Cases without sufficient evidence that can be used for investigation.

### **Article 8 Whistleblower protection**

The safety of whistleblowers shall be protected. If the whistleblower is an employee of the Company, the Company shall promise that the whistleblower not face improper punishment due to his or her whistleblowing.

Personnel who handle a reported case shall keep the identity of the whistleblower and the details of the case in strict confidence. Those who violate these two provisions shall face internal discipline in accordance with the severity of the circumstances.

### **Article 9 Recusal from investigating reported cases**

If the personnel who handle a reported case and the whistleblower or the person being accused are second-degree relatives and have an interest in the content of the case or other conditions that could affect a fair investigation or handling of the case, that personnel shall voluntarily recuse himself or herself from the case. The whistleblower or the person being accused also have a right to request that the aforementioned personnel be removed from the case.

### **Article 10 Enforcement and Amendments**

These Regulations, and any amendments hereto, shall be implemented after adoption by resolution of the Board of Directors.