

## ❖ Ethic of directors, executives and employees ❖

The Board of Directors has established the “**Ethic of directors, executives and employees**”<sup>4</sup> for to use as a guideline for operations, it is divided into the following topics.

- 1) Contain no conflict of interest
- 2) Protect the confidential information of the Company
- 3) Be responsible for the Company’s assets
- 4) Behave in line with morality and integrity
- 5) Be responsible for stakeholders
  - shareholders
  - customers
  - suppliers
  - creditors
  - employees
  - competitors
  - communities and societies

The detail of the aforementioned topics are as follows:

### 1) **Contain no conflict of interest**

Directors, executives, and employees must not seek for personal benefit which is against the interests of the Company or conduct any action that causes the conflict of interest to the Company by complying with following guidelines:

- Directors, executives, and employees should abide by any behavior or action that may cause the conflict of interest to the Company. If it is necessary to do any action that may cause the conflict of interest, the utmost benefit of the Company should be mainly considered.
- Directors, executives and employees who participate in activities outside the organization or hold the position outside the Company, such as directors, executives, consultants, representatives or employees in other organizations, shall not cause any conflict of interest to the Company, either directly or indirectly; it must not affect the performance of their duties in the Company.
- Directors, executives and employees must not ask for assets or any benefit from trading partners and/or staff involved or use their powers to pursue personal benefit.
- Directors, executives, and employees must not commit or be involved in bribery or use their powers to pursue personal benefit.

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<sup>4</sup> Approved by the meeting of the Board of Directors No. 6/2014, 14 November 2014

- Directors, executives, and employees must avoid receiving gifts or any present from those who do business with us, which may lead to benefits or make other people understand that there are benefits together in the wrong way.

**2) Protect the confidential information of the Company**

The Company is considered that it is the responsibility of directors, executives, and employees of the Company to strictly maintain the confidential information of the Company and apply following guidelines:

- Directors, executives and employees are responsible and maintain the confidential information of shareholders, customers, suppliers, officers and employees without disclosing such information if the information owner does not permit unless such disclosure is in compliance with the laws, regulations, terms or conditions that the Company must follow Including non-access to confidential information of such person with dishonest or inappropriate means.
- Directors, executives and employees must not seek for personal benefits and benefits of related person without disclosure of confidential internal information to outsiders, both directly and indirectly.
- Directors, executives and employees must not buy, sell, transfer or receive the transfer of the Company's securities based on internal information that is not disclosed by the Company.

**3) Be responsible for the Company's assets**

The Company encourages its executives and employees to be responsible for the efficient use of resources and assets of the Company in order to make it worthwhile and most beneficial with following guidelines:

- Directors, executives and employees must supervise, manage, control and take care any assets of the Company in the condition that is usable and must maintain and use resources and assets in a cost- effective manner.
- Directors, executives and employees must adhere to the principles of savings to control production costs including unnecessary waste.

**4) Behave in line with morality and integrity**

- Directors, executives, and employees shall act with morality and ethically according to respect religion, and not to act against the anti-corruption practice guideline.

**5) Be responsible for stakeholders**

- **Shareholders:** The Company determines to create quality and stable business growth for the full and sustainable benefit of the shareholders based on the effective work performance, excellent turnover, equal access to necessary information, disclosure of actual information, conducting business with honesty, integrity, transparency and fairness.
- **Customers:** The Company is committed to providing a product manufacturing system that meets standards, as well as a service system that creates customer satisfaction, ensuring that customers receive quality products and services by treating all customers appropriately, provide complete and accurate information about products and services, and do not distort

facts. Additionally, the customer satisfaction surveys will be conducted to gather feedback and continuously improve both our products and services.

- **Supplier:** The Company continues to treat its supplier whom deemed as business partner with equity and based on the mutual benefit, develop and maintain long-term relationship with supplier, while creating trust between each other. The Company has complied with the procurement regulations which the procedures and practice guides are clearly stated.
- **Creditors:** The Company strictly adheres to the creditor's conditions, controls the payment of the loan and interest to all types of debtors, fully meets the term and conditions of the load agreement in full. In case of having a dispute or can not perform to the conditions, the Company will inform and negotiate with the creditors in advance to find a preliminary solution together.
- **Employees:** The Company treats its employees with fairness and appropriate manner in term of opportunity and compensation, appointment, transfer, skill development and safe working condition. The Company welcomes any opinion and suggestions from employees and treats everyone with fairness and equality.
- **Competitors:** The Company determines to conduct business under fair competition environment, not seeking competitor's confidential information dishonestly or inappropriately, not executing any action that violates their intellectual property.
- **Community and Society Environment, Health and Safety:** The Company is committed to maintaining a good society by adhering to relevant laws and regulations and cooperating regularly with the government to prevent the Company's operations from causing harm to the quality of life of the community, society, and environment. Additionally, the Company promote and contribute to societal development, including improving quality of life, supporting education, promoting energy conservation, and preserving the environment, all for the progress of society in a fair manner.