



Business Code of Conduct

TAKUNI GROUP PUBLIC COMPANY LIMITED AND SUBSIDIARIES

Approved by the Board of Directors Meeting No. 2/2024.

February 27, 2024

Business Principles

The Board of Directors has a policy to promote the governance of the organization, focusing on conducting business with transparency that encompasses the needs of all stakeholders and aligns with the path of creating a balance between business, society, and the environment. This will lead to the sustainability of the organization.

In this regard, the Board of Directors has established a Business Code of Conduct to serve as a guideline for good practices for the directors, executives, and employees of the Takuni Group Public Company Limited. The business is conducted on the foundation of governance and responsibility towards all related parties, both within and outside the organization. It is mandated that the performance according to the Business Code of Conduct is reviewed and monitored continuously on an annual basis. The Business Code of Conduct, as per the attached document, takes effect from February 27, 2027, onwards.

Announced on February 27, 2027.

(Doctor Chatchai Payuhanaweechai)
Chairman of the Board

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1. Business Code of Conduct

1.1 Definitions

“Code of Conduct”	refers to	the guidelines for good practices aimed at enhancing the organization's ethical values.
“Company”	refers to	Takuni Group Public Company Limited and its subsidiaries.
“Company Director”	refers to	the directors of Takuni Group Public Company Limited and its subsidiaries.
“Employee”	refers to	executives, permanent employees, probationary employees, and employees with a definite period of employment at the company.
“Relative”	refers to	individuals related by blood, by law, or legally, such as parents, siblings, spouses, children, including the spouses of the children.
“Business Partner”	refers to	individuals who conduct transactions with the company, such as suppliers and service providers to the company.
“Customer”	refers to	the purchasers of products and users of the company's services.
“Stakeholder”	refers to	individuals involved with the company's operations in various aspects, such as shareholders, employees and their families, business partners, customers, creditors, competitors, society, and the environment.

2. Ethical Conduct in Business

2.1 Business Conduct Guidelines

The company is committed to operating according to corporate governance principles, adhering to the policies of responsibility, transparency, equality, long-term value creation for the business, and promoting best practices. The ethical guidelines for business conduct that the company adheres to include:

1. Being accountable for one's decisions and actions.
2. Being transparent and openly honest.
3. Treating all parties equitably and justly.
4. Aiming to create long-term value for stakeholders.
5. Encouraging the adoption of best practices.

2.2 Anti-Corruption Policy

Takuni Group Public Company Limited operates under the principles of good corporate governance and complies with the laws, business ethics, and the company's code of conduct. The company is committed to combating and not tolerating corruption in all its forms. Therefore, it has established an anti-corruption policy as a guideline for the board of directors, executives, and all employees, as follows:

1. Definitions

Corruption refers to all forms of bribery intended to influence contracts, the offering, promising, or demanding of money, property, or any other undue advantage from individuals in public or private sectors, business partners, etc. It includes the misuse of position or information obtained from one's duties to benefit oneself, associates, and others, resulting in improper business gains, except where allowed by law, regulations, declarations, local customs, or trade practices.

2. Structure and Responsibilities

- **Board of Directors**

The Board has the duty and responsibility to establish anti-corruption policies, delegate tasks, and oversee that all departments comply effectively and continuously support to ensure that every employee is aware and prioritizes it until it becomes the organization's culture.

- **Audit Committee**

Recognizing the importance of good corporate governance, the Board of Directors considers and appoints an Audit Committee consisting of independent members. This committee is tasked with inspecting the company's operations, reviewing the effectiveness of internal controls to ensure operational efficiency, compliance with laws, adherence to good operational practices, appropriate and effective administration, and maximum efficacy. The Audit Committee also reviews the company's financial reports alongside auditors to ensure the reliability and comprehensive disclosure of information in accordance with standards and relevant regulations. Furthermore, it aims to assure investors and stakeholders of thorough, fair, and transparent business oversight and operation in line with the principles of good corporate governance

- **Nomination and Remuneration Committee:**

The company's board has tasked the Nomination and Remuneration Committee with the role of recruitment, considering and selecting suitable candidates for the positions of directors, executive directors, and senior executives of the company. It also reviews succession planning for senior executives, establishes criteria for evaluating the board of directors, subcommittees, and top executives, and approves the forms, criteria, and determination of the value of remuneration, including salaries and other benefits for directors, executive directors, and senior executives.

- **Executive Committee:**

Appointed and delegated by the company's board, the Executive Committee oversees and manages the company's operations, including setting the organizational structure, policies, direction, business strategies, expansion plans, financial planning, budgeting, human resource management, and IT investments. This is to be carried out in accordance with the objectives, bylaws, policies, regulations, directives, and resolutions of the board meetings and/or shareholder meetings. The committee also monitors the company's performance to ensure it aligns with the board's policies and set goals, ensuring that operations are of the highest quality and efficiency.

- **Risk Management Committee**

The Risk Management Committee is responsible for assessing potential risks and their impacts, establishing risk management policies covering various risks in operation, including managing potential corruption risks. It monitors risk management activities and systematically analyzes, evaluates, manages, follows up, and reports. Additionally, it regularly reports risks and recommendations for risk management to the Audit Committee and the company's board.

- **Anti-Corruption and Corruption Prevention Committee**

This committee is tasked with establishing policies and practices that cover all forms of corruption in management. It supports and develops personnel to be knowledgeable about anti-corruption

efforts, monitors practices for combating corruption, and systematically analyzes, evaluates, manages, follows up, and reports on corruption complaints directly to the Audit Committee.

- **Sustainability and Social Activities Committee**

Responsible for setting policies, directions, and approaches to corporate social responsibility, environmental stewardship, and company sustainability. It approves strategies and activities to achieve goals related to policy, sustainability, and social activities. This includes considering budgets and expenses for operations related to social responsibility, environmental sustainability, and tracking and evaluating the effectiveness of sustainability policies and social activities. Reports to the Chief Executive Officer and reviews and approves disclosures of social and environmental responsibility in the company's annual report.

- **Internal Control Unit**

With a hierarchical structure aligned with the chain of command, this unit defines structure, scope, responsibilities, and clear approval authorities effectively. This ensures business operations and workflows are tight, transparent, auditable, and have effective internal control, thereby not creating opportunities for corruption. Additionally, systematic and fair human resource management fosters confidence and reduces the culture of self-interest.

3. Practices for Combating Corruption and Corruption

3.1 Avoid engaging in or being part of any form of corruption, directly or indirectly, for personal or company benefit or for those associated with oneself, such as friends, family, or acquaintances.

3.2 Directors, executives, and employees must not ignore or overlook any corrupt activities related to the company's business. They must report to their superiors or through designated channels and cooperate in investigating the truth, including related documents.

3.3 Directors, executives, and employees who violate or do not comply with the anti corruption policy and good governance will face disciplinary actions according to the company's regulations or laws. If the company loses business opportunities due to an employee's refusal to engage in corruption, the company will not demote, penalize, or negatively affect that employee.

3.4 The company will ensure fairness and protection for employees who refuse or report corruption, using protective measures for whistleblowers or those cooperating in corruption reporting as prescribed by the company's policy or law.

3.5 The company will communicate its anti-corruption policy and good governance, including channels for reporting grievances or complaints within the company, through various means such as orientation programs for new directors and employees, seminars, training, intranet, etc.

3.6 The company will communicate its anti-corruption policy and good governance, including channels for public reporting of grievances or complaints to the public, subsidiaries, joint ventures, other companies under the company's control, business partners, and other stakeholders through various

channels such as the company's website, annual performance reports, executive meetings with the press, business-related meetings, etc.

3.7 The company has a policy not to demote, penalize, or negatively affect employees who refuse to engage in corruption, even if such actions result in the loss of business opportunities for the company. The company has a clear process for communicating this policy to ensure that employees who refuse corruption are not demoted, penalized, or negatively affected, even if such actions result in the loss of business opportunities, through various channels such as orientation programs for new directors and employees, seminars, training, intranet, etc.

4. Forms of Corruption include:

4.1 Political Contributions: Refers to financial or other forms of assistance, such as donating goods, advertising to promote or support political parties, purchasing tickets for fundraising events, or donating to organizations closely associated with political parties. The company maintains a neutral political stance, supports adherence to the law, and democratic governance. Directors, executives, and employees have the right and freedom of political participation as per law and shall not undertake any actions that could harm the company's reputation and business.

4.2 Charitable Donations: Are activities aimed at providing support to communities and society as part of economic development leading to sustainable growth. All charitable donations must be used for public charity, with clear documentation as per the company's practices, as donations could potentially be a channel for corruption.

4.3 Sponsorships: Represent expenses for business purposes, brand, or reputation of the company. Sponsorships may be linked to bribery; thus, the company must set policies, approval criteria, authorities, review, and evaluation processes to ensure that sponsorships are used appropriately and continuously for the benefit of the activities or society genuinely.

4.4 Gifts, Hospitality, and Other Expenses: Can be avenues for corruption risk, as giving or receiving could constitute bribery and foster relationships leading to business cooperation. Therefore, the company must establish policies and guidelines to ensure employees understand and exercise caution in practice. The offering or acceptance of gifts, hospitality, and other services by employees must not influence their decision-making process with bias or conflict of interest.

5. Operational Processes and Key Practices

The company has established policies and set out key operational processes and practices as follows:

- 5.1 The company has stringent financial disbursement regulations, setting approval authority limits, specifying objectives, and requiring correct and clear supporting documentation for recipients.
- 5.2 The company has a sales and marketing operation process that includes risk assessment and significant risk mitigation, along with regular inspections and performance monitoring.
- 5.3 The company has a procurement management process, such as bidding, contract preparation, and selection of suitable business partners. This includes current partner risk assessment to inform

decision-making, ensuring maximum benefit for the company. Operations must adhere to the company's sustainable procurement policy, with appropriate checks and adjustments.

- 5.4. The company has a transparent and fair human resource management process to prevent corruption in selection, orientation, training, performance evaluation, compensation, promotion, and disciplinary actions.
- 5.5 The company prioritizes and highly values operations with standard and widely accepted internal controls, such as departmental operational manuals for employees to follow consistently. Good internal control provides reasonable assurance regarding operational efficiency, financial reporting reliability, and compliance with laws and regulations.
- 5.6 The company places high importance on risk management to prevent and minimize motivations that could lead to corruption, with risk assessment, analysis, priority setting, and mitigation measures. The Risk Management Committee continuously monitors the risk management plan to align with the company's operations and achieve set goals.
- 5.7 The company has a standard internal audit system with an audit plan based on significant risks, business environment, and senior management opinions. Internal audits cover all units appropriately, helping to identify and correct deficiencies timely, thereby reducing internal control gaps that could lead to corruption.
- 5.8 The company maintains a readily auditable record-keeping and data storage system, with sufficient and complete documentation for all operational steps.
- 5.9 The company ensures regular reviews of anti-corruption measures by assigned responsible persons and presents to the Audit Committee for consideration and suggestions to improve the confidence in the sufficiency and effectiveness of the measures.

6. Whistleblowing and Complaints

The company's board has established policies and measures for reporting channels for both internal and external parties regarding any illegal actions, ethical misconduct in duty performance, or behavior that may suggest corruption and impropriety by individuals at all levels of the organization and other stakeholders. There are also mechanisms to protect whistleblowers to enhance the company's interest oversight effectively. The details are as follows:

6.1 Subjects for whistleblowing and complaints include:

- Illegal acts, corruption, violations of company regulations, or ethical misconduct in the duties of directors, executives, and employees.
- Issues severely impacting the company's legitimate interests or reputation.
- Significant flaws in financial reporting and internal control systems.
- Human rights violations.
- Non-compliance with governance rules, regulations, business ethics code.

All issues and complaints will be preliminarily investigated for factual accuracy. If there is supporting information and evidence, steps will be taken in sequence as specified by the company in writing.

6.2 Channels for Reporting Whistleblowing and Complaints

The company prioritizes combating corruption both within and outside the organization, implementing an anti-corruption policy and bribery for the company's business benefits. The company assesses risks from internal corruption and corruption, including governance and control practices to prevent and monitor corruption risks. Training is provided to employees on procedures for reporting or witnessing corrupt activities through various channels, such as reporting to the Anti-Corruption and Corruption Committee, the Audit Committee, and the Human Resources Manager. Additionally, the Anti-Corruption and Corruption Committee has established procedures for investigation and equitable disciplinary measures.

For external anti-corruption efforts, the company has established a Whistleblower Policy, enabling all stakeholders to report or complain about the company's management, as well as corruption and misconduct by executives and managerial-level employees, including complaints about rights violations. Whistleblowers (Blowers) are assured protection and confidentiality for their information and sources. The company provides channels for stakeholders to contact and report issues in writing or via email.

Unit	Tel	Email
Anti-Corruption Committee	02-455-2888	tganti@takuni.com
Audit Committee	02-455-2888	auditcom@takuni.com
Human Resources Manager	02-455-2888	hr@takuni.com

Or report to their immediate supervisor whom the employees trust or through an opinion box within the office.

6.3 Investigation Process for Complaints:

1. Upon receiving a complaint or tip, the recipient will gather the facts and forward the issue to the Anti-Corruption and Corruption Committee, also notifying the management.

2. The Anti-Corruption and Corruption Committee will conduct an investigation to ascertain the facts, compile evidence, and consider appropriate management actions in conjunction with the management, or set up a specific committee for investigating the reported issue. This committee should include representatives from various company departments, ensuring no conflict of interest for transparency and fairness.

3. The Anti-Corruption and Corruption Committee presents the investigation results, proposes measures to halt ethical violations, and suggests remedial actions for those impacted to the Audit Committee for review and feedback.

4. The complaints and the Audit Committee's feedback are communicated to the company's board for acknowledgment, guiding the review of practices, regulations, directives, and the company's business ethics principles going forward.

6.4 Protective Measures for Whistleblowers and Complainants:

- The information of whistleblowers and complainants must be kept confidential, and there are specified penalties for those responsible if the information is disclosed.

- Access to whistleblower and complaint information is restricted solely to designated individuals.

If unsure, it's recommended to present the information or facts of the case to a supervisor or inquire with the Human Resources department to collaboratively consider criteria, guidelines, and ensure proper conduct.

3. Code of Conduct for Stakeholders

The company has policies and practices for treating stakeholders as follows:

3.1 Conduct and Responsibilities Towards Shareholders

1. Perform duties with honesty and integrity, making decisions with sincerity and fairness to both major and minor shareholders, and for the benefit of the broader group of stakeholders.
2. Manage the company's affairs to promote growth, stability, and generate appropriate returns for shareholders.
3. Perform duties with the skill, care, and diligence of a knowledgeable, experienced, and competent person.
4. Report the company's status and performance to shareholders equitably, consistently, and thoroughly, reflecting the truth.
5. Not disclose the company's confidential information to others improperly.
6. Avoid any actions that could create a conflict of interest with the company.

3.2 Conduct and Responsibilities Towards Employees

1. Provide compensation that is appropriate to each employee's knowledge, skills, responsibilities, and job performance.
2. Appointments, transfers, as well as rewards and disciplinary actions, should be conducted equitably, sincerely, and based on the knowledge, skills, suitability, and actions or performance of the employees.
3. Treat employees with compassion and fairness, care for them, prioritize their development, knowledge transfer, and skill enhancement, offering opportunities equitably and consistently.
4. Strictly adhere to laws and regulations relevant to employees.

5. Ensure a work environment that is safe for the lives, health, physical well-being, and property of employees at all times.
6. Encourage employee participation in setting work directions and solving company problems.
7. Listen to feedback and suggestions from all levels of employees equitably and impartially.
8. Treat employees with human dignity and respect for their individual rights and duties.

3.3 Conduct and Responsibilities Towards Customers

1. Fulfill contracts, agreements, or conditions with customers. If unable to comply, negotiate with customers in advance to find solutions and prevent damages.
2. Commit to creating satisfaction and confidence in customers by providing quality products and services that are safe.
3. Disclose complete, accurate, timely information about products and services without distorting the truth, while maintaining good and sustainable relationships.
4. Establish a customer service system allowing customers to express dissatisfaction and respond to customer needs promptly.
5. Operate with reasonable costs as much as possible while maintaining the standard quality of products and services.
6. Seriously and consistently protect customers' confidential information and not use such information for personal gain or that of associates.
7. Neither solicit nor accept any dishonest benefits from customers.

3.4 Conduct and Responsibilities Towards Partners

1. Fulfill contracts, agreements, or conditions with partners. If unable to comply, negotiate with partners in advance to find solutions and prevent damages.
2. Treat partners equitably and fairly, based on a foundation of fair compensation for both parties.
3. Neither solicit nor accept any dishonest benefits from partners.

3.5 Conduct and Responsibilities Towards Creditors

1. Fulfill contracts, agreements, or conditions with creditors. In cases of inability to comply, promptly negotiate with creditors in advance to jointly find solutions and prevent damage.
2. Regularly provide correct, complete, and timely financial information to creditors.
3. Neither solicit nor offer any dishonest benefits to creditors.

3.6 Conduct and Responsibilities Towards Competitors

1. Behave within the framework of fair competition, conducting business on the basis of free competition and considering fair competition without disparaging or attacking competitors without reasonable information.
2. Not seek competitors' confidential information through dishonest or inappropriate means.
3. Not damage the reputation of competitors by making false accusations.
4. The company should support cooperation with competitors that benefits consumers. Cooperation between the company and its competitors should not be aimed at monopolizing revenue allocation, market share, reducing the quality of products and services, or fixing the prices of products and services that could harm consumers overall. Company personnel must be cautious in dealings with competitors and their personnel in every instance, not disclosing or negligently allowing the company's secrets to fall into the hands of competitors.

3.7 Conduct and Responsibilities Towards Society and the Environment

1. Prioritize activities benefiting communities and society by focusing on social, community, and environmental development, fostering creativity, and conserving natural resources, including supporting public welfare activities.
2. Continuously instill a sense of social and environmental responsibility within the company and all levels of employees.
3. Cooperate and ensure strict adherence to the spirit of laws and regulations related to environmental and social governance.
4. Respond quickly and effectively to incidents impacting the environment and communities due to the company's operations, fully cooperating with governmental and related agencies.
5. Adhere to democratic principles and encourage employees to exercise their voting rights as per the constitution.

3.8 Policies and Practices for Personal Data Protection

The company acknowledges the privacy rights of individuals associated with the corporate group and aims to ensure their rights are fully protected under the personal data protection laws. Consequently, the company has developed and announced a personal data protection policy and practices for the corporate group, accessible to related individuals through the company's website, ensuring stakeholders are equally informed.

4. Board of Directors' Code of Conduct

The company is committed to ensuring that the Board of Directors operates within the highest ethical framework and strictly maintains conduct that serves the best interests of the company and all stakeholders.

The Board of Directors' Code of Conduct is as follows:

1. Perform duties in accordance with laws, the company's objectives, regulations, and resolutions of the shareholders' meeting.

2. Manage operations carefully for the benefit of all stakeholders, both present and future, while maintaining the company's reputation.

3. Operate with honesty and integrity, without bias towards politics, strictly maintaining impartiality.

4. Avoid any involvement, either directly or indirectly, in businesses that compete with the company.

5. Manage operations by avoiding conflicts of interest between personal benefits and those of the company to ensure efficient and effective management. This includes

1. Refrain from seeking improper benefits from work activities, either directly or indirectly.
2. Do not misuse the company's confidential information and, upon leaving the position, do not disclose any information or documents that are confidential to the company.
3. Avoid serving as a board member in any company that competes with the company.
4. Have no interest or stake in any contracts made by the company that could lead to a conflict of interest.
5. Do not accept any property or benefits that conflict with the company's interests for personal or familial gain, such as entertainment, gifts, vacation offers, hospitality, or any personal favors.

6. Fulfill duties with the utmost ability to ensure maximum benefit to the company, including participation in the company's board meetings and any other committee meetings.

7. Directors and their families must not hold shares or benefit from any competitor companies or any business that might conflict with the company's interests. However, if the shares of such companies or individuals are listed on the Stock Exchange, purchasing shares of these listed companies or investing through mutual funds or investment units is not considered a conflicting interest as long as it does not affect the performance of duties to the company.

8. Avoid any actions that could undermine the company's interests or provide benefits to any individual or legal entity, whether for personal gain or for others.

9. Do not use insider information for personal gain in buying or selling the company's stock, nor disclose such information to others for their trading advantage.

10. Abstain from buying or selling the company's stock during the one month before the quarterly and annual financial statements are published, and for 48 hours after such critical information is disclosed.

11. Report the holding and changes in the holding of the company's securities to the company as per the company's defined criteria to prevent insider trading.

5. Employee's Code of Conduct

5.1 Personal Conduct

1. Seek knowledge and experience to enhance one's capabilities, ensuring efficient and effective performance.

2. Adhere to moral principles and not seek positions, recognition, or any other benefits improperly from supervisors or others.

3. Avoid all forms of addiction and conduct that could tarnish one's dignity and the company's reputation, such as being overwhelmed by debt, indulging in gambling, or involving in substance abuse.

4. Refrain from engaging in any occupation or profession, or any activity that could impact one's duty performance or reputation and that of the company.

5. Avoid financial obligations with individuals who conduct business with the company or among employees, which includes lending or borrowing money, soliciting contributions, cashing checks, participating in rotating savings and credit associations, except for charitable and public welfare activities.

6. Respect human rights without discrimination based on similarities or differences, including race, religion, gender, age, education, or status, respect individual freedom, and protect personal data.

5.2 Conduct Towards the Company

1. Perform duties with honesty, integrity, fairness, and responsibility, dedicating physical and mental effort to the task at hand, prioritizing the company's benefits.

2. Work diligently, constantly seeking ways to develop and improve work efficiency.

3. Maintain discipline and adhere to the company's rules, organizational values, and good traditions, whether written or not.

4. Preserve one's dignity in society and avoid actions that could harm the company's image and reputation.

5. Utilize and safeguard company property for maximum benefit, conserving resources and preventing loss, and not using them for personal gain.

6. Refrain from participating in or concealing any actions that could create a conflict of interest with the company or compromise impartial duty performance, including illegal activities.

7. Avoid financial entanglements or obligations with individuals who have duties or businesses related to the company's operations.

8. Comply with the company's occupational health, safety, and environmental policies.

9. Do not use one's position, or allow others to use it, directly or indirectly, to seek improper benefits for oneself or others.

10. Commit to the company with good conscience and shared responsibility to achieve objectives under the company's occupational health, safety, and environmental policies, strictly adhering to established policies, rules, regulations, and guidelines.

5.3 Conduct Towards Other Employees

1. Foster teamwork by cooperating and supporting each other for the collective benefit of the company's operations.

2. Treat colleagues with courtesy, kindness, and positive interpersonal relations, adapting to work effectively with others and not withhold necessary information for colleagues' tasks.

3. Respect others and not claim others' work as one's own.

4. Supervisors should conduct themselves in a respectable and exemplary manner for their subordinates.

5. Subordinates should treat their supervisors with respect.

6. Subordinates should listen to their supervisors' advice and not bypass their immediate supervisors unless instructed by higher authority, also showing courtesy to employees in higher positions.

7. Avoid disclosing or criticizing other employees' information, whether work-related or personal, in a manner that could harm the employee or the company's overall image.

8. Refrain from any immoral acts towards other employees.

9. Avoid any form of sexual harassment towards other employees that could cause distress, annoyance, or create a hostile, intimidating, or offensive work environment. This includes harassment, obscenity, flirting, or any sexual misconduct, whether verbal or physical.

6. Human Rights Violations

The company is committed to avoiding involvement in human rights violations. It mandates that directors, executives, and all employees respect universal human rights principles as follows:

1. The company supports employees in exercising their rights as citizens lawfully under the constitution and law.

2. The company will protect employees' personal data, such as biographies, health histories, work histories, etc. Disclosure or transfer of employees' personal information to the public is permitted only with the employee's consent. Violations are considered disciplinary offenses unless done according to company regulations or law.

3. The company does not support enterprises that violate universal human rights principles and corruption.

4. All employees must not engage in any actions that violate or threaten others based on race, gender, religion, age, physical and mental disabilities.

5. Respect human rights without discrimination due to similarities or differences in race, religion, gender, age, education, status, including respecting individual freedom rights and protecting personal data.

7. Conflict of Interest

The company has policies and practices regarding the prevention of conflicts of interest as follows:

1. Employees and their families must not benefit from or hold shares in competitor companies or any business, including traders/vendors that the company conducts business with. However, if the shares of the competitor company, business, or individual are listed on the stock exchange, purchasing shares of a company listed on the stock exchange or investing through mutual funds or investment units is not considered a conflicting interest as long as it does not impact the employee's performance.

2. Employees and their families must not engage in any activities that conflict with the company's interests, whether due to dealings with business-related individuals such as partners, clients, competitors, or from taking advantage of opportunities or information obtained through employment for personal gain, and in conducting business that competes with the company or undertaking work outside of the company's duties that affect the employee's job performance.

8. Confidentiality

The company has policies and practices regarding the confidentiality of company information as follows:

1. Do not disclose or exploit confidential information, including safeguarding the company's secrets by ensuring that documents or information deemed confidential do not leak or fall into the hands of unrelated parties, which could potentially harm the company.

2. Do not use the company's information obtained from performing duties to seek benefits for oneself or others improperly.

3. Refrain from or avoid making comments to external parties or the media about company-related matters without the authority or on any matter that may affect the company's reputation and operations.

9. Financial Reporting and Internal Control System

The company has policies and practices regarding financial reporting and the internal control system as follows:

1. Prepare financial reports that are accurate, complete, timely, and reliable, in accordance with generally accepted accounting standards.

2. Ensure the effectiveness of the internal control system to ensure compliance with the company's standards, regulations, and relevant laws.

10. Procurement

The company has policies and practices regarding procurement as follows:

1. Maintain appropriate business-level relations with suppliers/vendors, ensuring that there is no perception of having a special relationship with any particular supplier/vendor to the extent that it could influence procurement decisions, bidding processes, negotiations, etc., unfairly and inequitably against others.

2. Provide accurate and straightforward information to suppliers/vendors without causing them to make hasty decisions based on misunderstandings or incomplete information.

3. Avoid accepting gifts, favors, invitations to private or group social events, or any expenses offered by suppliers/vendors for specific activities, including visits funded by suppliers/vendors or any support for internal activities. This is to avoid any allegations that may arise and prevent bias towards favoring any party specially.

4. Do not expect or demand personal or group benefits from vendors/suppliers under any circumstances and do not accept money or bribes in any form.

5. Do not invite vendors/suppliers to submit proposals or participate in bids without a genuine intention to procure, or if there is already an intention not to purchase from that vendor/supplier. Only invite vendors/suppliers who, upon evaluation, are deemed qualified, willing, and capable of competing with the expectation of ultimately being selected for procurement. Do not invite vendors/suppliers for bidding merely as a negotiation tool with other vendors/suppliers. If only estimates for budgeting or cost estimation purposes are required, this should be clearly communicated to the vendors/suppliers in advance.

6. Provide clear, accurate criteria and information and treat all vendors/suppliers participating in the tender equally. If any vendor/supplier requests and receives additional information, this information should also be provided to others who did not request it. Similarly, if any vendor/supplier requests and is granted an extension for the submission deadline, the new deadline should be communicated to all other participants immediately.

7. Keep all information received from bidders or participants confidential. Do not disclose pricing or technical information received from one to another.

8. Conduct procurement processes transparently, fairly, and honestly, without allowing any improper influence to interfere.

11. Giving or Receiving Gifts, Assets, or Other Benefits, or Entertainment

The company has policies and practices regarding giving or receiving gifts, assets, other benefits, or entertainment as follows:

1. Employees and their families must not solicit, accept, or agree to accept money, items, or any other benefits from those related to the company's business.
2. Employees and their families may give or receive gifts according to customary practices, provided that the gifts received or given do not influence any business decisions related to the company.
3. Do not accept hospitality in a manner that exceeds the norm of regular business relations from any person who has duties or business related to the company's operations.

12. Trading of Company Securities and Use of Insider Information

The company has policies and practices regarding the trading of its securities and the use of insider information as follows:

1. Do not use insider information for personal benefit in buying or selling the company's stock or provide insider information to others for the benefit of buying or selling the company's stock.
2. Do not buy or sell the company's stock during the 1-month period before the publication of the company's quarterly and annual financial statements to the public and for 24 hours after significant information is disclosed.
3. Employees who have access to the company's significant information must report their holdings and changes in holdings of the company's securities according to the company's established guidelines to prevent insider trading.

13. Use of Information Technology

The company has policies and practices regarding the use of information technology as follows:

1. Avoid using internet sites that are illegal or violate good morals, and do not disseminate information or news from such internet sites to others.
2. Avoid sending electronic mail (email) that could obstruct the company's operations, annoy others, violate company policy, break the law, or violate good morals.
3. Employees with special rights to access others' email content may only do so with approval from the authorized person.
4. Unauthorized access to the content of others' emails is considered a violation.

14. Data and Information Technology (IT) Security

The company has policies and practices regarding data and information technology (IT) security as follows:

1. Ensure screening and assign specific rights only to personnel involved in the operation and distribution of various data.
2. Establish a review cycle for system operations, along with system personnel to control operations and solve potential issues continuously, as well as ongoing development of hardware and software.
3. Install systems and devices for threat prevention (Firewall) and surveillance.

15. Compliance Monitoring

The company has policies and practices for compliance monitoring as follows:

1. It is the duty and responsibility of the company's directors, executives, and employees to be aware of, understand, and strictly comply with the business code of conduct.
2. Supervisors at all levels must ensure that employees under their supervision seriously follow this code of conduct and must lead by example in compliance. They must also foster a work environment where employees and relevant individuals understand that compliance with the code of conduct is correct, mandatory, and ignorance of the practices set forth in this code cannot be claimed.
3. The company has established a reporting unit for monitoring and assessing compliance with the business code of conduct.
4. Methods for inquiry and reporting in case of suspected code of conduct violations or complaints include multiple channels, such as:
 - Direct supervisors
 - Human resources manager
 - The Anti-Corruption and Corruption Committee
 - The Audit Committee

Reports and complaints must be made in writing.

16. Discipline

The company has policies and measures concerning discipline, designating the company's business code of conduct as one of the disciplines that directors and employees must strictly follow. Employees who violate or fail to comply will be subject to disciplinary action according to the company's policy manual and regulations concerning discipline and disciplinary actions.