

Receiving - Giving of things or other benefits Policy

Receiving of things or other benefits

Giving of things or any other benefits	Refers to	Offering benefits in the form of money, property, goods, gifts, or other benefits as a remuneration, incentive, reward or to build a good relationship.
Bribery	Refers to	Offering or accepting of things, gifts, prizes, or rewards in any other nature to influence the person to make a decision or act or omit an act or for personal benefits or to aid in accomplishing a goal of oneself in bad faith, illegally, or against the Company's Code of Conduct.

Guidelines

(1) The Company requires directors, executives, and employees of the Company to refrain from receiving things or any other benefits from all stakeholders related to the Company's business operations such as accepting gifts, requesting for solicitations, requesting for a reception, and receiving donations.

(2) Employees are obliged to inform business partners and related stakeholders of the Company's no-gift policy from time to time and ask stakeholders to cooperate in doing so.

(3) In the event that there is an inevitable need to receive things or any other benefits, such as the business partner not being aware of the announcement of the no-gift policy and having already brought the item, or the employee is in the situation of not being able to refuse the item for the need to maintain a good relationship between that person or organization, employees should take the following actions:

(a) Request the department manager level and above to receive items with a value of not more than 3,000 baht. If the value exceeds that amount, the Company does not permit receiving such things under any circumstances.

(b) Upon receipt of the item, it must be immediately delivered to the Human Resources Department for processing such item as appropriate unless the item is (1) Consumables with an expiration date within 1 month, or (2) Gifts worth not more than 500 baht, provided that the department manager has the power to consider distributing items to employees as appropriate.

(4) In the event that the Company is offered a prize, a souvenir, or any item from a contest, contract with a business partner, or an event of a commendation for the Company's work, the Company may accept it in the form of inter-organizational gift by assigning the manager level and above to be the representative to receive such items as the property of the Company.

(5) The Company allows directors, executives, and employees to receive gifts worth not more than 500 baht during traditional festivals, public relations events or various events, such as calendars, key chains, pens, notebooks, or commemorative coins with a logo of the organization or that event, where a supervisor or managerial level employee or above shall be assigned to be a representative for receiving and consider distributing souvenirs to employees as appropriate.

(6) Requests for sponsorships or items can be made in an inter-organizational manner, whereby the sponsorship process must be approved in accordance with the Company's procedures and approved by the authorized signatory only.



(7) Accepting offers for seminars, training, study tours or business visits at the expense of business partners can be done if it is considered appropriate and beneficial to the Company. However, factors to be cautioned of in accepting the offers are as follows:

- (a) Offers are made between individuals, not between organizations.
- (b) Offers that are not specified in the contract agreement.
- (c) Offers with the intent of tourism rather than learning.

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The Company stipulates that the giving of things or any other benefits to stakeholders with a value of not more than 3,000 baht can be practiced during traditional festivals that are customary and are not contrary to the law, and where such practices shall be approved by managerial level employee and above to process. In addition, in order to avoid and prevent bribery acts that may lead to corruption, the Company requires the department manager level and above to check the suitability before taking action and be the representative to give things or any other benefits on behalf of the Company.