



Code of Business Conduct

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Content

	Page
1. Introduction	1
2. Definition	2
3. Ethics of Directors and Advisors	3
4. Ethics of Employees	4
5. Ethics of Employees Ethics in Business Operation	5
5.1 Compliance with the law, rules, regulations, practices and related standards	5
5.2 Conflict of Interest	5
5.3 Gifts and Entertainment	7
5.4 Maintenance of Corporate data and assets	9
5.5 Protection of intellectual property	9
5.6 Anti-money laundering and combating the financing of terrorism	10
6. Ethics towards stakeholders	12
6.1 Treatments of shareholders	12
6.2 Treatment of Employees	12
6.3 Treatment of employees' family and relatives	12
6.4 Treatment of customers and product quality	13
6.5 Treatment of suppliers / creditors	13
6.6 Treatment of Business competitors	14
6.7 Respect and Compliance with Human Rights Principles	14
6.8 Social Responsibility	14
7. Report of illegal practices and non-compliance with Code of Business Conduct	16
8. Complaints and Report of Traces	17
8.1 Report of traces and complaints	17
8.2 Conditions and consideration of trances and complaints	18
8.3 Protection of rights of employees and other persons hired to work for the Company	18
8.4 Procedures	19
9. Appendix	20
9.1 Revision Record	21
9.2 Gifts Declaration Form	22

1. Introduction

Since its establishment, the Company has always adhered to ethical principles, honesty, justice and compliance with the law in conducting the business. All employees regularly use these principles as guidelines for performance of duties because good reputation is one of the Company's most important assets. This Code of Conduct will help to promote continued adoption of such values and practices in conducting the business. Employees shall strictly abide by basic standard of behaviors set forth in each clause of this Code of Conduct. However, these practices are not applicable to all circumstances that may arise; rather it should be regarded as guideline which all employees shall rigorously “do the right thing” as stipulated. Fundamental practices that employees should take into account are stated as follows:

- Avoid taking any action which may cause damage to or defame the Company’s reputation
- Behave correctly in compliance with the law with honesty
- Take into account the Company’s interest before personal interest and other interests.

2. Definition

The Company	means	Bangkok Airways Public Company Limited
Company Director	means	an individual appointed at Shareholders Meeting as a member of Board of Directors according to the law and the Company's Articles of Association.
Executives	means	employees holding the position at manager level and higher.
Supervisors	means	employees with authority to command, assign work, supervise or control operation of work in accordance with the Company's policy, as well as to impose disciplinary measures to punish the Company's employees.
Employees	means	employees under the Company's rules and regulations.
Third Parties	means	natural persons and/or juristic persons involved in the Company's operation, including but not limited to shareholders, customers, suppliers, creditors, business competitors and overall society.

3. Ethics of Directors and Advisors

- 3.1 Directors and Advisors shall perform duties in accordance with the law and good corporate governance.
- 3.2 Directors and Advisors shall perform duties to their full capacities to generate highest benefit for the Company. They shall attend each meeting except in cases of necessity.
- 3.3 Directors and Advisors shall perform their duties impartially. In any meeting, if Directors or Advisors have an interest relating to the agenda to be considered, such persons shall leave the meeting room and shall refrain from participating in suggestion or decision-making process or passing a resolution in such agenda.
- 3.4 Directors and Advisors shall not misuse any information gained from performance of duties to take advantage for themselves or others.
- 3.5 Directors and Advisors shall not misuse the Company's confidential information, or disclose the Company's confidential information even after their working condition with the Company has ended.
- 3.6 Directors and Advisor shall not demand or seek any interest from holding the position or performing duties as Director or Advisor.
- 3.7 Directors and Advisors shall not make any commitment which may be in conflict with their duties.
- 3.8 Directors and Advisors shall not gain any benefit or be an interested party from entering into any contract or conducting any of the Company's juristic action.
- 3.9 Director and Advisors shall not ask for or accept any gifts or other advantage, which may be in conflict with the Company's interest, for themselves or for their own family.
- 3.10 Directors and Advisors shall put the Company's confidential information in safe keeping, they shall not publicize, disclose or cause leakage of confidential information to unrelated parties, which may cause damage to the Company or interested parties except to comply with the law or legitimate orders.

4. Ethics of Employees

- 4.1 Employees shall maintain discipline and comply with the Company's rules and regulations which may be more stringent than what is required by the law, including compliance with sound traditional practices whether written or unwritten.
- 4.2 Employees shall strictly comply with the law.
- 4.3 Employees shall perform their duties with commitment, honesty and transparency.
- 4.4 Employees shall respect the rights of other employees, including rights of executives and supervisors.
- 4.5 Executives and supervisors shall behave in good manner to gain the respect from employees and employees shall not take any actions that show disrespect towards their supervisors.
- 4.6 Employees shall jointly create and maintain the atmosphere of unity and solidarity among themselves and shall refrain from taking any action that may affect the Company's good reputation and image or causing any problems afterwards.
- 4.7 Employees shall not differentiate, discriminate or harass other employees based on national origin, nationality, religion, race, sex, sexuality or age or conduct any act of verbal or physical harassment based on those mentioned reasons.

5. Ethics in Business Operation

5.1 Compliance with the law, rules, regulations, practices and related standards.

- 5.1.1 All employees shall study and abide by the law, rules, regulations, practices and relevant standard in performance of duties. Including monitor and review the law, rules, regulations, practices and relevant standard to ensure that they are always up-to-date. When in doubt, verify the information with relevant division.
- 5.1.2 Executives must be a good role model and encourage their subordinates to recognize the importance to comply with the law, rules, regulations, practices and relevant standard in performance of work.
- 5.1.3 Strictly comply with the law, rules and regulations relating to operation of Company business at national and international levels such as Air Navigation Law, Environmental Law, Civil and Commercial Law, Trading and Investment Law, Import and Export Law, Tax Law, Product Liability Law, Labor Law.
- 5.1.4 Comply with international agreements or standards that the Company has adopted, such as ICAO Standard, ISO Standard, United for Wildlife Transport Industry Declaration.
- 5.1.5 Comply with the Company policy, such as Corporate Social Responsibility Management Policy, Safety Policy, Occupational Safety, Health and Work Environment Policy, including the Company's Code of Business Conduct.
- 5.1.6 Strictly comply with the Company's rules and regulations, provisions, procedures or standards relating to performance of duties internally, such as Procurement Regulation, Employees Rules and Regulations, IS Rules, Accounting Standard.
- 5.1.7 Study and adhere to Delegation of Authority Regulation, Criteria for Delegation of Authority and Scope of Assigned Authority. Executives shall not proceed or enter into an agreement or a pledge to another person without authority.

5.2 Conflict of Interest

- 5.2.1 Directors, Executives and Employees shall not engage in any act that results in conflict of interest, either arising from communication with the Company's business-related parties, such as suppliers, customers, business competitors or from using the opportunity or information gained from holding the position as director or employee, for personal

interest. Employees shall neither conduct business in competition with the Company nor engage in other employment that may inappropriately impact their assigned work. Thus employees shall not engage in any act which may cause conflict of interest with the Company. In case a situation concerning conflict of interest or when employees involved in situation that may lead to a conflict of interest should occur, the employees concerned shall report to the supervisor, HR Department and Internal Audit Department in order to set guideline to solve such conflict of interest situation.

- 5.2.2 Employees shall refrain from holding shares in a company that operates business in competition with the Company, at a significant amount which entails executive power or leads the employees to act or omit to act in line with their duties or inappropriately impact their work. In case such shares were acquired prior to their employment or before the Company's engagement in such business, or the shares were acquired by inheritance, the employees concerned shall inform hierarchical supervisors in writing with copy to HR Department.
- 5.2.3 Employees wishing to take up a position, or engage in activities outside the Company as director, officer, employee, partner, or advisor shall obtain prior approval from the President. The employees concerned shall request approval through hierarchical supervisors and submit copy of the request to HR Department.
- 5.2.4 After this Code of Conduct has been announced, within a period specified by HR Department, each employee shall report to the Company whether he/she has engaged in a situation which may result in conflict with the Company's interest as stipulated in Clause 5.2.1 - 5.2.3 or not. If such employee has engaged in such situation, he/she shall report to the Company giving full details of the situation with request for the Company to approve and/or to take any action as specified in Clause 5.2.1. - 5.2.3. In this regard, whether there is any conflict of interest with the Company as reported and specified in Clause 5.2.1 - 5.2.3 or not, the reporting procedure shall be in line with format and communication channel required by HR Department.
- 5.2.5 In the event that, after the first report specified in Clause 5.2.4. the situation under Clause 5.2.1 – 5.2.3 has arisen or there are changes in details, the employee shall report

such situation or changes to the Company and comply with Clause 5.2.1 – 5.2.3 for any relevant approval and/or action.

5.2.6 In case when the Company suspects that any employee may be involved in the situations mentioned in Clause 5.2.1 – 5.2.3 but has failed to report facts of the situation to the Company, the Company may ask such employee to clarify any fact or submit additional documents, and the Company can examine any other documents or ask for information from any person for the benefit of inspection under this Clause.

5.2.7 If the Company later discovers that any employee fails to comply with this Code of Conduct with respect to Conflict of Interest according to Clause 5.2 and or fails to report in accordance with Clause 5.2.4 and 5.2.5 or reports according to Clause 5.2.5 and 5.2.5 with false or incomplete statements, the Company may impose any disciplinary measures as specified in the Employees Rules and Regulations (as amended).

5.3 Gifts and Entertainment

5.3.1 General Principles.

(1) Directors, Executives and employees are prohibited from offering, asking or agreeing to receive gifts, meals or any type of entertainment or other favors from business related persons and shall refrain from involvement in any action or behavior which may result in causing suspicions of bribery or corruption.

(2) Offering or accepting gifts, meals or entertainment of any kind can be done in line with tradition or occasion as long as it does not affect any business decision made by the receiver. When gifts, meals or various entertainments are offered or accepted, employees are required to inform their hierarchical supervisors. Employees accepting gifts valued more than 3,000 Baht are required to register them at HR Department.

(3) Employees are prohibited from accepting gifts of cash or equivalent to cash.

(4) Employees may offer or accept gifts if it is done with transparency, in an open manner or details can be disclosed.

- (5) Employees who make contacts with Third Parties, such as business partners, suppliers, customers etc. are responsible for ensuring relevant parties are aware of the Company's Code of Conduct.

5.3.2 Giving or accepting gifts

- (1) Gift giving shall comply with the Company's regulations and in accordance with the law or regulations of related government agencies, state enterprises or private sectors.
- (2) Employees at all levels shall use discretion in giving gifts or other benefits to organizations or any persons related to the Company's business. The gifts shall be of reasonable price or not too valuable. The Company's procedures for purchasing or reimbursement shall be strictly observed.
- (3) Employees shall refuse to accept gifts valued more than 3,000 Baht and return them. In case the offer cannot be refused or the gifts cannot be returned, the receiver of gifts shall bring them to HR Department to register (Gift Declaration Form attached under Appendix 9.2) to be used in the Company's activities or as appropriate with following exceptions:
 - (3.1) Consumer goods with limited shelf life or items with customers' or suppliers' company logo, shall be managed at discretion of supervisor of the department that received the gifts.
 - (3.2) Souvenirs given to representative of the Company as reminders of special event such as signing business agreement, receiving prestigious awards, participation in CSR activities etc. can be accepted by employees at all level. Receivers of souvenirs shall prepare a report on the acquisition and storage and submit to supervisor or person authorized to approve the receipt.

5.3.3 Meals

Expenses for business entertainment such as receptions, tickets to sports events and other expenses directly related to operation of business or trade usage including providing business knowledge and understanding, should be reasonable, without any impact on decision to perform duties or creating conflict of interest.

5.4 Maintenance of Corporate data and assets

5.4.1 Personal Data

- (1) Employees shall respect other people's personal data. If need to collect, use, disclose or transfer personal data of other people, they must obtain consent from such people first or required by law.
- (2) Person in charge of storing data retained or maintained by the Company, shall protect personal data of customers, employees and business related parties. Therefore, use, disclosure or transfer of their personal data can be done only as necessary according to normal performance of duty and without violation of legal rights.

5.4.2 Maintenance and usage of corporate assets

- (1) It is the duty and responsibility of all employees to take care of the Company's assets, to protect from damage or deterioration, to use efficiently for best interest of the Company. Do not use the Company's assets for own benefits or other people's benefits. Refrain from misuse, defrauding, stealing, embezzling or destruction of the Company's assets.
- (2) Assets means tangible and intangible assets such as, movable and immovable assets, technology, academic knowledge, document of title, patents, copyrights including unpublished confidential data such as business plan, financial forecast and human resources data.
- (3) Employees shall not disclose confidential data such as any data not disclosed or not yet disclosed to the public, or data outside the scope of their work or take advantage of such data even when their status as employees of the Company has ended. On the other hand, employees shall keep data of third parties such as business partners, suppliers, customers in confidence.

5.5 Protection of intellectual property

- 5.5.1 Do not use intellectual property of the Company for personal benefit or publicize it without permission from the Company.

- 5.5.2 When preparing an agreement to engage any contractor to produce goods and/or works considered as intellectual property, to specify in the agreement that the contractor shall handover rights of intellectual property to the Company.
- 5.5.3 Support the Company by providing information, evidence or act as witness in registration, presentation and protection of the Company intellectual property rights.
- 5.5.4 Be cautious. Do not use intellectual property belonging to the Company or other people without permission.
- 5.5.5 Respect and refrain from violation of other people's intellectual property rights.
- 5.5.6 Store important documents, trade secrets and other confidential data of the Company, business partners and stakeholders in a safe place. Ensure method to access the information is suitable and standardized. Do not disclose the information to unrelated parties. This duty remains to be effective even after their performance of duties in the Company has already ended.
- 5.5.7 Executives and employees who are no longer employed by the Company, shall return all intellectual properties such as inventions, reports, statistics, programs, blue prints, trade data, information on manufacturing costs, manufacturing formula, manufacturing process and other processes in their possession, to the Company.

5.6 Anti-money laundering and combating the financing of terrorism

- 5.6.1 Prior to entering an agreement with suppliers or contracting parties, there is a need to check legal status and facts relating to such suppliers or contracting parties so that their identities can be verified or the Company received correct information including to know their objectives and principles to conduct the business, sources of income or assets used in operation of the business or related transactions.
- 5.6.2 Check information of suppliers or contracting parties from data base "Thailand List" announced by Anti-Money Laundering Office in accordance to resolution of UN Security Council.
- 5.6.3 Do not transfer fund to unknown accounts or accept transfer of fund with unusual payment, particularly from a country not related to such transaction.

5.6.4 If found any unusual transaction or transaction that may involve money laundering or terrorism, report to the superior immediately.

6. Ethics towards stakeholders

6.1 Treatments of shareholders

- 6.1.1 Conduct business with integrity, any decision to take action must be made with discretion and fairness to shareholders, with best interest to each and every shareholder.
- 6.1.2 Oversee operation of the business to ensure the Company's financial status and its management are correct and appropriate, in order to protect and enhance shareholders' benefits.
- 6.1.3 Efficient management of the Company to ensure growth and stability so that shareholders shall receive sustainable return on investment.
- 6.1.4 Report status and operation result of the Company to shareholders impartially, regularly, fully and truthfully.

6.2 Treatment of Employees

- 6.2.1 The Company shall pay fair remuneration to employees.
- 6.2.2 The Company shall maintain safe working environment for employees' lives and properties.
- 6.2.3 Appointment and transfer of employees, including giving rewards and punishment shall be conducted in good faith and based on knowledge, competency and suitability of the employees.
- 6.2.4 The Company shall place importance on development of the employees' knowledge, competency and skills by providing the opportunity regularly and thoroughly.
- 6.2.5 The Company shall strictly comply with the law and other regulations relevant to employees.

6.3 Treatment of employees' family and relatives

- 6.3.1 Close family members (parents, siblings, spouse, children) and companion of the employees have opportunities to be considered for employment as employees or consultants of the Company if their qualifications, past performance, skills and experience are suitable and relevant to the work.

6.3.2 The abovementioned fair employment principle shall include fair compensation, promotion and transfer. This policy shall cover the case when a relationship occurs after the employee has been employed such as a relationship as spouse or companion of the employee, the employee concerned shall report to his/her hierarchical supervisor with copy to HR Department.

6.4 Treatment of customers and product quality

6.4.1 Employees shall deliver products with quality as expected or higher than expected by the customers under fair conditions.

6.4.2 Employees shall provide information concerning the products and services to customers correctly, sufficiently and timely so they will have enough information to make decision. Do not exaggerate from the truth whether through advertising or through other communication channels, causing the customers to misunderstand about the quality, quantity or other conditions of the products or services.

6.4.3 Employees shall maintain confidentiality of customers' information and shall not abuse such information for own benefits or benefits of related persons.

6.4.4 Respond promptly to customers' needs and provide effective system or channel for customers to file complaints about quality of products or services.

6.5 Treatment of suppliers / creditors

6.5.1 The Company and employees shall treat suppliers and creditors equally and fairly based on fair remuneration for both parties.

6.5.2 Strictly comply with the agreements or conditions agreed upon including principle repayment, interest payment and supervision of collateral under related agreement. In the event that any one of the conditions cannot be fulfilled, suppliers and/or creditors shall be informed in advance in order to mutually consider a solution to the problem.

6.5.3 Regarding selection of suppliers, consideration must be given regarding reasonability of price, quality of products or services, selection of environmentally friendly materials and refrain from purchasing products or procuring services from suppliers who violate human rights or violate intellectual property rights or whose trade practices are unfair or whose behaviors are unlawful.

- 6.5.4 Regarding business negotiation, employees shall not request, accept or grant any dishonest benefits and shall disclose full information to suppliers or creditors.
- 6.5.5 If information regarding any dishonest request, acceptance or granting of benefits has been found, employees shall disclose the information to suppliers and/or creditors and work together to solve the problem quickly and fairly.
- 6.5.6 Regularly and punctually report accurate and complete financial information to creditors.

6.6 Treatment of Business competitors

- 6.6.1 The Company and employees shall perform duties under fair competitive rules.
- 6.6.2 Shall not use dishonest means to seek trade secrets from competitors such as to bribe the competitor's employees.
- 6.6.3 Shall not damage the reputation of business competitors by slandering.

6.7 Respect and Compliance with Human Rights Principles

- 6.7.1 The Company and employees shall respect and comply with Human Rights Principles including laborer's rights, women's rights, children's rights, human dignity and equality of persons recognized or protected by the law.
- 6.7.2 Treat all interested parties equally, respectfully and with honor; without discrimination based on personal relation or differences of race, ethnicity, skin color, ancestry, religion, social status, gender, sexual orientation, age, physical appearance, accent, political view, personal opinion, assets or any other status.
- 6.7.3 Respect and promote rights of women and children, defy child labor and eliminate all forms of discrimination against women.

6.8 Social Responsibility

- 6.8.1 The Company and employees shall take responsibility and adhere to conservation of the environment including local culture and traditions in the area where the Company is located.
- 6.8.2 Regularly conduct activities for development of the society, community and environment in order to improve quality of life of people living in the area where the

Company is located. This can be carried out by the Company itself or jointly with state agency and the community.

6.8.3 Prevention of accidents and control emission of wastes at a level lower than acceptable standard.

6.8.4 Response to incidents caused by the Company, with impact on the environment and the community, promptly and effectively and render full cooperation to government officials and related agencies.

7. Report of illegal practices and non-compliance with Code of Business Conduct

7.1 Any employee who knows of any practice or any performance, believed to be not appropriate to or not complied with this Code of Conduct or any illegal practice, shall submit a report to his/her hierarchical supervisor and HR Manager or higher. For critical cases, the employee concerned shall report directly to top management of his/her department who shall submit the report to top management of HR Department with copy to the President. However, if the case involves top management of his/her own department, the person concerned to report directly to top management of HR Department with copy to the President.

7.2 Employees can file confidential complaints directly to HR Department. Information contained in all complaints will be properly checked. The Company prohibits bullying employees who file complaints in good faith and at the same time shall protect the rights of the person being complained.

8. Complaints and Report of Traces

8.1 Report of traces and complaints

In order to promote employee participation in corporate governance procedures, if employees have any suspicion or experience any suspicious practices which violate the law or do not comply with the law, rules, regulations and Code of Conduct, they can report any traces or complaints together with evidences through the following communication channels.

E-mail can be sent to

- Audit Committee
 - Chairman, Audit Committee (Mr. Sripop Sarasas) Email: s.sripop@yahoo.com
 - Audit Committee Member (Mr. Somboon Kittiyansub)
Email: Somboon@prowesslaw.com
 - Audit Committee Member (Mr. Saharatna Benyakul) Email: saharatna.b@gmail.com
- CEO and President (Mr. Puttipong Prasarttong-Osoth) Email: talktome@bangkokair.com

Postal mail can be sent to

- Company Secretary Office, Bangkok Airways Public Company Limited, Fl 19. No. 99 Mu 14, Vibhavadi-Rangsit Road, Chom Phon, Chatuchak, Bangkok 10900.

In case of non-compliance with procedures, corruption or fraud, HR Department shall submit such a case to Internal Audit Department to consider any action to be taken and report to Audit Committee for information.

In case there are reasonable doubts that it is a serious offense, the Company, by the President shall initially appoint a committee to make inquiries of the offense. The Inquiry Committee shall consist of supervisor from the department concerned, HR Department and at least one committee member from another department.

In case a third party discovers any suspicious practice that violates or does not comply with the law, rule, regulations or Code of Practice, he/she can report traces or submit a complaint together with evidences to the Company through the above communication channels.

8.2 Conditions and consideration of trances and complaints

- 8.2.1 Detail of traces or complaints shall be truthful, clear and sufficient to serve as proof of the fact for further action.
- 8.2.2 The information received shall be kept in confidence, name of whistle blower or the complainant shall not be disclosed to the public without consent.
- 8.2.3 The rights of whistle blower or the complainant shall be protected whether he/she is an employee or a third party.
- 8.2.4 The duration of the procedure of the complaint depends on complexity of the complaint and sufficiency of evidences received from the complainant including the evidence and explanation from the accused.
- 8.2.5 Person who receives the complaint and relevant persons in the investigation process shall keep relevant information in confidence and disclose only as necessary, taking into account the safety of and damage to the complainant or supporters of the investigation, source of information or relevant persons.
- 8.2.6 In case the complainant or supporter of the investigation believed that he/she may not be safe or be exposed to any damage, he/she can ask the Company to set up appropriate protective measures. Or the Company may set up protective measures without being asked by the complainant or supporter of the investigation if considered that it is likely that unsafe situation or damages may occur.
- 8.2.7 Person suffering from damage shall be mitigated from such damage in fairness, under appropriate process.

8.3 Protection of rights of employees and other persons hired to work for the Company

The Company shall not take any unfair action towards its employees and other persons hired to work for the Company, whether to change work position, type of work or work location, suspension from work, harass or disturb performance, termination of employment, or any other actions that are unfair to employees or other people who work for the Company because they work for the Company.

- 8.3.1 Provide information and cooperation or offer any support to directors, executives of state agencies or regulators when there are reasons to believe in good faith that

employees or people who work for the Company have violated or did not comply with the law, rules, regulations or Code of Practice.

- 8.3.2 Provide statements, submit documents and evidences or render any other assistance to directors, executives of state agencies or state enterprise to support their consideration or examination when there are reasons to believe that a case of violation or non-conformance with the law, rules, regulation or Code of Practice has occurred.

8.4 Procedures

- 8.4.1 Compilation of facts

HR Department to accept the complaints and coordinate compilation of fact relating to violation or non-conformance with Code of Practice or assign the task to Internal Audit Department or any other department with the same duty but with different name.

- 8.4.2 HR Department to evaluate and filter the information in order to consider most suitable procedure and method to manage each complaint. HR Department can assign the work to Internal Audit Department or any other department with the same duty but with different name or assign the work to Inquiry Committee. The Inquiry Committee shall be appointed by the President from time to time.

- 8.4.3 Measures to be taken

HR Department to propose measures to be taken to halt the violation or non-conformance with Code of Business Conduct, mitigate any damage for persons who were effected taking into account their overall sufferings and loss in general.

- 8.4.4 Report result

HR Department is responsible for reporting the result to the employee if the employee who made the complaint reveals his/her identity. If an Inquiry Committee has been appointed to investigate the case of corruption or fraud, HR Department shall report to the President or Audit Committee as the case may be with copy to Internal Audit Department.

9. Appendix

9.1 Revision Record

9.2 Gifts Declaration Form

9.1 Revision Record

List of amendments	Effective date	Details
0	28/3/2014	Completed first draft
1	15/15/2018	<p><u>Details amended</u></p> <p>Clause 4.4.2 (3) procedures to register gifts</p> <p>Clause 7.1 Details of person receiving the complaints</p> <p><u>Details added</u></p> <p>Clause 3. Ethics of Directors and Advisors</p> <p>Clause 4.2 Compliance with the law, rules, regulations, practices and related standards</p> <p>Clause 4.4.1. Personal data</p> <p>Clause 4.6. Intellectual Property Protection</p> <p>Clause 5.1. Treatment of Shareholders</p> <p>Clause 5.7. Respect and compliance with human rights principle</p> <p>Appendix. Gift Declaration Form</p>
2	15/9/2023	<p><u>Details amended</u></p> <ul style="list-style-type: none"> - Rearrange the headings by adding “Clause 5. Ethics in Business Operation” - Clause 2. Definitions - Clause 5.2.3. Person authorized to approve request to take up a position or perform activities outside the Company - Clause 6.5.2. Treatment of Creditors <p><u>Details added</u></p> <p>Clause 5.6. Anti-money laundering and combating the financing of terrorism</p> <p>Clause 6.5.3. Guideline for selection of suppliers</p>

9.2 Gift Declaration Form

Name-surname (of recipient)ID No.....Section.....

Department.....Tel.....

I wish to report on receipt of gifts valued exceeding 3,000 Baht in compliance with the Company Code of Conduct, Clause 5.3.2 (3).

Received date	List of items	Received from companies / individuals	Amount	Estimate Value

Signed the report	Acknowledgment by superior	Acknowledgment by Director - Human Resource Management (IB)
Date	Date	Date

***Please keep a copy and send the original to Human Resources Department.**