

## **Best Practices for Employees**

1. Perform one's duty with honesty, fairness, responsibility, commitment and enthusiasm by taking into consideration the Company's interests.
  2. Perform one's duty conscientiously; seeking ways and means to improve one's performance for higher efficiency.
  3. Use the Company's assets for its full benefit; take care to ensure that they are not damaged or lost; do not use the Company's assets in any useless way to the firm; do not use them for the interest of one's own or of others.
  4. Employees are prohibited from participating in any action or concealing any action that may possibly lead to a conflict of interest with the Company, or that may prevent employees from fairly performing their duties, or that may lead them to participate in covering any illegal action.
  5. Encourage a teamwork spirit by providing cooperation and assistance to each other for the benefit of the Company's business.
  6. The supervisor should conduct themselves in a manner that earns the respect of their subordinates by being a good role model.
  7. Employees should treat supervisor with respect; treat colleagues with care and respect for other people's integrity.
  8. Pay attention and do everything to ensure that the workplace remains safe and has a good environment.
  9. Employees are prohibited to unduly use the Company's information acquired during their performances for their interest or for the interest of their own or others.
  10. Keep the Company's confidential information; ensure that no secret document or information is leaked or fell into non-relevant parties which may damage the Company.
  11. Refrain or avoid expressing opinions to the third party or the press in any matter relating to the Company if one has no authority to do so; this shall include any matter that may affect the Company's reputation and operation.
  12. Not demanding and accepting gifts, favors or any benefits from business partners, vendors or any third parties who are related to the company business unless on appropriate occasions and the gift with a monetary value not exceeding 3,000 baht. In the event that refusal to accept gifts or other benefits is not appropriate, the disclosure of acceptance should be done, and the gifts must be delivered to Company Secretary and Good Corporate Governance Division.
  13. Do not claim others' work as one's own.
  14. Do not use one's title or position to seek the interest for one's own or for others.
  15. Do not do anything that may harm the Company's image and reputation.
  16. Notify relevant units and the Company's executives should one find that there is an unusual operation or illegal action going on within the Company.
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