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Code of Business conduct

The Company operates its business on the basis of legitimacy and strives to create added value for shareholders. Including fair treatment to all stakeholders, which the company has determined to be the duty and responsibility of directors, executives and all employees to acknowledge and strictly comply with the policies and practices set forth. To achieve business goals and for the benefit of stakeholders, shareholders and society. have good practice and behave in a way that is suitable for conducting real estate development business professionally, as well as having integrity and social responsibility It also promotes the good corporate governance system. by adhering to the principles of honesty, fairness and transparency Therefore, the ethics and business ethics of Sena Development Public Company Limited have been set as a standard for use as a framework for business operations and as a guideline for further practice.

General chapter

1. Corporate Philosophy

“To be the essential lifelong trusted partner for our customers.”

2. Vision

“To be the lifelong trusted partner for our customers”

3. Mission

“Sena is committed to improving the quality of life for people in society sustainably by using its expertise in real estate, increasing access to quality housing suitable for each stage of life, as well as developing various businesses that are involved in improving the quality of life.”

4. Core Value

To develop products to create maximum pride for customers requires the understanding and cooperation of all employees at all levels. Therefore, it is necessary to establish working principles for all employees to pursue the same goal, which consist of 4 principles. If Sena is the house, the 4 principles are like the 4 pillars of this house. That is the 4 Core Value as follows:

❖ DETAIL MATTERS

“**Attention to details**” affects all big achievements. Therefore, we do not neglect to pay attention, no matter how small the matter is, because the trust of our customers is Sena's pride.”

❖ PEOPLE CENTRIC

“**Always think of others**” because we realize that what we do has a significant impact on those around us, including customers, residents, business partners, and people in the community, today and in the future.



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❖ **YOU GROW WE GROW**

"No one can grow far on their own." Every employee and colleague has their own roles, duties and responsibilities. We should all respect, be honest, and support each other. If we help others grow, so do we.

❖ **FUTURE FORWARD**

" Not only think about short-term consequences, but always consider long-term consequences." When we think about everything sustainably and never stop creating and promoting innovation for ourselves and the environment, it will cause us to grow healthy without disturbing the future generations.

5. Definition

Use the following definitions for terms, which are used in the requirements regarding the ethics and business ethics of Sena Development Public Company Limited as follows:

- "Company"** means Sena Development Public Company Limited and its subsidiaries. (any company in which the Company holds more than fifty percent of the total voting shares of the Company whether directly or indirectly holding shares)
- "Director"** means a person who has the qualifications of a director according to Section 68 of the Public Company Limited Act B.E. 2535 who is elected by the shareholders' meeting to be a director. and herein shall include company director Sena Development Public Company Limited Executive Director and Advisor to the Board of Directors.
- "Executives"** means executives according to the definition prescribed by the Securities and Exchange Commission (SEC), namely Chief Executive Officer, Deputy Chief Executive Officer, Managing Director and Deputy Managing Director including the behavior of the executives follow ethics and business ethics as an employee and be responsible for their own work and that of their subordinates as well as having good practice guidelines to enhance being a good executive. and as the supervisor of the staff Executives should be leaders and exemplify good behavior for employees.
- "Employee"** means a permanent employee, a temporary employee. Employees under special contracts and those who will be hired by the company, the company assumes that effective work is not only caused by the knowledge and capabilities of the employees. The behavior and work methods of the employees will have an impact on the employees. to colleagues and to the Company.
- "Stakeholders"** means individuals, groups of persons, juristic persons who are directly involved in or directly affected by the Company's operations.
- "Customer"** means a person who is benevolent to the Company. and should receive good service in order to motivate customers to come back to use the service in the future.
- "Partner"** means a person, group of persons, juristic person doing business with the Company.



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Code of Business Conduct and Best Practice

The Company places importance on respecting and complying with laws, rules and regulations related to business operations by defining it as a guideline as follows:

- 6.1 Comply with laws, rules, regulations and respect customs related to business.
- 6.2 Comply with the regulations of the Stock Exchange of Thailand and the Office of the Commission Securities and Exchange.
- 6.3 Comply with the Company's work regulations strictly.
- 6.4 Comply with the principles of good corporate governance prescribed by the Stock Exchange of Thailand.
- 6.5 Comply with the Anti-Corruption Measures Manual.

7. Self-treatment

- 7.1 Perform duties with honesty by holding the company's policies and benefits as the main.
- 7.2 Comply with work regulations and regulations strictly.
- 7.3 Perform duties with diligence, patience and full ability.
- 7.4 To perform the assigned duties efficiently and on time.
- 7.5 Cooperate and coordinate work with fellow employees. to strengthen unity and build relationships good things to happen in the group.
- 7.6 Come to work on time and devote time to the work of the company.
- 7.7 Be courteous and courteous towards the Company's customers, executives, supervisors and colleagues.
- 7.8 Dress in the uniform specified by the company, always looking clean, polite and tidy.
- 7.9 Conduct and conduct oneself in accordance with good morals and ethics.

8. Treatment of shareholders, investors

- 8.1 Shareholders can request to propose to add any agenda item at least 3 business days prior to the date of the shareholders' meeting. which the Board of Directors has considered and is of the opinion that the agenda Such benefits are beneficial to the Company and shareholders. The Company has a policy to facilitate to present the aforementioned agenda to the shareholders' meeting. It will notify the shareholders of the additional meeting agenda. through the Stock Exchange of Thailand.
- 8.2 Shareholders can submit a request to nominate a person to be a director of the Company by notifying their intention through the Company along with sending information for consideration of qualifications and books express consent of the person nominated not less than 3 months in advance of the date of the shareholders' meeting agenda each year and presented to the shareholders' meeting for further consideration and resolution.
- 8.3 The Company has ensured that all shareholders receive accurate, adequate, timely and equal information about the meeting date agenda and details in each agenda for business. Therefore,



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at every meeting of shareholders, the Company has sent a notice calling for the meeting beyond the time limit specified by law and also published information supporting the agenda of the shareholders' meeting in advance on the Company's website before sending documents to give shareholders the opportunity to have time to study the information such in detail.

- 8.4 Shareholders who are unable to attend the meeting in person can appoint other persons to attend the meeting and vote on their behalf. Moreover, the Company has also nominated independent directors or any person as a proxy by attaching Proxy form in which shareholders can determine the direction of voting in each agenda which is the form of the Ministry of Commerce to specify and specify the details of the document. The proxy form is clearly attached along with the meeting invitation letter. The company has also published each proxy form (For foreign shareholders who appoint a custodian in Thailand) on the Company's website for shareholders to download as well.
- 8.5 In the shareholders' meeting, the Company has determined the right to vote in the meeting according to the number of shares held by the shareholders, with one share equal to one vote. All shareholders can vote equally and has been undertaken to ensure that all shareholders receive the Company's information that is correct, sufficient, timely and equitably related to the meeting date. agenda and details in each agenda for decision making Shareholders' meeting. In addition, the Company provides shareholders with equal rights to audit. Company operation.

9. Treatment of Directors, Executives and Employees

- 9.1 The company has a policy to determine remuneration for directors and executives at an appropriate and fair level. The company has a policy to take care of employees to have a good quality of life, treat them equally and fairly with fair employment conditions and appropriate welfare Opportunity to develop progress including having a working condition that safe and hygienic.
- 9.2 Directors, executives and employees must operate the Company's business. With honesty, fairness, transparency and morality, perform one's duties to the best of their ability, avoiding personal conflicts of interest. self to the interests of the company for the best benefit of the company.
- 9.3 Directors, executives and employees are independent in decision-making. and the action is set on the basis of correctness.
- 9.4 Not being a director in a company that is a competitor of the company There is no benefit or interest in the business that operates. business related to the company or in a business that it looks like a competition with the company. However, whether directly or indirectly.
- 9.5 Maintain Company confidential information. and stakeholders not to leak to unrelated persons which may cause damage to the company or stakeholders.
- 9.6 Come to work on time and devote time to the work of the company.



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- 9.7 Cooperate and coordinate work with fellow employees. to strengthen unity and build relationships good things to happen in the group.
- 9.8 Be courteous and courteous to the Company's customers, executives, supervisors and colleagues
- 9.9 Dress in the uniform specified by the company, always looking clean, polite and tidy.
- 9.10 Conduct and conduct oneself in good morals and ethics.
- 9.11 Not accepting items or any other benefits which is a conflict of interest of the Bank for personal benefit and family members.

10. Treatment of customers

The company is aware of the needs and satisfaction of customers as important. One of the company's business concepts PEOPLE CENTRIC "Whatever we do, we must always think of others" The guidelines have been set as follows.

- 10.1 Communicate with customers politely. build credibility and trust to customers.
- 10.2 Provide accurate, adequate and timely information to customers. To know information about products and services.
- 10.3 Deliver products and services of quality, speed, and customer satisfaction at a fair price.
- 10.4 Strictly comply with the conditions agreed with the customer. In the event that it cannot be complied with must inform Customers know to find a solution.
- 10.5 Provide a system for receiving complaints from customers regarding the quality of goods and services. Including the speed in responding or delivering and taking action for customers to receive a quick response.
- 10.6 Keep the customer's confidentiality and not use it for the benefit of oneself or those involved in a wrong way.

11. Purchasing, procuring and treating business partners, contract parties and/or creditors

The Company has a policy in purchasing, procuring, and building good business relationships with business partners, contract parties and/or creditors. Conduct business on the basis of fair contributions to both parties. Treat partners and/or creditors equally taking into account the maximum benefit of the company Avoid situations that cause conflicts of interest. including strictly complying with the commitment and operate with transparency and fairness to all parties to achieve mutual benefit The guidelines are as follows.

- 11.1 There is competition on equal information.
- 11.2 Not taking any fraudulent or corrupt business with trade partners and/or creditors in the event that there is information that there is the dishonest action occurred. Must disclose details to trading partners and/or creditors in order to jointly resolve problems quickly and fairly.
- 11.3 Comply with the conditions towards business partners and/or creditors strictly. In the event that it cannot be complied with must promptly notify business partners and/or creditors in order to find solutions.



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12. Treatment of Business Competitors and Prevention of Unfair Competition

The Company has a policy to treat its competitors. based on fair competition rules and not seek confidential information of competitors by dishonest means or inappropriate. The company conducts its business fairly within the framework of the law, taking into account business ethics when dealing with customers, partners, and business affiliates. It ensures fairness in competition with other businesses and complies with competition laws in the markets where it operates. The company will not engage in any actions that may lead to unfair trade practices or hinder free competition. The guidelines are as follows.

- 12.1 Operate within the framework of good competition rules. The company conducts its business fairly, ethically, and respects the rules of fair competition. It refrains from engaging in any actions that could result in unfair trade practices, disrupt market mechanisms or free competition, or cause harm, damage, hinder, or restrict the business operations of others.
- 12.2 Do not attempt to damage the reputation of competitors by making malicious accusations without truth.
- 12.3 Not infringing on confidentiality or knowing trade secrets of competitors by fraudulent means.
- 12.4 The company avoids actions that are inappropriate, unfair, or unjustifiable, which may distort market mechanisms and prices.
- 12.5 The company will not engage in any actions that result in the cessation of competition with competitors, either directly or indirectly. This includes not exchanging business information or making agreements with competitors, partners, or customers to reduce or restrict competition in the market.

13. Duties to communities, society and the environment and the government sector

13.1 Community, Social and Environmental Policy

The Company operates its business with responsibility to communities, society and the environment. Cooperate with the government Private Sector in Anti-Corruption focus on Proper compliance with measures relating to safety, security, health and the environment taking into account the impact on natural resources and the environment The guidelines are as follows.

- ❖ Continuously raise awareness of social and environmental responsibility among employees at all levels.
- ❖ Return profits to society for activities that will contribute to the creation of society and the environment regularly under the project "Share the rest of the time for society" by bringing profits from the sale of houses in the donation project to government hospitals.
- ❖ Operate the business with the least impact on the damage to society, environment and people's quality of life.
- ❖ Operate and cooperate or control to strictly comply with the intention of the law. and regulations issued by regulators.



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- ❖ Give precedence to community and social activities by focusing on the development of society, community, environment, focus on creativity and conservation of natural resources, including supporting education for youth and supporting public benefit activities for underprivileged communities to become strong, self-reliant communities.

13.2 Government

The company operates business for enhancing and developing the progress of the country by adhering to the laws, rules, regulations and relevant regulations and in accordance with general business traditions.

14. Supervision of the use of inside information

The Company has a policy to prohibit directors and executives from using the Company's material inside information which has not yet been disclosed to the public for the benefit of oneself or others including trading in the Company's securities. There is a way to take care of the executives in using the company's internal information. to use for personal benefit or others as follows:

- 14.1 Proceed to notify executives in various departments Understand the obligation to report securities holdings of one's own, spouse, and minor children. as well as to report changes in securities holdings under Section 59 and penalties under Section 275 of the Securities and Exchange Act B.E. 2535.
- 14.2 Proceed to send a circular to inform the management that Executives who are aware of material inside information important which affects the change in securities prices, should avoid or refrain from trading in the Company's securities during a period of 1 month and prohibit the disclosure of such material information to other persons. Before the financial statements or inside information are disclosed to the public along with the sanctions and notify them of the punishment, which begins with a verbal admonishment; A written warning to temporarily suspend and retire from work, respectively.
- 14.3 Deadline for the announcement of results and important information that affects the change of stock price and affects the Company's financial statements within 45 days from the end of the quarter and 60 days from the end of the accounting period.
- 14.4 The Company has guidelines for preventing the use of inside information of the Company. by stipulating in the operating manual of employees on the topic of ethics and disciplinary action which has been published to all employees of the Company.
- 14.5 The Company has a policy and method to prevent directors and executives from making use of important information that affects investment. The Company will notify the resolutions of every Board meeting to the SET immediately before the SET. Open for next round of securities trading The Company's directors and executives therefore have no opportunity to use inside information for their own benefit. must report Hold securities every time when buying or selling securities within 3 business days to the SEC Office.



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In order to supervise and monitor such operations, the Company has a policy for the executives who are responsible for preparing reports on holdings and changes in securities holdings under Section 59 to inform the Executive Board. Notify the directors and employees who are involved with inside information in writing and strictly follow them. Any person who violates will be punished according to the Company's regulations.

15. Disclosure and Transparency

The Company places importance on the disclosure that is accurate, complete, transparent, truthful, reliable and timely to investors and related persons equally. under the regulations of the Stock Exchange of Thailand and the SEC Office. financial report data as well as other important information that affects the price of the Company's securities Information presented to analysts and investors The Company will have channels to contact investors and channels to disclose information through the following channels:

- 15.1 Through the SET's news system and on the company's website www.sena.co.th
- 15.2 Financial information, which the Company will submit financial statements every time together with the information submitted to the SET and the SEC Office.
- 15.3 The company has established a specific unit to take care of disseminating information with shareholders, analysts and institutions. related However, investors can ask for various information. The aforementioned phone number 0-2541-4642 ext. 10407 or Email: IR@sena.co.th

16. Internal Control

- 16.1 Company executives It is responsible for organizing the internal control system to have a good organization and environment, including risk management, and control over the operations of the management. Information and communication systems and tracking systems.
- 16.2 The company must establish an independent agency directly responsible to the Audit Committee, check inside effectively and efficiently have skilled personnel There is a code of conduct for the internal auditors and is sufficient for the performance of duties.
- 16.3 Employees contribute information supporting their work to the internal audit unit and external certified public accountant, who are responsible for verifying financial accuracy and promptly report any errors or there is an unusual event.

17. Maintaining the Company's Assets

Directors, executives and employees are responsible for the use of the Company's resources and assets in order to be most effective. In this regard, the following guidelines have been determined:

- 17.1 Use the Company's assets sparingly and for maximum benefit.
- 17.2 Take care of the Company's assets. to be in good condition, not to be damaged or lost for the benefit of using efficient and sustainable.
- 17.3 Do not use the Company's assets to use for personal benefit or favoring others.



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18. The company's respect for human rights.

The company's respect for human rights involves creating a fair, respectful, and just working environment for both employees and all stakeholders, as follows:

- 18.1 Protection of the right to non-discrimination. The company ensures that no discrimination occurs based on factors such as race, gender, age, religion, or disability. This includes promoting diversity and accepting differences in the workplace.
- 18.2 The right to fair compensation. The company ensures that all employees receive appropriate and fair compensation, without any economic exploitation.
- 18.3 The right to work in a safe environment. Employees must be protected from various hazards, both in terms of safety and health. Employee welfare and care are essential priorities for the company.
- 18.4 The right to freedom of expression. The company supports and respects employees' right to express their opinions and participate in decision-making, including the right to ask questions or submit suggestions.
- 18.5 Protection of privacy. The privacy of employees and personal information, such as medical or other personal data, should be protected in accordance with legal principles.
- 18.6 The right to access development opportunities. The company must provide opportunities for employees to develop their potential, whether through education, training, or opportunities for growth within the organization.
- 18.7 Protection of children's and labor rights. The company must comply with international standards regarding the prohibition of child labor and forced labor.

19. Exercise of Social and Political Rights

Directors, executives and employees have the right and freedom to participate in social activities by avoiding any action which is not correct contrary to law or morals make society unstable and maintain their honor and dignity to be acceptable as appropriate to the status in the society and community where the Company is located.

- 19.1 Uphold Democracy promote the exercise of rights under the constitutional law and other related laws.
- 19.2 Not taking any action which may be understood that the Company involved or support the party any political party.

20. Conflicts of Interest

The Company has a policy to maintain the legitimate interests of the Company. In order to prevent conflicts of interest, the following guidelines have been established:

- 20.1 Do not take any action which is contrary to the business interests of the company, such as causing the company to lose benefits or get less benefits than it should or is a share of benefits from the company.



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- 20.2 Comply with rules, procedures and disclosure of connected transactions in accordance with market rules. Securities and the Office of the Securities and Exchange Commission.
- 20.3 Not taking any action which is a competition with the company's business.
- 20.4 Not seeking benefits in personal business with the Company, for example, doing anything to sell products and services to the Company.

21. Safety, Health and Environment

The company places great importance on managing safety, occupational health, and the work environment (Safety, Health, and Environment) within its business processes. The organization is committed to continuously improving and developing its business processes to minimize the environmental, occupational health, and safety impacts. The company follows these practices:

- 21.1 Operate in all processes in compliance with laws, regulations, practices, and guidelines related to safety, health, and the environment
- 21.2 Requires work safety It is the first responsibility of every employee in operation.
- 21.3 All employees are required to maintain cleanliness. and orderliness in the area where they operate.
- 21.4 Encourage workplace safety activities and prevention guidelines. As well as learning, cooperating, and strictly adhering to the security measures and emergency plans in place.
- 21.5 Be aware of their responsibilities and duties, taking care to ensure that their work does not pose a threat to others and does not impact the surrounding community or the environment throughout the duration of their work.
- 21.6 Observe any shortcomings in safety standards throughout the work process. If any deficiencies are found, follow the procedures set by the organization as appropriate to mitigate the risk of accidents.
- 21.7 Regular safety inspections are conducted in the workplace, along with training, providing knowledge, and demonstrating the use of safety equipment and systems by experts on a consistent basis.
- 21.8 Support and organize activities that promote good health and hygiene for employees consistently, such as arranging annual health check-ups, providing appropriate holidays, etc.
- 21.9 Do not allow any individuals who are not involved in the work to enter the work area, unless authorized by a supervisor.
- 21.10 Use environmental resources economically, efficiently, and to their fullest potential, such as electricity, tap water, paper, etc. Avoid actions that could have a negative impact on the environment.



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22. Anti-Corruption Policy

The company is committed to anti-corruption in all forms by prohibiting the directors The Company's executives and employees act in a manner that acknowledges or supports corruption. both directly and indirectly according to general practice as follows:

22.1 Giving/receiving support things and entertainment

Do not to give/receive money. Items and entertainment shown to be a bribe or a bribe include gifts, souvenirs, cash, cheques, stocks, real estate. or something similar with government officials' government agency Private entities, business partners, customers and all groups of stakeholders both directly and indirectly in order to obtain benefits in a wrong way.

Unless the giving/receiving of things and entertainment is customary, customary or etiquette society in general which must be done with transparency which such receiving / giving must not cause any advantage to get help or benefits Causing lenient consent to improper business deals affect business decisions and must be in accordance with the relevant laws.

In this regard, the company's gift to maintain a good relationship with business people without expecting to receive a specific service or reward that is not in accordance with the Code of Business Conduct and must only be given on behalf of the Company and may be made as a gift bearing the Company's logo. Suitable for the situation, such as giving gifts during the New Year, Chinese New Year or Songkran festival, etc. It must not be in the form of cash or cash equivalents such as cheques, gift cards or gift certificates, etc.

22.2 Charitable donations

Charitable giving is part of the company's corporate culture that use of money or assets of the company to donate to charity. Must act on behalf of the group of companies only It must be a charity donation. that is a foundation, Public charitable organizations, schools, temples, hospitals that are certified or trusted Such donations must not expect a return, either directly or with an indirect purpose.

The company has a policy to donate money to government hospitals by bringing the net profit from the establishment of the Baan Ruam Tang Fun project. Considered for approval by the Board of Directors to be given to the designated hospital each year as appropriate.

22.3 Political contributions

The Company does not have a way to provide political assistance to any political party whether directly or indirectly. Therefore, the directors, executives and employees of the Company must not do anything related to politics on behalf of the company. or use company resources to do so.

The company supports compliance with the law. And democratic governance assumes that employees have the right and duty to participate in or support various political activities. freely personally by acting outside of business hours Do not use the Company's assets in such action and avoid acts that make others understand that it is the actions of the company.

22.4 Directors, executives and employees of the Company must not be neglected or ignored When seeing an action that is considered corruption related to the company must notify the supervisor. or the person/



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agency responsible for knowing and cooperate in the investigation of various facts If you have any questions or concerns, consult with your supervisor or a person/organization designated to be responsible for anti-corruption Through the channels that the company has specified. The company has provided measures to protect the complainants. or those who cooperate in reporting corruption clues.

22.5 The Company communicates anti-corruption measures to its subsidiaries, associated companies, other companies with authority in controls and business representatives in order for the 'company' to implement anti-corruption measures in accordance with the policy on Anti-Corruption as well as being a good role model for honesty Have good ethics and ethics This is to raise good awareness among people in the organization and to communicate anti-corruption policies to them. The public sector has been informed.

22.6 The Company places importance on having a good internal control system. The Company has a policy to manage the internal control system that covers all activities that are sufficient and appropriate for business operations based on the principles of organizational management that focus on accuracy and transparency. and in accordance with international standards guidelines of COSO (The Committee of Sponsoring Organizations of the Tread Way Commission) by providing an internal audit unit to perform the duty of overseeing the internal control system and check important items regularly. and ensuring that the Company has an effective system This will enhance the credibility of the financial statements. As well as having a good internal control system effective The Company's risks are defined and assessed. Determine preventive measures and manage risks. There is supervision to comply with relevant laws and regulations. including the protection of the assets of the business to help the company achieve its goals.

22.7 This anti-corruption policy covers personnel management processes. Since recruiting or personnel selection Promotion, training, employee performance appraisal and fair compensation. This will reflect the company's commitment to anti-corruption measures by requiring supervisors at all levels to communicate for understanding with employees for use in business activities that are under their responsibility and to supervise their performance to be effective and efficiency.

Details are provided in the 'Anti-Corruption Policy and Measures Guide' published on the Company's website. www.sena.co.th

23. Communication and Disclosure

To company's employees All groups of stakeholders including business related persons and the public in general, the Company will proceed as follows:

23.1 The company announces to all employees. It will be published via E-mail and Line Official Account, including creating various media through other channels or methods as appropriate, such as insertion in the new employee orientation. To demonstrate good practice in accordance with the Code of Business Conduct.

23.2 The Company requires directors, executives and all employees of the Company to will be trained or be aware of the Code of Business Conduct on an ongoing basis. In particular, the form of



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good practice under the Company's Code of Business Conduct, including how to report in the event of an encounter. or suspect that there will be non-compliance or practices that are contrary to the Code of Conduct.

23.3 For shareholders Third parties or those who are interested in knowing about the business ethics, the company will disseminate them for their acknowledgment through the following channels:

- www.sena.co.th
- Form 56-1 One Report

24. Confidentiality and Treatment of personal data

Confidentiality is not only related to customer information but also covers internal organizational data, such as business information, financial data, or proprietary technology. If this information is leaked or disclosed, it could harm both the organization and its customers. Therefore, the company must implement strict measures to safeguard confidentiality and handle personal data carefully. The company also places high importance and respects the privacy rights of customers, shareholders, employees and other persons related to the company. Any actions related to personal data Both collections, use and disclosure, the company will proceed to ensure that the owner of the personal data receives complete rights protection in accordance with the Personal Data Protection Act (PDPA). To ensure that the information disclosed is accurate, reliable, and verifiable, as well as properly stored within the organization, the company aims to instill discipline among employees in recording and reporting data that reflects the facts. The company ensures that important data and documents are organized, stored securely, and maintained systematically. The following practices:

24.1 Recording, Reporting and Data Retention. The company is aware of the importance of information management within the organization by recording, reporting information. must comply with the guidelines set forth in Personal Data Protection Act (PDPA), retention section Information must be processed in a safe condition from natural disasters such as fire, storm and flood, as well as dangers from outsiders and employees of the company. that is not affiliated with access to information and uses it illegally.

24.2 Establish confidentiality levels for information and the procedures to maintain confidentiality. Important documents and confidential information must be handled with specific methods defined for each level, type, or category of information.

24.3 Internal company information must not be used for personal gain, disclosed to individuals who do not need to know, published, or shared with individuals closely associated with the employee.

24.4 The company has a policy to protect and keep confidential the information of executives, employees, partners, customers, and business data, except when disclosure is required by law.

25. Non-infringement of intellectual property or copyright of others

The Company has a policy of not violating intellectual property or copyright. This is an important policy that all directors, executives and employees must strictly follow. In order to comply with the Computer Crimes Act B.E. 2550 and the announcement of the Ministry of Information and Communication Technology Regarding the rules for keeping computer traffic data of service providers, B.E. 2550



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In this regard, the Company also has practices regarding non-infringement of intellectual property or copyright of others as follows:

- 25.1 Personnel of the Company have a duty to protect and maintain intellectual property owned by the Company and not to use such intellectual property or let other people use without permission.
- 25.2 Bringing works or information to work must ensure that it does not infringe on intellectual property another people's wisdom.
- 25.3 Promote the company's personnel to realize the importance of respecting intellectual property rights in both related to work by and daily life.

26. Information and Information System Security (IT Security)

The company has an information technology security policy aimed at raising awareness among employees, users, executives, and stakeholders of the company and its subsidiaries about the importance of information technology security. This policy ensures that all parties understand their roles and responsibilities and the guidelines for managing various risks. The objective is to maintain the company's information technology systems and computer systems in an appropriate, secure, and stable manner, supporting the continuous operations of the company.

The company also has measures in place to ensure the security of information communication through computer networks and information systems, following the guidelines below:

- 26.1 Measures to Ensure Security in Information Communication through Computer Networks
- 26.2 Management of Computer Network Systems
- 26.3 Security Measures in Operations Related to Information Systems
 - 1) Information Technology Department must control the use of information in the information system.
 - 2) Set a specific time period for accessing the information system at special levels.
 - 3) External parties must strictly adhere to the company's policies before being granted access to the company's information technology systems.
 - 4) Access rights to information files must be controlled and approved only when necessary.
 - 5) Control the installation of various software on the company's information systems or employees' computers to prevent any impact on the core systems or cause harm to the overall system.
 - 6) Test data must be protected. To ensure data protection during testing, the company needs to establish data protection policies. The responsible parties include the IT system development team, the IT project management team, and the users, who must avoid using real data in the service system for testing purposes.
- 26.4 The information systems and computer network systems must be audited at least once a year.



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27. Disciplinary Penalties

To have compliance Business Ethics Policy The company has measures to punish in the event that employees do not comply or act in any way that is not in accordance with the rules as follows.

- 27.1 Warning in writing
- 27.2 Probation or suspension of work
- 27.3 To dismiss, dismiss or terminate employment

28. Monitor and Review

The company requires that all supervisors all levels are responsible for monitoring personnel to comply with the Code of Business Conduct. and considered part of employee discipline Company personnel must understand and follow the relevant practices in the Code of Business Conduct. If there is any doubt that the activities or any business transaction. It may violate or violate the Code of Business Conduct must report such information to the direct line supervisor. or an agency that has a duty to supervise compliance with the Code of Business Conduct.

In this regard, the Company has regularly monitored and reviewed the compliance with the Code of Business Conduct annually. which has been approved by the meeting of the Corporate Governance Committee At least once a year to consider in accordance with changing situations, risks and laws.

Code of Business Conduct the effective from December 18, 2025 onwards.