

(Unofficial Translation)

## Policy Announcement of Thai Private Sector Collective Action Against Corruption

No. 02/2561

### on Giving and Receiving of Gifts and Entertainment

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The Company focuses on contributing good relationship with business partners, giving and receiving gifts as well as entertainment can be done for the benefit of good business relationships as usual of festivals and traditions which is of reasonable value and appropriate occasion, not being bribery or any other benefits that against the laws considering the Company's defined regulations.

#### Practice

1. The giving and receiving gifts should be as usual of festivals and traditions
2. The giving and receiving gifts should concern about types, reasonable value and appropriate occasion.
3. The giving and receiving gifts should be openly performed in the name of the Company, not being bribery or any other benefits and must not against the laws.
4. Do not demand or accept benefits, give or receive gifts or other benefits that could cause unfair decision making on duty of both receivers and givers.
5. The departments that contact outsiders, business partners and business associates must notify them about this policy on giving or receiving gifts.
6. In case of receiving gifts as a souvenir from participating in social assistance activities, a souvenir on the Company's significant events including receiving gifts from customers, business partners or others on special occasions, the Company allows its personnel to receive on behalf of the Company then send it to Human Resource Department to keep and manage in accordance with the Company's regulations.
7. Adhere to the Company's regulations and comply with the laws.
8. The evidences of giving and receiving gifts should be kept for verification.

## **Practice**

1. Propose the matter to consider the accordance with the Company's policies and objectives.
2. Present the matter to authorized person for consideration and approval according to the Company's approval authority.
3. Prepare documents according to the disbursement procedure.
4. Accounting department checks documents and makes payment voucher in accordance with giving and receiving gifts and entertainment practice.
5. Financial department provides a cheque for authorized person to sign and follows the proof of payment.
6. Accounting department collects all documents in the file to be evidence and to check information.
7. In case of receiving gifts, the gifts should be sent to Human Resource Department for further management.

This policy is effective as of 15 August 2018 onwards.

Yours sincerely,

*- Signature -*

(Ms. Soontareeya Wongsirikul)

Thai Private Sector Collective Action

Against Corruption Director