

## **Guidelines for the Company's Personnel**

1. Personnel at all levels must strictly comply with the Company's anti-corruption policy and processes. They must not engage in any form of fraud or corruption, either directly or indirectly.
2. Personnel at all levels must neither give nor accept bribes or any benefit in the same nature to and from officials of the government and private sectors, directly or indirectly, as incentives to influence or acquire illegitimate benefits.
3. Personnel at all levels must proceed carefully when carrying out any action that has corruption / fraud risks, especially:
  - 3.1 Giving and accepting gifts, receptions, welcome services or payments for related expenses must be done based on the Company's Corporate Governance & Business Code of Conduct Handbook, and Anti-Corruption Guideline on No Gift Policy.
  - 3.2 Financial donations and financial support are possible when done in the name of the Company and aimed at delivering public benefits, promoting businesses, or creating the good image of the Company or GGC Group. Such actions, when done, must be transparent and free from corruption. Also, they must fully comply with the Donations and Sponsorships for Public Relations Purposes Handbook of the Company and GGC Group.
  - 3.3 GGC Group's personnel at all levels must refrain from actions that involve conflict of interest. Actions taken by the personnel must be reasonable and done for GGC Group's interests. Aside, such actions must not violate applicable laws, rules, and regulations. If an action possibly constitutes a conflict of interest, a person involved must report it based on the Company's guideline and through designated channels
  - 3.4 Any business relation or procurements of the Company or GGC Group with government or private sectors, including any contact with the government sector, government official or any person related to the Company's or GGC Group's business operations, whether in Thailand or overseas, must be carried out in a transparent and honest manner in accordance with relevant laws.

3.5 The Company's policy of political neutrality supports political rights and freedom of each member of its personnel in line with laws. However, personnel should be aware that they must not take any action, conduct activities, or use the Company's and GGC Group's resources for political operations or activities in a way that endangers its political neutrality or damages it through political involvement or the giving of political support.

4. When hiring a person to represent or carry out work on behalf of the Company, relevant personnel shall inform that person of the Company's Business code of conduct related to anti-fraud and anti-corruption. Such hiring, moreover, must be done transparently, appropriately, and legally, and free from corruption or fraud.
5. The Company formulates whistleblower policy so as to set clear complaint receipt process and complaint review process. Personnel of the Company must neither ignore nor neglect any corruption practice involving GGC Group if they have witnessed. Personnel have the duty to report such practice to supervisor or a person in charge of the matter, or file a complaint with Whistleblower Channel, and provide cooperation to probes related to the complaints.

The Company shall ensure justice and protection for employees or persons providing tip-off or evidence of corruption / fraud practices related to the Company and GC Group, as well as employees who have refused to engage in corruption. Protection measures are provided to complainants or persons collaborating with fraud / corruption reporting based on its whistleblower policy.