



# Code of Conduct

## Message from the Chairman of the Board

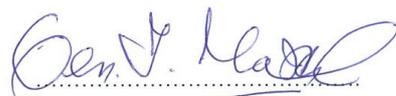
T.Krungthai has been in plastic injection manufacturer for automotive and electronics parts. During this period, our company puts lot of efforts in developing and expanding our businesses based on the Good Governance Principles.

In order to promote our culture throughout the organization, we have developed this “Code of Conduct” to define roles and responsibilities of the board members, executive team members, as well as every member of the organization.

That companies behave correctly according to guidelines. “Code of Conduct” well to be accepted from all interested parties. And contributes to the benefit of all stakeholders, including technical, social, and nationally as well.

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General Terdsak Marrome

Chairman

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## 1. Operating principles

In order to maximize stakeholders’ benefits, especially the stockholders, Board of Directors set up policies that emphasize on achieving these goals as well as how to achieve them. These policies translate into Vision, Mission, Ideologies, Values, Corporate Governance Policies as well as Operating Practices. “Code of Conduct” is used to remind every board member, management team, and employee of the company’s expectation on how they treat other employees, stockholders, customers, business partners, competitors as well as how they treat the society.

### 1.1. Vision a& Mission

#### Vision

To be a leading plastic component manufacturer for automotive industry as well as related industries by providing the highest quality of products and services and creating good return for the stakeholders.

#### Mission

1. To respond to customers’ quality and service expectations
2. To increase opportunity for business expansion
3. To develop managing, manufacturing, and quality assurance systems according to international standards
4. To improve personnel competencies and promote continuous learning
5. To effectively communicate within the organization as well as to the outside entities
6. To create good corporate image and good relationship with employees, business partners, and stockholders

### 1.2. Ideologies & Values

#### Ideologies

1. Adhering to fairness
2. Committing to excellence
3. Believing in human dignity
4. Committing to social responsibility

#### Values

Precision:	Clear understanding of work.
Coaching:	Training and Coaching like teachers teach students, friends teach friends so that everyone can work smoothly in every OTJ activities.

Persistent:	Committing to work, to overcome obstacles or setbacks, and to prevent recurrence of those.
Leverage:	Increase cognitive development and competencies of the team members in order to push up the work standard and leverage organization.
Professionalism:	Continuous learning and improving. Observing the industry and comparing with the best.

## 2. Compliance of Laws and Company Regulations

### 2.1 Laws and Regulations Compliance

T.Krungthai operates its business complying with the laws in every place it stands. Our policies regarding law-abidingness are:

1. Directors, executives, and employees must comply with the laws and regulations as well as respect Thai customs and norms.
2. Directors, executives, and employees must comply with the laws and regulations of The Securities and Exchange Commission as well as The Stock Exchange of Thailand.
3. Directors, executives, and employees must comply with company's rules.
4. Directors, executives, and employees must not support, engage, or involve in any activities that are against the laws.
5. Directors, executives, and employees must cooperate with authorities and/or supervising agencies by reporting any wrong-doing or law violation.

### 2.2 Compliance and Commitment to Government Agencies

T.Krungthai will do business strictly under the laws and regulations regarding safety, labor, tax, accounting, et cetera, as well as announcements imposed by government and any government agencies. The following are our operating guidelines:

1. Employees at every level of operation must study laws and regulations related to their jobs. They must not participate in any law-violating activity.
2. Supervisors should have legal documents as reference and have them updated on regularly basis. In addition, employees and operators should have convenient access to these documents.
3. Create awareness among employees so that they are aware of their obligation to government laws and regulations, as well as company's rules.

4. Create good relationship with government agencies by participating and providing useful information for the benefits of the nation and society.

### **2.3 Do not use inside information to seek benefits**

1. Do not take chances or information obtained from a director, executive or employee for their own benefit and in doing business competing with the Company. Or related businesses.
2. Do not use inside information to their advantage in trading the company's shares or provide inside information to others for the purpose of trading the company's shares.
3. Do not use company information for reference to outsiders for personal benefit and/or related persons.
4. Non-disclosure of business secrets of the company. Third Party The competitors Even after becoming a director, executive or employee of the company already.
5. The Directors, executives and employees inside information that may substantially affect the price of securities that is to suspend the purchase or sale of securities of the Company during the one month before the company announced results of operations. (The deadline to announce results of operations is 45 days after the end of the quarter, and 60 days after the end of the fiscal year) or after the inside information is publicly available.
6. Directors and executives including spouses and minor children Have a duty to report changes in securities holding within 3 business days from the date of Buy/sell/transfer/receive transfers sent to the SEC
7. The Board of Directors sets a policy for directors and senior management Notify the Board of Directors about the trading of shares at least 1 day in advance of trading.

## **3. Best practices in business**

### **3.1 Responsibility to the Shareholders**

T.Krungthai is committed to operate its business with dignity and honesty. We will put our best effort to expand our business and to provide good and sustainable return on investment for the stockholders on the basis of equal treatment.

### **3.2 Conflict of Interest**

The company is considered an important policy not to allow board of directors, executives and employees from seeking personal benefits. Therefore, the company imposes procedures that the board of directors, executives and employees must follow. These procedures are:

1. Avoid self-related transactions that may create conflict of interests with the Company.

2. If it is unavoidable, such transaction should be done as if the company does with outside party and the person who benefit from the transaction must not be involved in the decision making and/or approving.
3. In case where the transactions are within the scope of related transactions according to the rules and regulations of corporate governance official institutes, for example, the SEC, the SET, etc., they are required to strictly comply under the relevant rules, means and disclosure.
4. In case where the directors, executives, employees, or family members are involved whether directly or indirectly in any transactions that may create a conflict of interest, or are shareholders of the Company's competitors, they are required to disclose such facts to the manager and the president of the Company in writing.
5. In case where the directors, executives and employees are directors, partners, or advisors in other organizations, it must not conflict with the interest of the Company.
6. The related transactions are required to be reviewed or considered by the Audit Committees and the board of directors respectively. In case where any Audit Committees or directors have an interest in such related transactions, such Audit Committees or directors shall not be allowed to take part in the review and consideration of such related transaction

### **3.3 Handling of confidential information**

Executive Directors (including those related), and staff will be responsible for keeping the information of the company strictly confidential. The inside information that has not been disclosed to the public, directors, executives and employees that may substantially affect the price of securities and trading in securities by the company must be suspended during the one month prior to the announcement of the Company's operating results or internal information that is publicly available.

### **3.4 Documentation**

1. Preparation of documents with integrity, care / caution and in accordance with the standard.
2. It is prohibited to falsify/forgo company books, reports or documents.

### **3.5 Responsibilities to the Company's Assets**

T.Krungthai encourages its executives and employees to use company's resources and assets effectively in order to increase competitive advantages as well as to improve service quality.

Procedures regarding use of resources and assets are the following:

1. Resources and Assets must be used economically and with the highest benefit
2. It's everyone's duty to look after company's resources and assets so that and prevent them from any wrongful loss.

### **3.6 Computer System and Information systems**

Company Policy Information System This includes all information technology This includes computers Peripheral devices, data is stored or transmitted electronically. All employees must understand and comply with the following requirements strictly.

1. Computers, information and communication technologies, and information used in any form are property of the company. Executives and employees should not use these computers and information and communication technologies for personal benefits.
2. Revealing personal password that used to access company's data is prohibited.
3. Revealing company's information or information that company purchased from other sources is prohibited.
- 3 Executives and employees are prohibited to modify, copy, delete, or terminate company's data without approval.
- 4 Hardware modifications or installations of component beyond company's standard are prohibited.
6. Sending disgraceful, indecent, obscene, harassing, or threatening messages through company's email is prohibited.
7. Internet should be used for finding or retaining useful information only. Visiting any illegal website is prohibited.
8. Executives, employees should use communication devices such as telephone, facsimile, mobile phone, and pager properly and responsibly. They should be mainly used for the company's benefits.

### **3.7 Bribery, The Company has set policy and practice as follows:**

1. Executives and employees are prohibited from asking or offering any benefit or bribe from partners, contractors, distributors, consultants, and persons whom the company does business with.
2. Executives and employees are prohibited from offering any benefit or bribe to government authorities, customers, labor union, or outside persons to encourage any wrong doing.

### **3.8 Gifts and Entertainment Business**

1. Executives and employees should avoid giving or receiving gifts or gifts or benefits from any partner or do business with the company except to the festival or customary in value.

2. Executives and employees should avoid giving or accepting. In a normal person doing business with the company.
3. The expenses for the entertainment business and other expenses directly related to the fulfillment of business contracts is acceptable. But to spend sensibly.

**3.9 Human Right**, The Company has set policy and practice as follows:

1. Operations of T.Krungthai and other persons whose operations are subjected to or related to T.Krungthai must not violate human right and their right over assets.
2. T.Krungthai values human right and equal right. We have policies and procedures that are just and fair. Discrimination either based on physical, mental, race, nationality, religion, age, education, et cetera is not acceptable
3. Respect, non-violated human rights, not associate with forced labor, child labor and human trafficking.

**3.10 Protection / Anti-Corruption**

The company does not support any type of corruption that may occur in the organization, such as giving and receiving bribes, contributions, etc. The company has set a policy of anti-corruption by launching guideline materials to use for communicating with the Board and for providing training for employees at all levels to comply with the practice.

**4. Stakeholders**

**4.1 Policies and Practices Regarding Stakeholders**

T.Krungthai realizes that stockholders are the owners of the company and it is an obligation of the company to create long-term value for stockholders. Therefore, the following guidelines have been set for executives and employees in order to fulfill such obligation to stockholders:

1. To work with integrity, honesty, cautious, and prudent. Bearing in mind the benefits of the stockholders, both majority and minority.
2. To report company's status and operating outcome, and to publish complete financial and accounting information as well as related information on regular basis.
3. To report tendency of the company both positive and negative based on probabilities, appropriate assumptions, and adequate information.
4. Use of unpublished information for personal or others' benefits as well as any practices

that might cause conflict of interest are prohibited.

#### **4.2 Policies and Practices Regarding Employees**

T.Krungthai realizes that employee is critical success factor of the company. Therefore, it is our policy to promote fair treatment for every employee; opportunities, compensations, promotions and relocations, as well as competency development program. The following are company guidelines regarding these policies:

1. Treat every employee with respect. Value human honor.
2. Maintain pleasant and safe working environment for employees as well as their assets.
3. Promotions and relocations, rewarding and punishment should be made with honesty and trustworthiness based on knowledge, performance, and appropriateness.
4. Listen to opinions and suggestions from employees. Value their professional experiences and expertise.
5. Comply with laws and regulations regarding employees.
6. Provide a grievance channel for any unfair or injustice treatments and set up systematic procedures to handle these grievances.

#### **4.3 Policies and Practices Regarding Customers**

T.Krungthai regards customer satisfaction as success factor of its business. Therefore, the company intends and is committed to improve our offerings so that they can respond to customer expectations more effectively and efficiently. The following are company guidelines regarding these policies:

1. Deliver quality products and services that meet customer expectations at the fair price.
2. Regularly, timely, and accurately update customers about the company's offering.
3. Honor and comply strictly with agreed upon conditions that company has with customers. If, in any case, company is unable to comply with any of the conditions, customers must be notified swiftly and appropriate solution should be discussed and considered as soon as possible.
4. Contact customers with good manner, effectiveness, and trustworthiness.
5. Provide communications channel for customer complaints and set up procedures to handle customer complaints regarding quality, quantity, safety, and delivery.
6. Honor confidentiality of customer information. Customer information must be maintained,

managed, and used by authorized personnel according to company policies Any changes or terminations of customer information must be approved by customers.

#### **4.4 Policies and Practices Regarding Business Partners and Creditors**

T.Krungthai has policies that encourage fair treatments to business partners and creditors bearing in mind the highest benefits of the company as well as fair and mutual benefits for every party involved. Any conflict of interest must be avoided. Every agreement that company has must be honored. Publication of information must be done timely and accurately. In addition, any negotiation should be done with an intention to honor business relations that company has with another. The following are company guidelines regarding these policies:

1. The Company shall act to clients equitably and fairly.
2. Executives and staff shall not accept or request for donations such as for reception feast, providing service, financial support, rewarding etc. from a party doing business with the Company.
3. The conditions agreed with the suppliers and / or creditors shall be complied with strictly.
4. In case a condition cannot be complied with, a prior notice shall be made to collaborate for problem solving.

#### **4.5 Policies and Practices Regarding Competitors**

T.Krungthai complies with international standard under laws and regulations governing competition in the market. Trade secrets and confidentialities of competitors are respected and honored. The following are company guidelines regarding these policies:

1. Comply with laws and regulations regarding fair competitions
2. Do not wrongfully seek trade secrets or confidential information of the competitors.
3. Do not defame competitor reputation by any mean.

#### **4.6 Procurement Policies**

T.Krungthai issues policies and guidelines for company procurement in order to ensure quick, accurate, and economic purchase, employ, lease, or charter of resources as follow:

1. Procurement must be done in a way that ensures highest benefit of the company, the highest quality, the best price, the right quantity, and the right time. In addition, procurement must not violate any of the company's environment, health, and safety policies.
2. Company should not take advantages from the suppliers and/or business partners. Positive

and negative impacts that procurement might have on company's assets and reputation should be considered.

3. Competition among vendors should be allowed in order to ensure highest benefits for the company. However, it must be done based on fair treatment, impartiality, and confidentiality.
4. Procurement must strictly and regularly comply with company's policies, rules, and procedures.
5. Procurement should be planned in advance in order to avoid urgent of emergency transactions or transactions without vendor competition.
6. Procurement must be done systematically under tight monitoring system. In addition, the company and/or processes should be flexible enough to be able to implement new technologies to business processes.
7. Don't call for benefit or corrupt with stakeholder in every case such as giving, distribution, return in form of cash or other benefit.

## **5. Safety, Health, and Environment Policies**

T.Krungthai is committed to do business based on safety, health, and environment concerns.

Therefore, the company issues the follow guidelines:

### **5.1 Safety Health Policies**

The Company recognizes and realizes the importance. The Occupational Safety and the working environment is very important. The concern for life and health of all employees Purposely. To all employees work with confidence under the management of safety, health states. The policy follows the management

1. Committed to improving the safety, health and creativity. In accordance with legal requirements Including international standards etc.
2. Company will comply with laws and regulations involving safety, health, and environment.
3. Management and employees must be taken seriously. To all activities to enhance the quality of occupational. The mule for example, to search for and assess the threat (Completely Check Completely Find Out) and 5S etc.
4. Company must accurately and explicitly publish information regarding relation of its

business operation and safety, health, and environment.

5. Company will monitor its effects on environment. Negative impacts should be avoided, and any loss must be compensated or rehabilitated. In addition, company will encourage environment protection, restoration, and conservation of natural resources for sustainable and equal social benefits.

## **5.2 Environment Policies**

Company is aware of its environmental responsibilities. The impact on the environment, communities and the nation. The company issues the follow guidelines.

1. Practice law-abiding terms and standards related to the environment within the company strictly.
2. Commitment to reduce the environmental impact protection. Since raw materials production Process and activities within the company that could impact the environment.
3. Improved environmental management in all the company's activities to reduce pollution Environmental Impact. The objective of the action plan and assessments clearly.
4. Action to promote energy conservation and resource efficiency.
5. The Company provides support to social and environmental organizations. The action Environmental information dissemination. To create a better understanding of the community and those involved

## **5.3 Social Responsibility Policies**

It is T.Krungthai's policy to do business that benefit society and economy. We also emphasize on honoring and preserving local customs, and it is also our policy to act as a good citizen complying with all the rules and regulations. We are committed to enhance the quality of our society through our initiatives and participation in government and/or community activities.

1. It is our policy to do business that benefit society and economy as well as honoring and preserving local customs according to our operating location.
2. T.Krungthai supports community and social activities with an aim to develop society, community, and environment. In addition, we also support education for children as well as public commonwealth.

3. T.Krungthai believes in democracy and encourages its personnel to use their right during election. However, we do not have a policy to provide monetary support either directly or indirectly to any party or politician.
4. Company has established processes to handle public complaints. We will investigate, implement corrective measures, and notify the claimant in timely manner.
5. Company is willing to participate in economic activities set by organizations instituted by laws that might lack competence or facility to alleviate poverty in the communities.
6. When using natural resources, company focuses on options that have lowest negative impacts on society, environment, and quality of life.

## 6. Business Ethic Compliance

T.Krungthai mandates its directors, executives, and every employee to acknowledge, understand, and strictly comply with policies, procedures, practices, and rules that stated in this “Code of Conduct.” This is not voluntary and not-knowing of this Code of Conduct cannot be used as an excuse.

Managements in every level must hold themselves responsible for ensuring that their subordinates acknowledge, understand, and comply with this Code of Conduct decisively.

## 7. Complaints and Give Suggestions

The Board of Directors gives opportunity to the stakeholders ( Whistle Blower) to report or launch complain in case of any illegal acts , code of conduct, financial statement reliability and internal control deficiencies. Reports can be sent to the Independent Committee of the company in order to find out and investigate the truth including measures to safeguard and protect the whistle blower.

Channel any clue if you see any actions or hear complaints that violate the law or non-compliance with the code of ethics which can be notified via the following channels.

1. E-Mail To Audit Committee (Independent Director) : [independent@tkrungthai.com](mailto:independent@tkrungthai.com)
2. Registered post at the following address : Audit Committee (independent)

T.Krungthai Industries Public Company Limited.  
23 Soi Chan 43 Yak 21, Tungwatdon, Sathorn  
Bangkok 10120.

The stakeholders may report infringements or complaints at Tel. 02-211-3732 central office or contact the company secretary, Mr.Chumpol Techakraisi via email: [chumpol@tkrungthai.com](mailto:chumpol@tkrungthai.com)

Conditions: Stakeholders who submit complaints or clues must provide their full names. The Company will keep their personal information confidential. Only officers or persons authorized by the Audit Committee can access the information.

Action upon receiving complaints: The company secretary shall oversee the complaints and these has to be submitted to the Audit Committee directly

The company shall continue to monitor / record the investigations in writing and this has to be reported to the Board of Directors

Measures to protect the whistle blower complaints or to the person who has cooperated in the investigation. In order to protect the whistle blower or the information provider, the company shall not reveal nor release any information such as name and address of the complainant. It has to be treated as highly confidential and be carefully executed as well as to provide protection to the information provider and he / she should not be harassed in any manner.

## **8. Penalty**

“Code of conduct” is a practical and useful guide to the management and employees in the organization and should be adhered strictly. Any violators and or failure to comply will face a disciplinary action as per the regulations set by the company.

Should the Directors violates these regulations, the penalty will be under the discretion of the Board of Directors.