

# Anti-Corruption Policy

The Company is committed to base business on fairness, integrity, transparency and responsibility to society and all stakeholders in compliance with the Principles of Good Corporate Governance and Code of Conduct. The Company has compiled this Anti-Corruption Policy as well as roles, responsibilities, guidelines and measures which are outlined as follows:

Directors, Management Team and THIP staff must strictly adhere to the Anti-Corruption Policy and are prohibited from operating or accepting any types of corruption both direct and indirect to oneself, family, friends and acquaintances; whether he/she is a recipient or a provider or in the position of offering a bribe, either money or non-money, to a state agency or private agency that the Company strictly contacts or conducts business according to the Anti-Corruption policy.

#### Roles and Responsibilities

- The Board of Executive Directors has a duty to propose the Anti-Corruption Policy to the Nomination, Remuneration and Corporate Governance Committee for considering and proposing to the Board of Directors for consideration.
- 2. The Board of Directors has a duty to consider and approve the Anti-Corruption Policy in all forms, both directly and indirectly, In order to use them as guidelines for practices to all employees of the organization.
- 3. The Risk Management Committee has a duty to evaluate and the impact of corruption. To provide direction for internal audit planning and monitoring of internal audit activities and present to the Board of Directors for consideration.
- 4. The Audit Committee has the following duties and responsibilities:
  - Review audit reports and internal control systems related to corruption according to proposals from internal auditors. To ensure that the internal control systems have no corruption risks and appropriate to the company's business model for the Board of Directors.
  - 2) Report the findings of the assessments of the internal control systems and corruption risks to the Board of Directors.
- 5. The internal auditors have the following duties and responsibilities as:
  - 1) To comply with the internal audit plan as defined and present reports of internal audit control systems and corruption risk assessments, which are monitored by internal auditing, to the Audit Committee.
  - 2) To execute any other work as assigned by the Audit Committee related to the corruption that concerns an organization not covered by the internal audit plan as defined.
- 6. The Management Team has the following duty and responsibility as: To communicate with and ensure all employees and all relevant persons are well informed about the Anti-Corruption Policy.

# **Guidelines**

- 1. To implement the Anti-Corruption Policy and adhere to guidelines set by the Company in the Corporate Governance Manual and Code of Business Conduct as well as rules, regulations and relevant manuals to business operation.
- 2. In dealing with major corruption risks, the Company ensures that Directors, the Management Team and employees are cautiously perform the following duties:
  - 2.1) Neutrality and Political Contribution



The Company's policy is politically neutral with no support for or actions that support political parties whether directly or indirectly, including the use of the Company's resource in activities that may cause the Company lose its political neutrality and/or sustain damage by participating in such activities.

2.2) Charitable Contribution and Sponsorship

The Company's policy is to control charitable contributions and sponsorships in various forms to ensure that the activities will not lead to corruption. The Company sets up Procedures and controls that are clear, concise, efficient and able to check donations and follow evidence documents.

2.3) Gifts, Entertainments and Expenses

The Company defines that giving or accepting gifts and business entertainment must be appropriately done according to traditions and within reasonable value. Also, do not induce to act or refrain from acting that may lead to malfeasance and corruption.

#### Measures

- 1. The Board, the Management Team and all employees must comply with the Anti-Corruption Policy and measures as well as the Company's Corporate Governance Principles and Code of Business Conduct by not being involved in corruption whether directly or indirectly.
- 2. If employees encounter any act which may constitute corruption, or are in doubt as to whether an act constitutes corruption, they should not neglect or ignore it. They should notify their supervisors or responsible persons or the Company through specified channels. Employees should also co-operate with any fact-finding investigation that is stipulated by the Company's regulations.
- 3. The Company will provide fairness and protection to employees in accordance with employment protection measures, or co-operate in reporting corruption in accordance with the Company's regulations.
- 4. The Company communicates this Anti-Corruption Policy to all employees by distribution through various channels like the Company's intranet and website. This is to ensure they have knowledge and understanding of this policy. Moreover, the Company makes the Anti-Corruption Policy available to the public and stakeholders through channels like the Annual Report.
- 5. The Company sets up Human resources processes to reflect its commitment to the Anti-Corruption Policy from the recruitment and selection of personnel, compensation, promotion to an organizational structure with suitable division of duties for checks and balances.
- 6. The Company sets up a Signature Authorization Procedure that is clear, concise, efficient, transparent and allows to verify.
- 7. The Company sets up an internal control system to cover all work processes which are relevant to anticorruption measures and ensures that the internal control system is understood by the employees responsible.



8. The Company has provided the following channel for complaints related to corruption:

## Chairman of the Board of Directors

Thantawan Industry Public Company Limited No. 123 Suntowers Building A, 32<sup>nd</sup> Floor,

Vibhavadi-Rangsit Rd., Chomphon, Chatuchak, Bangkok, 10900

Email Address: board-thip@thantawan.com

Tel.: (662) 0-2273-8333 ext. 3238

### Monitoring

Internal Auditing has been set up to oversee the internal control system and provide
recommendations continuously by conducting audits in accordance with the annual audit plan approved
by the Audit Committee, and reporting significant results of the audits with recommendations to the Audit

Committee.

2. Risk Management Committee is responsible for evaluation of corruption risks including monitoring, reviewing

and improving anti-corruption measures regularly by reporting to the Board of Directors.

3. In the event of an investigation or a complaint in which facts concerning corruption are found, the Audit

Committee will report the findings to the Board of Directors.

## Whistle-Blowing Measures and Whistle-Blower Protection Mechanisms

To ensure fair treatment of all stakeholders under the CG principals, the company has set up channels for complaints, suggestions, or recommendations indicating impacts or risks of impacts on stakeholders arising from its business or from wrongful action or violation of the Code of the conduct, as well as from behavior implying corruption, unfair treatment, or careless action by providing such leads directly or in a letter to:

# Chairman of the Board

Thantawan Industry Public Company Limited
123 Suntowers Building Tower A' 32nd Floor

Vibhavadi-Rangsit Rd., Chomphon, Chatuchak, Bangkok, 10900

Email: board-thip@thantawan.com

Tel: (662) 273-8333 ext. 3238