Code of Conduct for Employees

ศิครินทร์
SIKARIN

Sikarin Public Company Limited

Code of Conduct for Employee

Employees are considered an important part of the Company. It is responsible for driving the company to achieve success in business operations. Therefore, the company has created an employee code of conduct to provide guidelines for employees within the organization to behave according to ethical principles.

Conduct

1. Adhere to morality and must not seek positions, merits, or favors or any other illegitimate benefit from a supervisor or any other person.
2. Study to gain knowledge and experience to strengthen yourself to be a person with knowledge and ability to perform work more efficiently and effectively.
3. Do not pursue a career or profession or do anything that will affect the performance of your duties or the reputation of yourself and the Company.
4. Abstain from all vices and addictions. Do not behave in a way that may damage the honor and reputation of yourself and the Company, such as not acting like a person with heavy debts. Do not indulge in any type of gambling. and not involved in any type of drugs, etc.
5. Respect human rights without discriminating on grounds of similarity or difference including race, religion, gender, age, education, status, including respect for personal freedoms and protect personal information.
6. Avoid entering into financial obligations to anyone doing business with the Company or between employees themselves, which includes lending money or borrowing money or requesting various solicitations, using checks to exchange cash, playing, sharing, etc. Except for charitable and public activities.

Treatment of the company

1. Perform duties with diligence. Including always seeking ways to develop and improve work to be efficient.
2. Perform duties with honesty, integrity, fairness, and responsibility. Dedicate physical and mental energy to work. By considering the benefits of the Company as important.
3. You should preserve your honor to be accepted in society. Including not doing anything that causes damage to the image and reputation of the Company.
4. Be a disciplined person and behave according to the Company's rules and organizational values and good traditions whether specified in writing or not.
5. Use and preserve the Company's assets for maximum benefit, saving, and taking care not to lose them. Moreover, do not use it for personal gain.

6. Do not become financially involved or create any financial obligations with other persons whose duties or businesses are related to the work of the Company.
7. Perform duties in accordance with the occupational health, safety, and working environment policy.
8. Not using their authority or allowing others to use their authority whether directly or indirectly for seeking illegitimate benefits for oneself or others.
9. Do not participate in or conceal any acts. That may conflict with the Company's interests or may prevent the Company from performing its duties with fairness or participating in concealing any illegal activity.
10. Have determination, have a good conscience and share responsibility for the Company to achieve its objectives under the Company's occupational health, safety, and working environment policy by strictly adhering to and complying with the policy, rules, regulations, and guidelines that has been specified in this matter.

Treatment of other employees

1. Do not do anything that is immoral to other employees.
2. Respect others by not using the work of others and claiming it as your own.
3. Commanders conduct themselves in a manner that is respectful and sets a good example for subordinates.
4. Subordinates treat superiors with respect.
5. Strengthen teamwork through cooperation. Help and support each other for the benefit of the Company's work as a whole.
6. Subordinates listen to the advice of their superiors and do not work at the expense of their superiors unless the superiors give them orders. Including being polite to employees in positions above you.
7. Avoid using information or stories from other employees. Both matters related to work and personal matters are disclosed or criticized in a manner that will cause damage to employees or the overall image of the Company.
8. Do not do anything that is sexual harassment towards other employees by such actions causing distress. Annoying or creating a work environment that is demotivating, hostile, or aggressive, including unreasonably interfering with the work of other employees. Such behavior includes harassment, indecency, flirting or sexual advances. whether verbally or physically.
9. Treat co-workers with politeness, kindness, have good human relations, adjust yourself to be able to work with other people, and do not conceal information necessary to perform your work duties from coworkers.

Conflict of interest

1. Employees and their families must not do anything that is contrary to the Company's interests, whether from contact with those involved in the Company's business such as business partners, customers, competitors, or from taking advantage of opportunities or information obtained from being an employee for personal gain and in the matter of doing business that competes with the Company or doing work other than the Company's work which affects the performance of employees.
2. Employees and their families must not receive benefits from or be shareholders of competing companies or any business including traders/sellers with which the Company has business dealings. However, in the case where the shares of such competing companies, businesses, or individuals are listed on the Stock Exchange of Thailand, considered buying shares of a company listed on the stock exchange or investing through mutual funds or investment units are not a conflict of interest as long as they do not affect the work performance of the employee.

Confidentiality

1. Do not use Company’s information obtained from the performance of duties. To seek illegitimate benefits for oneself or others.
2. Do not disclose or take advantage of confidential information. Including maintaining the Company's secrets by taking care not to let the Company's confidential documents or information leak or reach unrelated people which may cause damage to the Company.
3. Ignore or avoid expressing opinions to outsiders or the media in matters related to the Company, which they themselves do not have authority and duty to or any matters that may affect the reputation and operations of the Company.

Financial report and internal control system

1. Prepare financial reports that are accurate and complete, timely and reliable, prepared in accordance with generally accepted accounting standards.
2. Establish an effective internal control system. To ensure that the Company has complied with standards, regulations, and various laws related.

Procurement

1. Carry out procurement in a transparent, fair and honest manner and without any influence that can be intervened.
2. Do not expect or demand personal benefits in return or group from trader/seller no matter the occasion or any situation and do not accept money or bribes in any form at all.
3. Relax with traders/sellers but keep it at an appropriate business level only. Care should be taken not to create any accusations that there is a particularly close relationship with one vendor/seller

is more important than others. which may cause the decision to choose to arrange an auction. Negotiation is not fair and equitable to everyone.

4. Provide honest, accurate and straightforward information to traders/sellers without making the traders/sellers make hasty decisions with misunderstandings or received correct information but not as complete as it should have been.
5. Do not accept gifts, gratuities, invitations to parties or receptions from trader/seller held privately or any specific group Including being invited to see the work at Trader/seller Offering to pay for related expenses or receiving support from vendors/vendors for internal activities. This is to avoid various scandals that might happen and prevent the tendency to give favors to any party in particular.
6. Do not invite traders/sellers participate in submitting proposals or bidding without having a real desire to procure or having already determined not to procure from that trader/seller. The Company should choose to invite only traders/sellers who, after considering that they have the qualifications, intention and ability to participate in the competition only with the hope of eventually being supplied. Traders/Sellers should not be invited come to bid just to use it as a tool for setting conditions to negotiate with other traders/sellers who only need numbers to estimate costs or preparing a budget must notify the trader/seller clearly informed in advance.
7. Provide clear and accurate information criteria. Treat traders/sellers that participated in the bidding on an equal basis. If anyone requests and receives additional information that additional information should be sent to others which was not requested or if one person requests and is allowed to postpone the bid document submission date, he or she must notify the other person of the new due date. Know immediately as well.
8. Maintain various information received from the bidder or each bidder is kept confidential. The numbers should not be disclosed. Prices or technical information received from one person to others.

Giving or receiving gifts, property, or any other benefits or entertainment

1. Employees and their families may receive or give gifts according to traditional practices. The gift received or given must not affect any business decisions or related to the Company.
2. Employees and their families must not request, receive, or agree to receive money, items, or any other benefits from those involved in business with the Company.
3. Do not receive services in a manner that exceeds normal relations from other persons whose duties or businesses are related to the work of the Company.

Company securities trading and use of inside information

1. Do not buy or sell Company's shares during 1 Months before the Company's quarterly and annual financial statements are released to the public and for 48 hours after important information is disclosed.
2. Employees who are close to the Company's important information must report their securities holdings and changes in their securities holdings according to the Company's regulations. To prevent buying or selling stocks using inside information.
3. Do not use inside information for your own benefit in buying or selling the Company's shares or provide inside information to other persons for the benefit of buying or selling the Company's shares.

Use of information technology

1. Employees who access the contents of other people's e-mails without permission will be considered guilty of an offense.
2. Employees with special access rights to content E-mail of others, such actions will be done only after receiving approval from those in authority.
3. Avoid using Internet Site that is illegal or violates good morals. Including not disseminating information or news from the said Internet Site to others.
4. Avoid sending Electronic Mail (E-mail) that will be an obstacle to the company's operations. Or cause annoyance to others or violate Company's policy or illegal or violate good morals.

Data security and information systems (IT Security)

1. Install systems and equipment to prevent threats (Firewall) and surveillance.
2. Provide screening and specifying rights only for those with duties involved in the operation and distribute various information.
3. Set the cycle for checking the operation of the system. Along with system personnel to control work and solve problems that may always occur, including continuous development of hardware and software systems.

Code of Conduct for employees is the 4th revised version and is effective from 16 January 2025 onwards by the resolution of the Board of Directors at the meeting No. 1/2025 on 15 January 2025

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(Mr. Seni Chittakasem)

Chairman