

Intellectual Property Protection  
Policy and Guidelines



Sikarin Public Company Limited

## **Intellectual Property Protection Policy and Guidelines**

Sikarin Public Company Limited (“Sikarin” or “the Company”) places great importance on the protection of intellectual property and the development of knowledge. The Company is committed to safeguarding and protecting Sikarin’s intellectual property, as well as promoting the use of intellectual property in a manner that complies with relevant laws and standards. Protecting intellectual property is not only a means of securing the business but also provides a competitive edge in the rapidly changing market.

In developing this policy, Sikarin has referenced frameworks and standards such as international intellectual property standards and relevant laws, including the Intellectual Property Act B.E. 2522 (1979) and international intellectual property laws. These frameworks serve as the foundation for developing policies and practices in alignment with international standards.

### **Scope of the Policy**

This policy applies to all departments within Sikarin Public Company Limited and covers the protection of intellectual property resulting from development or assignments by any person within Sikarin. This includes intellectual property related to patents, copyrights, trademarks, and any other intellectual property rights that Sikarin owns or is involved with.

### **Objectives**

- To promote the protection of Sikarin’s intellectual property, ensuring its security and safety.
- To prevent and resolve issues related to the infringement of Sikarin's intellectual property rights.
- To establish responsible guidelines for the use and dissemination of intellectual property.
- To enhance knowledge and understanding of intellectual property within the organization.

### **Roles and Responsibilities**

#### **Board of Directors**

- Set the direction and strategy for the organization’s intellectual property protection, integrating intellectual property protection into the company’s core strategy.
- Review and prioritize significant intellectual property issues, such as preventing infringement of the Company’s intellectual property rights, preventing copyright infringement, and preventing trademark violations.
- Approve and review the intellectual property protection policy, including guidelines for transparent disclosure of intellectual property protection information.

- Oversee the implementation to ensure compliance with national and international intellectual property standards, including relevant international organizational standards.

### **Executives**

- Responsible for implementing the intellectual property protection policy and practices, continuously monitoring and evaluating compliance with the policy.
- Support the development of employees' knowledge and capabilities regarding intellectual property protection and related laws.
- Promote an environment that respects intellectual property rights and supports fair practices.
- Listen to feedback from employees and stakeholders to improve and develop the Company's intellectual property practices.

### **Employees**

- Comply with Sikarin's intellectual property protection policy and practices, respecting both their own and others' intellectual property rights.
- Participate in training and activities that promote knowledge of intellectual property and fair practices.
- Report complaints or issues related to intellectual property infringement or unfair practices.
- Cooperate in creating a responsible and fair work environment for managing intellectual property.
- Perform their roles with responsibility and ethics in accordance with intellectual property and human rights standards.

### **Guidelines**

1. Sikarin must register important intellectual property rights such as patents, copyrights, trademarks, and trade secrets.
2. Sikarin must continuously review and protect its intellectual property by evaluating it to determine how it should be protected and managed.
3. Any infringement of Sikarin's intellectual property rights must be investigated and legal actions will be taken if infringement is found.
4. All employees must receive training on intellectual property protection, including awareness and respect for Sikarin's intellectual property rights and those of others.
5. Employees must be aware of their role in preventing and protecting intellectual property, as well as the methods that can help prevent infringement.
6. Promote a corporate culture that respects intellectual property and supports employees in adhering to ethical practices.

7. The use of Sikarin's intellectual property must be approved by the authorized personnel according to established policies.
8. Sikarin's intellectual property must be used cautiously and in compliance with the law, including refraining from using intellectual property that infringes on others' rights.
9. The dissemination or transfer of intellectual property must follow the established procedures and be approved by authorized personnel.
10. Regular checks must be conducted on the use and infringement of intellectual property within the organization and by external parties.
11. Any infringement of intellectual property rights must be immediately addressed, and Sikarin will use legal measures to protect its intellectual property, such as litigation or negotiation.
12. If intellectual property rights are violated, employees must report the issue promptly to management or the relevant department.
13. Sikarin must disclose information regarding significant intellectual property infringements and the actions taken through appropriate communication channels, such as annual reports or disclosures to the stock exchange.
14. Disclosures must be transparent and comply with the relevant reporting standards, both nationally and internationally.
15. Sikarin must prepare a report detailing actions taken to address intellectual property infringements and prevent future occurrences.
16. Management and the Board of Directors of Sikarin must play an essential role in supporting the enforcement of Sikarin's intellectual property protection policies.
17. The Board of Directors of Sikarin must ensure that policies and practices are appropriate and in line with international standards.
18. All employees must strictly adhere to the policies and practices regarding intellectual property protection.
19. Sikarin must have a complaint management system for intellectual property infringement, allowing employees and stakeholders to report issues safely.
20. Complaint management must be conducted quickly and transparently, with a focus on protecting the rights of the complainant.

This Intellectual Property Protection Policy and Practices is the revised Version 2, effective from 22 February 2025, onward, as approved by the Board of Corporate Governance Committee in Meeting No. 1/2025 on 21 February 2025.



(Mr. Seni Chittakasaem)

Chairman of the Corporate Governance Committee