

6 Instructions and Warnings for Members of Staff

1. Perform one's duties in an honest, fair, responsible, and conscientious manner, and devote one's physical and intellectual energies to one's job, giving top priority to the good of the Company.
2. Be diligent in the pursuit of knowledge that benefits the Company and improves the quality of one's own performance on the job.
3. Make the fullest use possible of the Company's resources, and protect them against premature depreciation and untimely damage or loss, and refrain from using the Company's resources for any but the Company's benefit.
4. Refrain from involvement in or the concealment of any actions that may be in conflict with the Company's interests or that may render objective decision-making impossible, and refrain from any involvement in the concealment of actions that violate the law or the Company's rules and regulations.
5. Refrain from the unauthorized use of Company information to seek benefits for oneself or others.

6. Refrain from giving opinions to outsiders or the press concerning sensitive issues that may damage the Company's reputation and performance when such is not within the scope of one's responsibilities.
7. Treat privileged information concerning clients, business partners and the Company as strictly confidential, and refrain from releasing such information to unauthorized persons without just cause.
8. Treat others with respect, and maintain a reputation for respectability in the community and in society.
9. Refrain from doing or saying anything unsubstantiated that might adversely affect the executive officers or other staff members.
10. Show respect for safety, and help to foster a good working environment.
11. Do not use one's position in the Company to seek benefits for oneself or others.
12. Cooperate with the executive officers and the relevant authorities in the event of unlawful actions or violations of Company rules and regulations.
13. Refrain from any action that may damage the reputation and image of the Company.

14. Refrain from requesting or seeming to request, or accepting valuables or other benefits from outsiders involved in the business of the Company, except for gifts worth no more than 3,000 baht offered on occasions or festivals where gifts are traditionally exchanged, and refrain from being involved in financial obligations with such parties.
15. Promote cooperation by supporting one another for the sake of the Company as a whole.
16. Be a good model for one's subordinates and colleagues.
17. Treat one's supervisors and directors with respect, and treat one's colleagues with respect and generosity.
18. Avoid any actions that are or may be in conflict with the Company's interests.
19. Withdraw from any decision or duty involving one's own interests, which might render the decision or duty unfair.
20. Comply with all rules, regulations, and traditions, both written and unwritten.