

## Business ethics of the company

### Polynet Public Company Limited

#### 1. Introduction

so that Polynet Public Company Limited (“**the Company**”) was able to succeed in operating the business under intense business competition, so the Company did not focus only on business success. but also taking into account the processes that affect the success of the business as well . which is an important basis for supporting and elevating good corporate governance. It is also an important foundation for a business to grow steadily and sustainably. as well as being the thing that will support the Company able to achieve the objectives of business operations

#### 2. person who has a duty to perform

Who is obligated to comply with this code of conduct and ethics namely director executive employee as well as employees consultant contract parties as well as persons acting on their behalf or authorized persons to act on behalf of the Company or on behalf of the person mentioned above of the Company and its subsidiaries

#### 3. basic principles

3.1 perform duties with honesty and integrity moral and responsibility

3.2 keep secret and do not use inside information or confidential information to seek benefits for oneself or others in a wrong way

3.3 prevent or avoid any action that may lead to conflicts of interest

3.4 Behaving like a knowledgeable professional expertise and caution

#### 4. conduct and behavior

4.1 Perform duties in accordance with the laws related to business operations. objective Company's Articles of Association Principles of Corporate Governance and resolutions of the shareholders' meeting

4.2 Study for knowledge and experience. in order to strengthen oneself as a knowledgeable person In order to work more efficiently and effectively.

- 4.3 adhere to virtue and not seeking a position goodness, liking or any other wrongful benefits from superiors or from any other person
- 4.4 Abstain from vices and all addictive things Do not behave in a way that may damage the honor and reputation of oneself and the Company. such as Do not act as a person with debt Not obsessed with all types of gambling and do not interfere with all types of drugs etc.
- 4.5 unprofessional or profession or take any action that will affect the performance of duties or the reputation of oneself and the Company
- 4.6 Avoid having financial obligations to people doing business with the company. or between employees This includes lending or borrowing money. solicitation share play etc., except for charitable and public activities.
- 4.7 Do not seek unlawful benefits either directly or indirectly
- 4.8 Maintain and co-create to create unity among the committee
- 5. Treatment of the Company**
  - 5.1 Perform duties with responsibility, honesty, honesty, determination, and devotion of physical and mental energy to work. As well as complying with the rules and policies of the company , good values and traditions. By taking the benefit of the company as a priority
  - 5.2 Perform duties in accordance with the policy on occupational health, safety and working environment.
  - 5.3 Do not speak badly or do anything leading to division or internal damage of the company or of persons related to the Company
  - 5.4 Take care of the company's assets. not to deteriorate, lose, and use assets efficiently for the full benefit of the Company without taking the Company's assets to use for the benefit of oneself or others
  - 5.5 maintain their honor to be accepted in the company
  - 5.6 Do not engage in any acts or cover up any acts. that may have conflicts of interest with the Company or engage in concealment of any illegal acts

5.7 Pay attention and help take any action that will maintain the working environment and atmosphere. Including the development of the organization to excellence.

**6. exchanging gifts Entertainment and receptions**

6.1 Not soliciting, accepting or agreeing to receive money Items or other benefits from the Company's business associates

6.2 Giving or receiving gifts may be done according to tradition. and did not act in order to persuade them to act or not act inappropriately Influencing business decisions or giving unfair benefits

6.3 Exchanging gifts should be done openly. and has no value beyond normal Once the exchange has been made, report to the superiors in hierarchical order. If the gift received in the form of money or in kind has a higher value than Three thousand baht to refuse to accept and return.

**7. Employment practices**

7.1 Strengthen teamwork by cooperating. help each other for the benefit of the Company as a whole

7.2 Maintain a working environment that is safe for the life and property of employees.

7.3 Promote training and development of knowledge, skills and abilities of employees by providing opportunities thoroughly and regularly. Evaluate employees fairly and transparently. give appropriate and fair responses

7.4 The appointment, transfer, promotion, reward and punishment must be done fairly on the basis of knowledge and competence. Employee experience and suitability

7.5 No unfair discrimination against employees is prohibited.

7.6 Comply with laws and regulations related to the employment strictly

**8. Conduct of Employees and Treatment of Colleagues**

8.1 Strengthen teamwork by cooperating. help each other for the benefit of the Company as a whole

8.2 Treat colleagues with politeness, kindness, and good human relations. Adjust oneself to be able to work with other people. and do not hide information necessary to perform the work of colleagues

- 8.3 honor others without using other people's works to claim as their own
- 8.4 Supervisors conduct themselves to be respectful. and being a good role model for subordinates as well as being polite to subordinate personnel and colleagues at all levels
- 8.5 Subordinates treat their superiors with respect.
- 8.6 Subordinates listen to the instructions of their superiors. and do not work over their superiors Unless the commander above is ordered Including being polite to personnel and colleagues at all levels.
- 8.7 Avoid sharing other personnel's information or stories. Both in matters related to work and personal matters to be disclosed Or criticize in a manner that will cause damage to personnel. or the overall image of the company
- 8.8 do not take any action that is immoral or sexually harassing other personnel Such action causes trouble, annoyance, or creates a depressing, hostile, or aggressive working environment, including unreasonably disturbing the operations of other personnel. Such behavior includes molestation, indecent or sexual harassment whether verbally or physically.
9. **Treatment of customers, business partners creditors and competitors**
  - 9.1 treat customers trading partners and creditors with equality and fairness on the basis of receiving fair returns for both sides
  - 9.2 Comply with contracts and conditions strictly agreed upon In the event that one of the conditions cannot be met must notify the parties in advance in order to jointly consider finding solutions
  - 9.3 Regularly report accurate, complete and timely financial information to creditors. unable to comply with the terms of the agreement or contracts between creditors and the Company, allowing the Company to negotiate with creditors in advance to jointly find solutions. and prevent damage Including money management to give creditors confidence in the Company's financial status and ability to pay debts.
  - 9.4 Provide accurate information about services Sufficient for customers so that customers have enough information to make decisions. Without making exaggerated claims in advertising to mislead customers about quality, conditions or prices of products and / or services.

- 9.5 Respond to customer needs with speed and efficiency. Provide a system and channels for customers to conveniently and efficiently complain about the service.
- 9.6 Do not seek competitors' confidential information through dishonest or improper means, such as paying bribes to employees of competitors.
- 9.7 Treat commercial competitors under the framework of good competition. and not damage the reputation of commercial competitors
- 9.8 Keep the confidentiality of customers , partners and the company strictly. by taking care to prevent the documents Or confidential news leaked or dropped to unrelated people, which may cause damage to those involved and the company.
- 10. **Social and environmental responsibility**
  - 10.1 Responsible for taking care of the environment local customs and traditions where the company is located
  - 10.2 build a good relationship by cooperating with society, communities, government agencies and related organizations Conduct social activities on appropriate occasions.
  - 10.3 Prevent accidents and control emissions to be below international standards. and according to the standards, rules, laws related to the business operations of the Company
  - 10.4 Respond to events that have an impact on the environment and community as a result of the Company's operations. quickly and efficiently By fully cooperating with government officials and relevant agencies.
  - 10.5 In providing information, personnel at all levels should act carefully. prudent for the benefit of the Company and the public
- 11. **violation or non-compliance with the code of conduct in business**

In order to comply with the policy of business ethics, the Company has set up punishment measures in the event that a director is found to be executive employee as well as employees consultant contract parties as well as persons acting on their behalf or authorized persons to act on behalf of the Company or on behalf of the person mentioned above of the Company and its subsidiaries not follow or take any action that is not in accordance with this policy according to the following measures

- 11.1 verbal or written warning
- 11.2 Refraining from consideration of increasing wages or annual rewards
- 11.3 probation or work suspension order
- 11.4 dismissal, dismissal or termination of employment
- 12. **complaint channel**

Stakeholders who witness violation or non-compliance with the Code of Conduct in business You can ask questions or comment. through the following channels

12.1 Electronic mail ( E-mail)

Contact : Chairman of the Audit Committee

E-mail address: c 2 saccounting@gmail.com

12.2 Mail sent by post

Contact : Chairman of the Audit Committee

Polynet Public Company Limited

888 Village No. 11 , Bang Sao Thong Subdistrict, Bang Sao Thong District , Samut Prakan Province

Phone: 02-3979094-6

of the Code of Business Ethics was approved by the Board of Directors Meeting No. 1/2022 on February 25, 2022 and effective from February 25, 2022.

Approved by Chaiyaporn Nitaswarakul

(Mr.Chaiyaporn Nitaswarakul )

Chairman of the audit committee