



# Code of Conduct

For directors, executives and employees

GFPT Public Company Limited

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## Part I

### **Message from the President of the Board of Directors**

In over 30 years of operation the Company has operated under the basis of morality, virtue and good corporate governance with the determination to fairly treat all stakeholders as well as being aware of the impacts on the society and the environment to sustainably create business growth and added value to the organization, shareholders, and all stakeholders.

The Company is well aware that the carrying out of duties with honesty and good ethics of every employee in every department including the directors and the executives is a critical factor which leads to success.

As such, the Company has created a “Code of Conduct” which stipulates the rules and regulations which is expected of all employees to set an expected standard of work. This “Code of Conduct” had been revised from the previous version, which has been effective from 11 November 2019, to make it appropriate and up-to-date to the current situation as well as laws and regulations that have been changed and to broaden the scope of conducts covered.

The Company hopes that all directors, executives and employees will acknowledge and abide by the “Code of Conduct” to help grow the Company sustainably.

Approved by the Board of Directors

As of 10 November 2020

## Part II

### Principle of Business Operation

The Board of Directors has set out the objectives and methods of business operation to achieve the best interests of the shareholders and has also set out the regulations in this “Code of Conduct” for clarity and for the convenience of the directors, executives and employees of the Company to be aware of the standard of performance that the Company expects and to act according to that standard to other employees, shareholders, customers, partners, competitors, and the society.

#### **Vision:**

GFPT strives to be a leading chicken meat exporter with its fully vertical integrated chicken production.

#### **Mission & Strategy:**

GFPT engages in the business of the production of processed chicken and processed foods from chicken. Staying true to its stated missions and devoting itself to achieve excellence in the production of food, it hereby sets out the following strategies to help achieve its objectives:

1. **Quality of product** : Enhance product quality to international standards  
**Strategy** : Selecting only the finest materials for the processing factory, strictly control all production processes to ensure that products meet international standards and that the products are valued by both domestic and international customers.
2. **Safety of product** : Achieve confidence through the traceability system  
**Strategy** : With our traceability system in place, we can be fully confident of ensuring that all products are safe before being delivered to the consumers.
3. **Innovation of product** : Product development using modern technology  
**Strategy** : Continuously conducting research and development for new products in addition to adopting advanced technologies to constantly expand its business.
4. **Expertise** : Training people to become the expert  
**Strategy** : Encourage the development of each personnel's capabilities in all divisions to become experts in their field of operation and to establish long term stability by creating confidence in a better quality of life with the Company which shall in turn lead to the Company to the international level.

5. **High satisfaction** : Be attentive to the customers' needs to ensure their highest satisfaction
- Strategy** : Be attentive to the customers' needs as well as offering products which meets international standards at a fair pricing policy.
6. **Lasting relations** : Build strong business relationship for the long term
- Strategy** : Establish good relationship on the foundation of trust and fairness to maintain long term business cooperation.
7. **Responsibility** : Build awareness and be responsible towards the society and environment
- Strategy** : Establish good principle of morality and an awareness of a responsibility towards the society and environment; maintain a balance between the impact on the environment, society, and economic profits to achieve a sustainable business development.

**Business Policy:**

The Company sets business policy to be the leader of the integrated further production of livestock and agriculture. The Company undertakes to provide food safety products and traceability. The Company is committed to operating the business with environmental friendliness and contributing to society.

**Core Value:**

Striving to be the leader in the fully integrated chicken processing industry for export, the Company emphasizes on building an organization culture that allows directors, executives and employees to develop themselves. The Company encourages the cooperation of all personnel to succeed and to develop under the core value of "PROGRESS" consisting of:

- P : Partnership & Collaboration
- R : Reliability of the Company
- O : Operation by Excellence
- G : Great Performance
- R : Responsibility for Society and Environment
- E : Enhance Product Quality
- S : Safety in Product and Progress
- S : Satisfaction of the Customer

## Part III

### Rules and Regulations

#### 3.1 Conflict of interest and Confidentiality

##### 3.1.1 Conflict of interest

The Company has established an important policy that all directors, executives, managers, and employees must not exploit their position at the Company for personal gain. For the best interest of the Company, a guideline regarding conflict of interests is set out as follows:

- 1) Avoid self-related transactions that may create conflict of interests with the Company except for any necessary transactions for the benefit of the Company. In such transactions they are required to operate under an Fair and Arm's Length Basis, and such interested person must not be involved in the Company's process of considering an approval for such transaction.
- 2) In case where the directors, executives, employees, or family members are involved whether directly or indirectly in any transactions that may create a conflict of interest, or are shareholders of the Company's competitors, they are required to disclose such facts to the manager and the president of the Company in writing.
- 3) In case where the directors, executives and employees are directors, partners, or advisors in other organizations, it must not conflict with the interest of the Company.
- 4) In case where the transactions are within the scope of related transactions according to the rules and regulations of corporate governance official institutes, for example, the SEC, the SET, etc., they are required to strictly comply under the relevant rules, means and disclosure.
- 5) The related transactions are required to be reviewed or considered by the Audit Committees and the board of directors respectively. In case where any Audit Committees or directors have an interest in such related transactions, such Audit Committees or directors shall not be allowed to take part in the review and consideration of such related transaction.

##### 3.1.2 Confidentiality

The Company considers all directors, executives, and employees have a duty to keep information confidentially, especially for any undisclosed information to the public that affects the Company's operation or the share price of the Company. The directors, executives, employees, and related people (spouse and minor children of directors and executives) are not allowed to use their titles as employees at the Company in order to gain benefits for their own, do related or competitive business, use inside information for their own benefit in trading the Company's securities, nor to expose inside information of the Company to competitors even if they are no longer the directors, executives, or employees of the Company. In addition, the Company has the following procedures of preventing inside information of being used for personal benefits:

- 1) Notify the directors and executives of their duty to report the holding of the Company's securities by themselves ( their spouse, cohabit as husband and wife, their minor children and juristic person wherein oneself including spouse and minor children hold shares at an aggregate amount exceeding thirty percent of the total voting shares of such juristic person and such aggregate shareholding is the largest proportion thereof) including a report of any change in their holding of securities under Section 59 of the Securities Exchange Act of (No. 5) B.E. 2559 and the subsequent penalties under the section 275 within three days from the date of holding changing and notify the Company Secretary to acknowledge to save the changes and concluded a number of securities. To be presented to the next meeting of the Board of Directors.
- 2) Limit disclosing inside information to only the relevant directors, executives, employees, or inside personnel who must be notified for such matters, and specify personnel who shall have the Company's authority to officially disclose information and must strictly comply the Company's policy regarding inside information.
- 3) Deliver a circular notice to the directors, executives, their relatives (spouse and minor children), and the management to notify them of and to ensure their strict compliance of the period that they are not allowed to buy/sell/transfer the Company's shares (Blackout Period) and a one-month period prior to public disclosure which they are prohibited from disclosing inside information and financial statements, including within 24 hours after disclosure.
- 4) The directors, executives, and their relatives (their spouse, cohabit as husband and wife, their minor children and juristic person wherein oneself including spouse and minor children hold shares at an aggregate amount exceeding thirty percent of the total voting shares of such juristic person and such aggregate shareholding is the largest proportion thereof) must notify any buying or selling of the Company's shares, at least one day prior to such buying or selling, to the Board of Directors or the authorized person.
- 5) Strictly set out a code of conduct for the security of the Company's IT systems and the Company's communication

In this regards, the Company has set out a penalty for any violation of disclosing the Company's inside information for personal benefits in Part VI – Penalty in this “Code of Conduct”, with a range of measures from a verbal warning to a termination.

## **3.2 Responsibility toward the Company and the Company's assets**

### **3.2.1 Company's assets**

- Company's assets are defined as both tangible and intangible assets such as moveable properties, immovable properties, technology, product formulation, title deed, copyrights, patents, knowhow, and confidential information that is undisclosed to the public such as a business plan, financial projections, human resource information, etc.

- The Company encourages its directors, executives, and employees to use the Company's assets efficiently and effectively and not to use Company's assets for their own benefits.
- The Company encourages its directors, executives, and employees help look after the Company's assets not to unnecessary depreciate in value or be lost.

### **3.2.2 Documentation**

- Have integrity and use due care in any documentation to ensure that all documents or reports meet the required standards.
- Do not counterfeit any report or document of the Company
- Keep all documents safe and maintain their backups
- Strictly avoid disclosing or using confidential information for personal benefits

### **3.2.3 Computer and communication technology**

- Forbids any executives and employees from disclosing any information in the Company's database without permission
- Forbids any executives and employees from changing, deleting, or destroying any information in the Company's database without obtaining a permission
- Forbids any executives and employees from revealing their personal password to access the Company's database to other persons
- Forbids any executives and employees from using the Company's e-mail address to send messages that slander, discredit, insults, harass, or causes nuisance to other persons
- Executives and employees shall only use the internet in order to search for information relevant to their work and avoid any websites that are unethical or illegal
- Executives and employees shall use the Company's provided communication tools such as telephones, facsimiles, computers, printers, photocopiers, etc. properly and for the Company's benefits
- Directors, executives and employees must comply with the law or regulations about intellectual property such as using computer programs legally. All computer programs must be checked and installed programs by IT Department only including encouraging our employees to check data to not violate intellectual property of the others.

### **3.2.4 Information disclosure and interview with press or public**

- Information disclosure of the Company shall be performed under the rules and regulations of the SET regarding the regulations, conditions, measures of information disclosure and practices of listed companies Including the disclosure of the Company's information for both financial information and non-financial information correctly, completely, timely, and transparent in accordance with The Securities and Exchange Commission (SEC) including other relevant laws

- The Company has authorized the chairman of the executive directors as the person to be interviewed or to answer shareholders', investors', media's or third party's questions. Other executives may be allowed to give information only when they are authorized by the chairman of executive directors to do so.
- The Company has authorized the investor relations division to be representative of the Company in distributing information that is beneficial to shareholders, securities analysts, fund managers, investors, and financial institutions.

### 3.2.5 Political rights and activities

- The Company encourages directors, executives, and employees to exercise their rights by law and constitution but does not have the policy to give financial support to politicians or political parties whether directly or indirectly
- Forbids managers from commanding, forcing or convincing their subordinates to join any political activities
- Participating in political activities is a personal right, and not a right in name of the Company, however such participations must not affect the performance of the Company. The Company does not allow an attendance to other activities apart from the Company's activities during working hours.
- Forbids directors, executives, or employees from falsely acting in the name of the Company including using the Company's assets to do any activities outside of the Company's course of business.

### 3.2.6 Legal Compliance and Anti-Corruption Policy

- Determine the directors, executives and all employees must behave in accordance with the laws, and regulations which are related to the business operations without implicating or assisting any other action in violation of any law, regulations and other relevant.
- Determine the directors, executives and all employees must comply with anti-corruption policy strictly without implicating the corruption directly, and indirectly. The anti-corruption policy are as follows:

" Board of Directors, executives or employees of the GFPT Public Company Limited and its subsidiaries shall not commit or approve of fraud and corruption in all its forms, both directly and indirectly, to gain personal benefits or the benefits of their family, friends, acquaintances, either as recipients or provider, or offer bribes whether with money or non-monetary forms. This anti-corruption policy applies to all businesses and all sectors whether inside or outside of GFPT Public Company Limited and its subsidiaries. An assessment of employees' conducts in accordance with the policy shall be conducted on a regular basis, as well as regular reviews of practices and work regulation to be in accordance with any changes in the Company's business and the relevant laws."

Details, definition, practices, and communication channels are published on homepage intranet system and on website ([www.gfpt.co.th](http://www.gfpt.co.th) / corporate governance / anti-corruption)

- If the directors, executives, and employees witness bribery or are asked for bribe from the state agency, they shall refuse and contact executives or directors to prevent and manage risk, and complain that state agency also.

### 3.3 Conduct towards stakeholders

The Company treats all stakeholders fairly, therefore; the Company has set out the business morality for directors, executives, and employees to treat all stakeholders fairly by law or by agreement of the company as follows:

- Treatment of Shareholders
  - Perform duties with honesty as well as consider any decision with sincerity, carefully and fairness towards major shareholders and minor shareholders to create the highest benefit to all shareholders
  - Perform duties by applying knowledge and management skills with the fullest effort
  - Care for and maintain of the Company's assets so that the value is not unnecessary depreciated or lost
  - Compile a regular, complete and true performance report of the organization, and notify all shareholders, without discrimination, about the future outlook for the organization in both positive and negative sides based on the balance of probabilities and sufficient evidence
  - Shall not seek personal or related person's benefits by using the organization's information which is not yet disclosed to the public, and shall not use their title of directors and executives of the Company to seek for personal or related person's benefits
  - Shall not expose confidential information of the organization to outsiders especially competitors
  - Shall not do or cause any act that may create a conflict of interest towards the organization
- Treatment of employees
  - Set a fair and just compensation to employees
  - Continuously maintain a safe working environment for the employees and their properties including of the hygiene in the workplace.
  - Set up a human resource system to manage the promotion, rotation, compensation, and punishment of employees based on the employee's knowledge, skills and appropriateness without discriminating the employee's race, religion, gender, marriage status, or physical incapability
  - Give importance to the development of the employees' knowledge and skills by frequently giving opportunities to the employees to do so
  - Consider comments and suggestions by the employees based on their professional knowledge
  - Strictly comply to the relevant laws and regulations

- Avoid unfair actions which may affect the working stability of the employees or may threaten and pressure the employees psychologically
- Show courtesy and respect to the employees
- Develop the employee's understanding of ethics and the role the employees have to promote conducts which falls within the values of the Company's ethical framework
- Provide opportunities and channels for the employees to be able to report any unlawful acts of the organization to the board of directors
- Provide opportunities for the employees to appeal when they are treated unfairly and not according to the procedures of the Company
- Treatment of customers
  - Carry out the Company's business with honesty, fairness and give correct, sufficient, and up-to-date information to customers
  - Manufacture and provide good quality products and services, and continuously strive to improve standards
  - Define the acceptable quality of products and services
  - Disclose information related to the products and services completely and correctly without distorting the truth to the customers and always prioritizing their best interest
  - Be able to guarantee products and services under certain conditions for an appropriate duration
  - Do not deliver products and services to customers with knowledge of a defect or that it may harm the customers and do not allow products or services which fall under the required level of standard be delivered to the customers
  - The packaging or presentation of goods or services shall not mislead the customers to its true quality, quantity, price, or condition
  - Provide a system which allow customers to complain about the products and services and carry out such complaints in the best procedure so that customers will receive feedbacks quickly
  - Strictly keep all customers' information confidential including not to disclose any information without the permission of the customers or authorized persons of the Company except for information which must be disclosed under the relevant laws, and must not dishonestly use any information for a personal benefit or the benefit of related persons
  - Strive to minimize the cost of production together with maintaining the quality standard of products and services to continuously benefit the customers
  - Honor promises and strictly perform according to the agreed conditions with the customers. In the event that the Company is unable to perform any condition, the customers must be notified in advance in order to cooperate in finding a solution

- Do not set an exorbitant price when compared to quality of the products and services and do not set unfair conditions to the customers
- Do not pay any compensation to customers in order to get or steal new customers in an unethical way
- To avoid giving or receiving any gifts or presents to/from customers except for special occasions where the value of the gifts is appropriate and must be transparent and public, but such gifts or present must not have any bearings on the Company's businesses or commitments, the value of the gift that the directors, executives, or employees received be inappropriately high, their supervisor must be notified.
- Treatment of business partners and/or creditors
  - The Selection of partners must be transparent and fair.
  - Do not call for, receive, or pay for any compensation that is unethical, in trading with business partners, and the relevant and/or creditors
  - In the event of any calling for, receiving, or paying for any unethical compensation, the Company must disclose the details to the business partners and/or creditors and collaborate in order to solve the problem quickly
  - Act according to the agreed conditions with the creditors whether it is for the purpose of borrowing, payback, quality control of collateral, or any other purpose as agreed with the creditors
  - Act according to the agreed terms and conditions with the business partners
  - In the event that the Company is unable to perform any condition, the business partners and/or creditors must be notified in advance in order to cooperate in finding a solution
  - Report true and correct information of the Company's status and financial information in timely manners to the creditors
  - Exchange knowledge, cooperate in improving products and services, and build good relationship with business partners and creditors
- Treatment of competitors
  - Act within a fair and just framework of competition
  - Do not seek out the competitor's confidential information in an unethical or improper way, for example, by paying bribes to the competitors' employees
  - Do not try to destroy the competitors' reputation with libelous claims without any evidence
- Treatment of community society and environment
  - Operate the business coupled with the environment and practical guidelines by focusing on the environmental standard such as ISO 14001 and OHSAS 18001.
  - Encourage to resources utilization.
  - Do not do any acts that will damage natural resources or the environment

- Frequently support activities which benefits and promotes creativity to society
- Actively and vigorously develop all employees' moral values towards community society and environment as well as educating and training employees at all levels in the organization seriously.
- Ensure that there is strict compliance to the relevant laws and regulations as issued by the relevant regulatory authorities
- Do not help or support the avoidance of laws or regulations
- Cooperate and notify the relevant authorities and report information regarding any violation or unlawful acts of the relevant laws and regulations
- Do not do any act in giving bribes, corruption or misuse of authority's powers for personal benefits or involved with any corruption is strictly prohibited.

### 3.4 Code of conduct for employees

- Employees towards the Company
  - Perform duties with honesty, responsibility, discipline, and good morality towards society and themselves. Do not use their title of position for their own benefit or for the benefit of a related person
  - Protect the Company's interests by not using the Company's information or assets for a personal benefit either directly or indirectly, and do not do any act to support other persons to compete with the Company
  - Do not personally be involved in any business that may have any conflict or be classified as a related transaction with the Company except with the permission from the Board of Directors
  - Do not personally receive money, gifts and/or any other benefits from the Company's customers or from third parties during the act of working for the Company
  - Do not borrow or loan any money from the customers, related people to the customers, or people who deal with the Company except for the borrowing of money from banks or financial institutions
  - Every employee has to disclose any relationship with an outside organization, business institution, or family business to avoid any conflict of interest
  - In receiving gifts for special occasions from persons who deals with the Company, should the gifts must be transparent and disclose unusually high value, the employees have to inform their senior / chief / director / manager / supervisor
  - Employees must strictly comply with the rules and regulations of the Company including any relevant laws
  - Employees must be careful in expressing personal opinion to third parties regarding matters which may affect the reputation and performance of the Company
  - This Code of Conduct may not fully cover every situation, therefore; in case of any problems, employees can consult with the senior / chief / director / manager / supervisor, and in the event

of any conflict to this Code of Conduct, the decision of the director, manager, executive director or the board of directors shall be final

- Employees towards senior/chief/director/manager/supervisor
  - Listen/accept the comments and suggestions of the senior / chief / director / manager / supervisor including being polite towards their senior / chief / director / manager / supervisor
  - Do not libel their senior / chief / director / manager / supervisor / executives without evidence
- Employees towards subordinates
  - Treat subordinates with kindness, care, and try to develop subordinates to progress in their job
  - Listen/accept comments from subordinates and consider such comments for the beneficial use of the Company
- Employees towards co-worker
  - Build and maintain a harmonious, cooperative and integrated working environment with each other
  - Kindly cooperate with each other by not hiding or holding information necessary for work from colleagues, and improve/adjust themselves to be able to work well with others
  - Respect the rights of other employees in the same organization, do not libel others, and do not claim credit for other people's work
- Employees towards themselves
  - Employees must be honest and not behave in any way which may damage their or the Company's reputation
  - Be responsible for any assigned duties including continuously learning and improving themselves to create good quality and efficient work
- Employees towards customers
  - Employees must hold confidential any of the customers' information and must not disclose such information to others
  - Employees must not use the customers' information for any personal benefits or the benefit of a related person which may lead to any act or decisions that may create a conflict of interest to the Company and the shareholders
  - Employees must not use inside information or any information that is not yet disclose to the public for personal trading or investment which may lead to loss of benefits to the Company's customers
  - Employees must not use their authority/title as employees of the Company to seek for any benefits

## Part IV

### **Business Morality compliance**

The directors, executives and employees in the organization have a duty to comply with the policy specified in this “Code of Conduct” to achieve the Company’s objectives under the basis of good ethics and morality for the benefits of the stakeholders, the shareholders, the Company, and the society.

The Corporate Governance Committee that are appointed by the board of directors have a duty to review, revise, and improve the “Code of Conduct” to be consistent with the Company’s operation and up to date with the relevant laws and regulation. The Corporate Governance Committee has to hold meetings at least 2 times a year and report the resolution to the Board of Directors.

Executives at all level in the organization have a duty to ensure that their subordinates are informed, understand, and realize the importance to strictly comply with this “Code of Conduct”. The campaign to promote the knowledge and recognize what the employees need to do are as follows;

1. Put the Code of Conduct, Anti-Corruption Policy into the ISO 9001:2015 standard to be the operations manual of all employees and have to review annually.
2. All new employees will be required to pass the training of the Code of Conduct, Anti-Corruption Policy before starting the career.
3. Prepare the information board and brochure to encourage the employees to read such information conveniently.
4. Prepare the link of the Code of Conduct, Anti-Corruption Policy through Intranet-GFPT (Home Page) by clicking at (<http://gf-intranet/SitePages/Home.aspx>).

The “Code of Conduct” and its regulations hereunder may not fully cover every situation, therefore the directors, executives and employees shall use their discretion in doing the best and most correct acts in any specific situation. In the event of any problems or doubts in such acts, they can seek the advice of the senior/ chief/ director/ manager/ supervisor or the divisions related to the matter at hand such as human resources, internal audit, etc.

## Part V

### Procedure for complaints regarding the Company's ethics

The Company has set the Corporate Governance Committee to be the division responsible for receiving any complaints regarding morality and ethics and assigns the secretary of the Corporate Governance Committee to be responsible for accepting complaints, including to summarize and compile such complaints for the Corporate Governance Committee's consideration regarding such issue. The Corporate Governance Committee and the related persons shall keep all information confidential throughout the process of receiving the complaint, summarizing, investigating, and the consideration of such complaints including information of the complainant, the accused, the matter under the complaint, witness, etc.

The directors, executives, employees, and stakeholders can send complaints directly to the Corporate Governance Committee as follows:

**E-mail** : [nrgc@gfpt.co.th](mailto:nrgc@gfpt.co.th)  
**Fax** : 02-4738398  
**Address** : Nomination Remuneration  
and Governance Committee  
GFPT Tower, No. 312 Rama II Road, Bangmod,  
Jomthong, Bangkok 10150

and/or Internal Audit

**E-mail** : [ia@gfpt.co.th](mailto:ia@gfpt.co.th)  
**Fax** : 02-4738398  
**Address** : Internal Audit  
GFPT Tower, No. 312 Rama II Road, Bangmod,  
Jomthong, Bangkok 10150

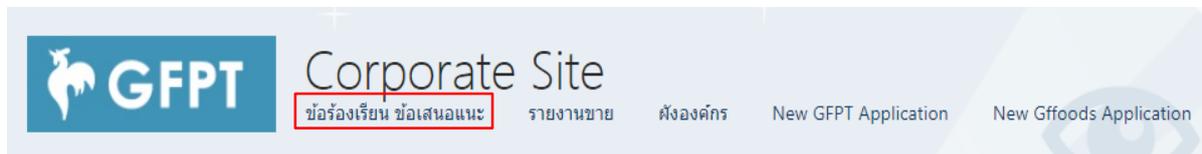
and/or the related division, such as Human Resource

**E-mail** : [hr@gfpt.co.th](mailto:hr@gfpt.co.th)  
**Tel** : 02-3159400 ext. 9411  
**Address** : Human Resource  
GFPT Public Company Limited (Plant)  
209 Moo 1, Teprarak Road, K.M.20.5 Bangsaothong,  
Samutprakan 10570

However, if such complaints concern fraud, the Corporate Governance Committee will coordinate with the internal audit to consider and further present the case to the Audit Committee for its further investigation.

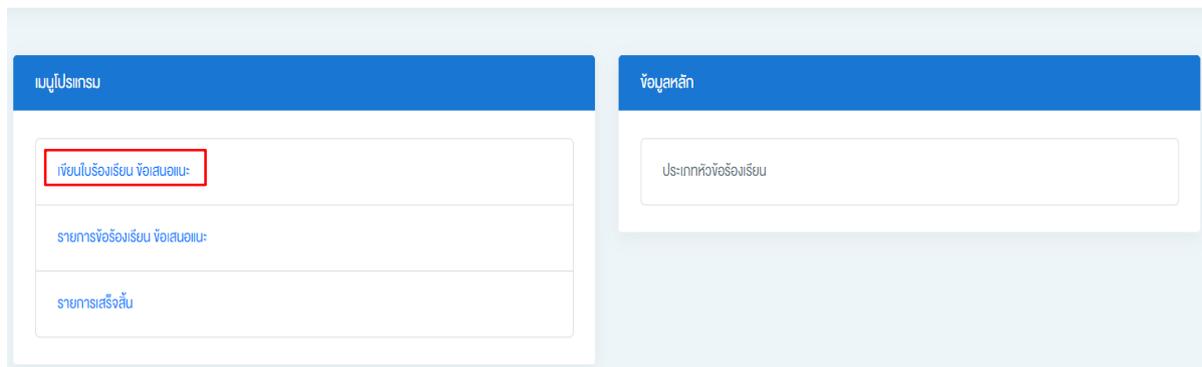
In addition, Human Resource Department also prepare other channel of the complaint of the employees other than E-mail and letter in order to encourage and build the confidence of the complainant as follows:

1. There are 3 suggestion boxes install at 3 places  
Place 1: behind the scales next to information board  
Place 2: 3<sup>rd</sup> floor, Slaughter House Building, Cafeteria, around cut-up area  
Place 3: 3<sup>rd</sup> floor, Slaughter House Building, Cafeteria, around Islamic area
2. Online Intranet of the Company.  
By clicking at <http://gf-intranet/SitePages/Home.aspx>  
>>>> click at [ข้อร้องเรียน ข้อเสนอแนะ](#)



>>>> click at [เขียนใบร้องเรียน ข้อเสนอแนะ](#)

[หน้าหลักโปรแกรม](#) [เขียนร้องเรียน](#) [รายการข้อร้องเรียน ข้อเสนอแนะ](#) [รายการเสร็จสิ้น](#)



>>>> Specify the topic and related information of the complaint and click send button to submit.

**ข้อร้องเรียน ข้อเสนอแนะ**

ข้อร้องเรียน ข้อเสนอแนะ- ข้อร้องเรียนนี้จะถูกส่งไปยังผู้ที่เกี่ยวข้อง **\*ข้อมูลรายละเอียดของผู้ส่ง จะถูกรักษาเป็นความลับ\***

หัวข้อ\*

รายละเอียดข้อร้องเรียน/ข้อเสนอแนะ\*

แนบเอกสาร/รูป  
(.pdf/.jpeg/.png)  
ได้มากกว่า 1 ไฟล์

No file chosen

## Part VI

### Penalty

The Company has defined the penalty for the violators as follows:

- 1) Verbal warning
- 2) Written warning
- 3) Deduction of pay or suspension without pay
- 4) Termination of employment

In evaluating a penalty, the Company will take into consideration the seriousness of the act together with the record, performance, and intention of the violators. The Company may choose to issue a penalty or many penalties at the same time without the need to consider the order of the penalty set out above.

## Definition

<b>Business ethics</b>	Guideline for the ethical operation of the Company which the executives and employees acts under to help the Company achieve good Corporate Governance
<b>Executives</b>	As defined by the SEC namely the directors, managing director, people in next four executive levels below the chief executive and the equivalent together with the equivalent principal of the Company
<b>Assets</b>	Moveable assets, properties, technologies, copyrights, product formulation, title deed, rights, patents, and inventions of the Company
<b>Related Transactions</b>	Any transactions that occur between the Company or its subsidiaries and related personnel of the Company
<b>Related Person</b>	As defined by the notification of the SEC and Section 89/1 <ol style="list-style-type: none"><li>1. Directors (as defined above)</li><li>2. Major shareholders (hold shares of more than 10% of the total of the Company's voting shares)</li><li>3. Controlling person (hold shares of more than 50% of the total of the Company's voting shares or have the power to appoint or demote more than half of the directors whether directly or indirectly)</li><li>4. Relatives (spouse, father, mother, siblings, children, and spouse of children) of persons in 1-3</li><li>5. Jurisdictional persons where the persons in 1-4 are the major shareholders or have the controlling power</li></ol>
<b>Stakeholders</b>	Person and/or juristic person that are related to the Company operation including shareholders, directors, executives, employees of the Company, customers, business partners, creditors, competitors, community, society, environment, etc.
<b>Inside Information</b>	Important inside information that is not yet disclosed to the public which may affect the operation of the Company or its share price, or information solely intended for the Company's operation which is prohibited for third party's use or personal use



The Example of Complaint Form

GFPT Public Company Limited

Complaint form

Date.....Month.....Year.....

- General Complaint                       Corruption and Fraud

1. I am..... (Name – Surname of the Complainant)

Address.....

2. Complaint     Person             Place             Service             Other

Subject.....

3. Details

.....  
.....  
.....  
.....  
.....  
.....  
.....

The evidence is (are)

Witnesses

1. ....  
2. ....

Documentary evidence (If any)

1. ....  
2. ....

Sincerely yours

Sign.....

(.....)

Complainant

Telephone Number.....

\*\*\* In order to protect the rights of the complainant and contributors, the Company will not disclose any information of the complainant and contributors and will keep such information confidentially and allow only related persons who is responsible for investigating the complaint.