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## **Policy on Corporate Social Responsibility and Anti-Corruption**

The Company conducts its business under the good corporate governance, with transparency, and auditability. The Company commits itself to developing its business and maintaining a balance of economic, social and environmental awareness. One of the Company's commitments is to be a good corporate citizen, which operates business sustainably, grows steadily and gains public recognition based on its code of conduct and good corporate governance principles. The Company also strives for healthy returns to shareholders; however, any effects of its operations may have on all stakeholders are always taken into account.

Taking the view that corporate social responsibility is important, the Company has established a Corporate Social Responsibility Policy consisting of the following components:

### **1. Business Conduct with Fairness**

Guidelines to treat all stakeholders with responsibility are defined in the Company's code of conduct. Stakeholders include shareholders, employees, customers, business partners, and contractual parties, as well as communities, society and environment. The Company's code of conduct also embraces the principles of free and fair competition, the prevention of a conflict of interest, and intellectual property infringement, and anti-corruption in all forms. The key policies are determined as follows:

#### **(1) Corporate Governance**

The Company aims to operate its business with fairness, honesty, transparency, as well as disclose material information based on accountability and auditability. The Company considers both the benefits and impacts that may be experienced by shareholders, customers, business partners, employees and all stakeholders. In addition, the fair benefit sharing must be considered as appropriate.

#### **(2) Corporate Social Responsibility**

The Company has determined the Corporate Social Responsibility Policy under the ethics to ensure fairness toward all stakeholders. The principles of good corporate governance also serve as guidelines for the Company to maintain a balance between its performance for economy, community, society, and environment, which will lead its business to the success and sustainability.

The Company has a policy to conduct its corporate social responsibility in various forms and procedures as follows

Donation for religious preservation, restoration of temples, Kathin ceremony (ceremony of presenting yellow robes to the Buddhist monks at the end of the Buddhist Lent), Forest-robe presenting ceremony, building a Buddha image or sacred item for worship.

Contribution for education, school

Contribution for sport

Contribution to foundations for public charity

Contribution for natural disaster

Contribution to state sectors

In Remembrance of the Monarchy of Thailand, the Company has established a policy for donation to support a foundation for royal charity as deemed appropriate

(3) Ensure the compliance with applicable laws, rules, and regulations

The Company has recognized the significance of compliance with applicable laws, regulations pertaining to environment, occupational health, and safety at local, regional, and national levels, including the code of conduct applied in accordance with international standards. Directors, management, and employees must comply with applicable laws, rules, and regulations, and all of them should avoid being involved in, supporting, or otherwise violating laws and related regulations.

(4) Supervision of compliance with intellectual property laws

The Company must not commit misconduct that violates intellectual property rights, and ensure that the directors, management, and employees comply with laws and regulations. They must not be involved in a part of such misconduct, helping, or any act in such a way that violates the laws and regulations pertaining to intellectual property.

(5) Promote the efficiency of resource utilization

All of the Company's directors, management, and employees are encouraged to appropriately, efficiently and sustainably use resources for the utmost benefit. The Company communicates with all employees and stakeholders to promote and educate the responsible use of resources to ensure the awareness of resource management among related parties.

## 2. Anti-Corruption

The Company conducts its business with transparency, recognizes the importance of the anti-corruption in all forms, complies with applicable laws, and brings benefit to the society, as well as promotes integrity and good citizen among its employees.

The Company determines the Anti-Corruption Policy as a clear guideline to prevent and resist the corruption problems in the Company. The anti-corruption is adhered to the organizational culture to enhance the awareness of the negative impact of the corruption in order to drive the ethical value and build the confidence of all the stakeholders, and to ensure that the anti-corruption is effectively put in place with the following guidelines.

- (1) The directors, management, employees at all levels must not act or ignore their performing duties, or misuse their authority, violate the applicable laws and ethics, including do any act or be involved with all forms of corruption both directly and indirectly, not seek inappropriate benefit in any form such as to call for, accept, offer, or give any asset including any benefit to state officers or other individual doing business with the Company, and so on.
- (2) Determine the guidelines pertaining to giving, or receiving gifts, or entertainment to be included in the Company's code of conduct. The employees must not offer, call for, receive, or accept money, non-monetary items, business hospitalities (such as meals and entertainment), or other benefit which may cause suspicion of bribery and fraud. Gifts, non-cash or cash equivalent, should be given on a rational basis, not causing confusion in business judgment. It should be aware that any act must be subject to transparency, and auditable.
- (3) Determine a regulation pertaining to procurement, purpose of transaction, advance payment, or any contract, to ensure that there is clear supporting evidence for each process, including the delegation of authority should be properly defined.
- (4) Communicate the anti-corruption policy to each department of the Company through various channels such as training, internal communication system to inform all related parties to comply with, etc.
- (5) Define the whistleblowing channel by promoting various communication channels for employees and related parties to be able to inform any suspicion or wrongdoing. Thus, the effective measures to protect whistleblowers must be established, including strictly protect their identity to avoid the unfair punishment or job rotation, as well as appoint an individual to investigate and oversee the whistleblowing issues.
- (6) Develop and stay up-to-date on the anti-corruption measures to be in compliance with relevant laws as well as ethical practices, and ensure that the risk assessment of related activities or likelihood of any potential fraud and corruption risks together with the proper preventive measures are put in place, which should be communicated within the organization on a regular basis.
- (7) In the event that directors, management, and employees do any act, both directly and indirectly, that violates or is in non-compliance with this policy, they shall be punished according to the Company's regulations or applicable laws.

Thus, the Company's personnel must understand and comply with the anti-corruption policy in all working procedures. If any wrongdoing against this policy is found, it must be immediately reported to one's supervisor or department/individual who is delegated for this matter.

### **3. Respect for Human Rights**

The Company recognizes the importance of respect for human rights, and emphasizes the equitable treatment of those within and outside of the Company. Respect for and protection of human rights are promoted in combination with measures that have been established in order to prevent the Company's business from involving the infringement of human rights, e.g. forced labour and child labour. It also stresses the fair and respectful treatment of all stakeholders on the basis of human dignity. Discrimination by origin of birth, race, gender, age, complexion, religion, physical appearance, social status or class, and genealogical history is strongly opposed. Internally, the Company promotes a mechanism for the monitoring of all employees' compliance with its rules on human rights. Externally, it encourages all affiliate companies, joint venture parties, and trading partners follow the principles of preserving human rights in accordance with international standards.

### **4. Fair Labor Practices**

The employees' right to enjoy a working life in a good and respectful environment is prioritized. Employees at all levels are encouraged to treat their colleagues with respect, and taking advantage of colleagues is ardently discouraged. In relation to labor practices, the Company determines the human resources management in every procedures to ensure the efficiency including recruitment, human resources development, training and education on a regular basis, fair remuneration and welfare benefit. Moreover, the Company offers all employees an opportunity for career advancement, receiving training courses provided to employees at all levels to improve their professional skills in the proper workplace. There are following key guidelines:

#### **(1) Remuneration and Welfare**

The Company has a policy pertaining to fair remunerations; salary and bonus according to the individual competency, job security, and career path for all employees. The welfare is also provided for the employees as required by law, such as social security. In addition to the legal requirements, the Company provides the employees with additional welfare for their good quality of life such as health and accident insurance, as well as financial contributions such as the funeral expenses of an employee's parents, and so on.

#### **(2) Job Skill and Knowledge Development and Training**

The Company has policy for promoting human resources development by encouraging all employees to improve their knowledge and enhance their skills, potential, good attitude,

morals, and ethics, and embrace the spirit of teamwork by means of trainings, workshops, seminars, site visits to ensure their effective improvements.

Furthermore, the Company supports the corporate and human resources development, focusing on implementing operating procedures efficiently, clearly defining the scope of employees' roles and duties, determining an appropriate remuneration, improving the performance evaluation system, and enhancing employees' capacity.

(3) Occupational Health and Safety Policy

The Company's policy stresses the importance of employee occupational health and safety in a good workplace. Great efforts have been made to implement precautionary measures to avoid work-related accidents with great efforts. Safety awareness is established among employees. Training sessions are held from time to time to promote and educate all employees about occupational health (e.g. any acts or things that are detrimental to the health or condition of customers or service users and should be avoided). All employees are encouraged to keep the workspace in a hygienic and safe condition at all times.

**5. Responsibility to Customers and Consumers**

The Company has the intention to generate products with utmost quality toward its customers and consumers in order to achieve their satisfaction, with the following guidelines:

- (1) The Company focuses on the quality and standard of its products, quality of materials, and production standard in order to generate product with quality and achieve the customers' and consumers' satisfaction.
- (2) The Company consistently develops and improves innovation for new products to meet the needs of customers and consumers to offer them various products with quality and standard, and respond to demand/needs.
- (3) The Company believes in the concept of fair market, and enforces its belief through policies that direct customers and consumers to the accurate and sufficient source of product information without any distortion, obscurity, or over-exaggeration, that will help support their buying decisions.
- (4) The Company is aware of the matter of customer and consumer safety, and is readily committed to providing them with high quality and safe products in accordance with international safety standards, regulations, and laws, which includes continuous creative designing and development of its products that inspire the confidence of customers and consumers in the Company's products with quality, standard, and safety.

- (5) The Company establishes a customer relation system as a basis of two-way communication between the Company and its customers and consumers, which also includes an efficient complaint channel for quality of products to timely respond to their needs.
- (6) The Company protects the confidential information of its customers and consumers, and does not misuse such information.

## **6. Environmental Conservation**

The Company prioritizes its social responsibility towards environmental conservation by running its business under the environmental standards such as effective environmental management system. The Company ensures that its production process and operations are in accordance with the laws pertaining to the environmental conservation. Under the concept of environmental care and awareness, the Company focuses on monitoring and developing environmentally friendly production process, and selecting raw materials without environmental impact. Additionally, the Company also emphasizes on reducing waste generated from the production process by employing the principles of green engineering, minimizing material consumption as much as necessary, with the purpose of recycling shared resources for maximum efficiency and environmental preservation and avoidance of deforestation by means of procuring an environment centric system that serves as both guideline and business management tool. For launching a campaign to promote energy efficiency, the Company promotes various energy saving policies of cost-effective consumption of workplace consumables, such as using re-used papers, turning electrical appliances and air-conditioners off during break time, distributing digitalized documents (soft files) instead of hard files, emphasizing on internet-based communication, meeting, and transaction to reduce otherwise mandatory inter-departmental visits.

## **7. Engagement to Develop the Community and Society**

The Company determines a policy to run its business beneficial to economy and society, to be a good citizen, and comply with applicable laws and regulations. The Company also commits itself to improving and elevating the quality of life of the society in proximity to its premises as well as expanding its business at the same time.

The Company complies with the policy to care for and build the relationship with the nearby community. In this regard, the Company regularly promotes the nearby communities' activities in consideration of proper projects that provide benefits to the community and society in the purpose of sustainable community development. The Company's employees also participate in such activities including support the activities on a regular basis.

**8. Diffusion and Adoption of Innovation from CSR process**

The Company has adopted the corporate social responsibility guidelines and initiated the innovative business to contribute competitive advantage for the Company and society. The Company ensures that it has identified and verified potential risks that may cause damage or negative impact on the society and environment, and also find active solutions to minimize such risks by means of considering and analyzing each working procedure thoroughly. In this regard, this shall pave the way to further development and innovation to create new products reflecting the consumer needs, and business agility and resilience in facing social and environmental challenges to achieve long-term sustainability.

**9. Corporate Social Responsibility Reporting**

The Company will disclose the compliance of corporate social responsibility for all stakeholders, covering business operations, environment and safety, as well as society. Such report must be prepared accurately. Various disclosure channels will be provided for stakeholders to easily access.

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(Mr. Prachak Tangkaravakoon)

Chairman

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