

STP & I Public Company Limited

Policy for receiving/giving gifts, presents or other benefits

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To avoid actions that will lead to conflicts of interest or discrimination which may cause damage to the operations of STP & I Public Company Limited. The company has established a policy for receiving/giving gifts, gratuities, or any other benefits. By allowing it to be done in a reasonable manner. In order not to influence your own decisions which may affect the interests of the company. The details are as follows:

Definitions

A gift, present, or any other benefit is anything of value other than money or monetary equivalents such as gift cards, cash coupons that is given out of hospitality and is appropriate for the various occasions of festivals, customs, traditions and good culture.

Principles of receiving gifts, presents, or any other benefits

1. To prohibited all of employees of the company from accepting or promising to receive or giving or promising to give gifts, presents, or any other benefits illegally as an inducement to perform their duties or neglect to perform duties including any actions that falls under the aforementioned criteria.
2. To prohibited all of employees of the company and their families from requesting gifts, gratuities, or any other benefits from contractors, subcontractors, traders, sellers, joint venturers, or people involved with the company's business in any case.
3. Management and employees can receive gifts, presents, or any other benefits according to festivals and without breaking the law. By proceeding as follows:
 - 1) Recording the receipt of every gift in the company's form for receiving gifts, gifts, or any other benefits.
 - 2) In the case of a gift with a value of 2,000 baht or more, the recipient must record it in the company's form reporting receipt of gifts, gifts, or any other benefits and request approval from the department manager.

- 3) All gifts received must be forwarded to the administrative department, head office, or the plant administration section of each plant.
4. In case that the receiver considers it unsuitable to receive a gift, present, or any other benefit. The receiver must return the item to the giver immediately, or if appropriateness cannot be determined, the receiver will present it to the department manager for consideration. If it cannot be returned, it must be given to the administrative department of head office or the plant administration section of each plant. It will be considered as the common rights and property of the company and will be allocated to the best benefit.
5. Gifts or favors given by others to representatives of the company and is valuable for remembering important company events, such as signing joint venture contracts, receiving prestigious awards, receiving souvenirs from social assistance activities, etc., allows personnel at all levels to receive them on behalf of the company by reporting the receipt and delivery of those gifts to the administrative department of the head office or the plant administration section of each plant according to the "Gifts, Presents or any other benefits Receipt Form."
6. Do not accept gifts from subordinates or give a gift to a supervisor or a person in the family of the supervisor that can prove that such receipt or giving is done with the hope of promotion or consideration of merit or hoping for any other benefits.

This is for executives and employees who receive gifts, presents, or any other benefits. Disclose the list of items received according to the "Report on Receiving Gifts, Presents, or Other Benefits" and strictly follow the company's rules for receiving gifts, presents, or other benefits.

Giving gifts, presents, or any other benefits

For giving gifts and presents to others. This is allowed only in the case of giving a souvenir at an important event such as the opening of a business establishment, achieving target safety statistics, etc. The items provided must have a clear company

logo in order to create a good image of the company. But if it is the case of giving on other occasions, employees must receive approval from the department manager first every time and must comply with the approval authority within the company in all cases.

The relevant work must inform the contractor subcontractors, customers, vendors, sellers, joint venture partners or people involved with the company's business. Please be informed about this policy as well.

Monitoring and reporting

Section Manager	Responsible for summarizing and collecting reports on receipt of gifts, presents, or any other benefits of the company. The report must be sent to the department manager on a monthly basis by the 10 th of the following month. Unless there is an urgent need to make a decision, the report must be submitted immediately.
Department Manager	Has a duty to check the appropriateness of receiving gifts, presents, or any other benefits from the company and sign before sending to the company secretary within the 15 th of the following month.
Company Secretary	Has a duty to collect all reports of the receipt of all gifts, presents, or any other benefits of the company and present to the Audit Committee.

Punishment

According to the company's work regulations, Section 8, Discipline and Disciplinary Punishment.