



**Code of Ethics and Guidelines for Business Partners
of DEMCO Business Groups**





Code of Ethics and Guidelines for Partners

Introduction

DEMCO Business Groups commit to drive our business for continuously sustainable growth with transparency, honesty and compliance with laws including providing the importance to the principles of Good Corporate Governance as well as taking into account the interests of shareholders, employees, business partners, communities, society, trade partners, customers, the general public and stakeholders. Both the creating awareness about economic, society and environmental responsibility and performing duties with honesty and integrity are the important factors to maintain the reputation and support the business of the DEMCO Business Groups permanently. Therefore, the Code of Ethics of DEMCO Business Groups has been established, as well as the international standards which will impel the partners of DEMCO Business Groups to conduct business ethically, take into account for human rights, creates responsibility for society and the environment including following safety standards, occupational health and environment to create sustainability in business operations in the supply chain market and strengthen long-term growth together.

Definition

DEMCO Business Groups	mean	Groups of companies consisting of DEMCO Public Company Limited, Subsidiaries, Associated companies, and joint ventures which DEMCO has management control authority
Business Partners	mean	Product distributors, Contractors, and/or Service providers, Lessor or Lease-Purchaser for DEMCO Business Groups

Scope and guidelines

1. Business Ethics

DEMCO Business Groups believe that business operations cannot grow sustainably unless they have been conducted on good ethics. DEMCO Business Groups Therefore, encourage our business partners, which are the important stakeholder groups, adhere to guidelines for conducting business ethically and encourage these groups having sustainable procurement policies for their suppliers to join in creating sustainable growth together.

1.1 Honesty: Business partners must conduct business with honesty, integrity, adherence to correctness, ethics, and transparency. In addition, it must comply with relevant laws, rules and regulations. Including never do anything that is or may lead to corruption, bribery, offering gifts, property or entertaining, facilitating, supporting,



benefiting, or any action that induces or may bring an advantage to oneself or one's associates which is an unreasonable benefit for personnel of DEMCO Business Groups including families of personnel of DEMCO Business Groups in order to receive special privileges from DEMCO Business Groups.

1.2 Be ethical: Business partners must conduct business, products management, and provide services to customers with the appropriate standards equally, taking into account stakeholders and treat them all with morality.

1.3 Fair competition: Business partners must not cooperate with other competitors for illegality including jointly setting bid prices so that oneself or one side of all bidders can be awarded, no bid rigging, illegal market sanction, or prohibition on discrimination which limit freedom or fair competition.

1.4 Conflict of interest: Business partners must not be involved or have relationships with personnel of DEMCO Business Groups that might lead to a scandal or have conflicts of interest with the Company. Business partners must report or notify DEMCO Business Groups to know if they find any unusual situation which may cause a conflict of interest, such as there is any personal relationship between personnel of Business partners and personnel of the DEMCO Business Groups or the officials who have been authorized to be responsible.

1.5 Compliance with laws: Business partners must conduct their businesses complying with laws and regulations established at both the national and local levels for both products and labors aspect by realizing to business ethics, security, safety, occupational health, and the environment, etc., including having the necessary licenses to conduct legitimate business.

1.6 Information disclosure and confidentiality: Business partners must disclose information correctly and completely according to the agreement between the parties including must be in accordance with laws and must not disclose or use the Company's secret information involving to customers, partners, prices, costs, methods, strategies, plans, processes, and practices for the personal benefits of any persons without absolute consent unless the consent is received from DEMCO Business Groups. If a Business Partner violates this and causes damage from such actions, it is the responsibility of the Business partner solely. In this regard, the policy of entering into confidentiality contracts must be strictly followed.



1.7 Anti-Corruption: Business partners realize that bribery and corruption are serious threats that cause damage to the economic development of the nation and society and cause unfairness in business. Business partners must campaign to prevent corruption for personnel in the organization and recognize the importance of preventing corruption and preventing all forms of corruption and aim for everyone in the organization to cooperate for prevention and to create standards for transparent business operations.

2. Labor and Human Rights (Labor and Human Rights)

Business Partners must realize and provide importance to respect for human rights by promoting and protecting rights and freedoms, as well as treating each other equally both inside and outside the organization. Never discriminate against race, gender, age, skin color, religion, physical condition, status, and family background. And do not do anything that directly or indirectly violates rights and freedoms without being involved in human rights violations, such as not supporting forced labor and opposing child labor, etc.

2.1 Fair labor treatment: Business partners must treat their personnel with respect for honor, dignity, and personal rights. Always being realized for the value and importance of personnel, communities, society, and trade partners including every group of stakeholders that they are the most valuable resources and being a factor of success in achieving goals.

2.2 Non-discrimination: Business partners must treat employees equally. Never discriminate because of differences in physical appearance, mindset, race, nationality, religion, gender, age, education, political affiliation, sexual orientation, or membership in any union.

2.3 Labor protection: Business partners must not concern child labor under the legal age limit. If child labor has to be used, Business partners must provide adequate protection for the child labor as required by law and can be verified. And female employees must not be allowed to work in a manner that may be harmful to health and safety. If the employee is a pregnant woman, she must receive health protection and benefits as required by laws or if foreign workers are notified, Business partners must maintain compliance with the laws.

2.4 No forced labor: Business partners must pay attention to any labors with consideration to human dignity. and must not treat a labor in a manner that is forced, threatened, confined, rights harassment, human trafficking, and must not force the use of labor that is inappropriate for physical conditions including the use of all forms of violence. Business partners can learn more from DEMCO Business Groups' policies and guidelines on respecting the laws and human rights principles.

2.5 Paying wages and benefits: Business partners must pay wages, overtime, including benefits that employees should receive according to the laws at the rates not less than those specified by laws.

2.6 Working period: Business partners must not allow employees to work for a longer period than is required by law. However, working overtime or working on holidays must be voluntary for the employee and must provide employees with holidays and leave not less than those specified by laws.

3. Responsibility for Occupational Safety, Health, and Environment

Business partners must provide importance to and must strictly comply with laws, rules, regulations, policies and guidelines regarding safety, occupational health, and the environment and must jointly monitor and take care in case where it is found unsafe for life, health, property, and the environment to lead for appropriate corrective action.

3.1 Safe working environment: Business partners must manage and maintain a working environment that is safe for the lives and property of relevant stakeholders including various infrastructure issues, safety and hygiene management systems including preparing to deal with emergencies.

3.2 Personal safety: Business partners must assess risks before and during work operations, in terms of readiness of personnel and provide adequate and appropriate personal protective equipment as required by law to ensure that all involved parties are safe at work.

3.3 Environmental protection: Business partners must operate with care for the environment. Maximizing the usage of natural resources and having an impact on the community and the environment in minimal. Waste must be separated and controlled, especially hazardous waste. Monitoring the pollution caused by various related operating processes before releasing into the outside environment.

Responsibility to community and society

Business partners should conduct business with attention to the impact on the community and society of the own operations. Must respect local culture, traditions including cooperation with the community and take part in community and social development according to opportunity and suitability.

1. Social responsibility

Business partners must be socially responsible in using resources and aim to create prosperity for society and preserve the surrounding environment, as a part of the society that will join in walking towards social development for sustainability. DEMCO Business Groups have a clear operational policy for social responsibility (CSR) that is adhered to within the organization. Respect for traditions and social culture of DEMCO Business Groups that create society communities regularly so that the communities in which DEMCO Business Groups are located have a better quality of life, both conducted by selves and cooperate with Government agencies, Private sector, and community.



2. Participating in community development

Business partners must provide importance to social responsibility. Participating in community and social development by supporting social activities. Develop the quality of life of people in the community. Promote volunteer operations related to community and social development continuously and cultivate awareness of community, society, and environment responsibility.

Complaint

DEMCO Business Groups take the opportunity to persuade business partners jointly monitor and taking care of, providing information, reporting clues or making complaints when witnessing corruption, inequality in work performance, failure to comply with laws, rules, regulations, and supplier ethics of the DEMCO Business Groups. This can be done by filing a complaint or providing clues to the recipient of the complaint through the designated channels according to the process that the Company has set out in the Anti-Corruption and Bribery Measures Manual regarding channels for making complaints / reporting clues. Or sending letters even other reasonable and safe channels communicating to the Audit Office of DEMCO Public Company Limited, No. 59 Moo 1, Suan Phrik Thai Subdistrict, Mueang District, Pathum Thani Province 12000 or fax 02-9595811 ext. 2018.

Reporting false information

Whistleblower or complainant or those who cooperate in fact-investigation can request appropriate protection measures. It is well realized and understood that reporting for anti-corruption intention shall be done in good faith and without bias. Never bully the organization or any persons with dishonest or unfair intentions, if the whistleblower or the complainant or those who cooperate in fact-investigation has given fake information, DEMCO Business Groups will carry out according to the procedures of the DEMCO business groups or according to the regulations of DEMCO Business Groups and according to laws related to, as appropriate as the case should be.

Measures to protect whistleblower or complainant

DEMCO Business Groups will collect and keep the information and identity of the whistleblower or the complainant confidentially and will disclose information only at real necessity but with safety in mind. For any damage or trouble of whistleblowers or the complainant and the ones those the reports referred to as the source of the data or related persons, they will be alleviated through an appropriate and fair process. Appropriate protection measures can be requested, if it is seen that there is any matter that is likely to cause distress, damage or insecurity.



(Copy)

Form for acknowledgment and compliance certified by authorized signature

The Code of Ethics and Guidelines for Business Partners

We have read acknowledged and understood the Code of Ethics and Guidelines for Business Partners of DEMCO Business Groups and agree to abide by this agreement in every issue that our company's business concerns. All relevant employees of the company will be notified and will keep information which is the evidence of practice according to this agreement and then delivered as requested to DEMCO Business Groups. Including we agree to allow DEMCO Business Groups to assess the performance of the Business Partner to ensure that it is still in accordance with the purpose of this Code of Ethics and Guidelines for Business Partners.

Business Partner sign to certify and affix the company seal (if any)

Company Name :

Address:

Signature.....

(.....)

Position.....

Date/...../.....

Note: If to sign and seal this form is completed, please scan and email back to Purchasing Department.