# Announcement No. 033/2565



Corporate Governance Principles, Ethics and Code of Conduct Manual

Reviser Version No. 4

Approved by resolution of the Board of Directors No. 6/2565 on November 9, 2022

And shall be effective since November 10, 2022

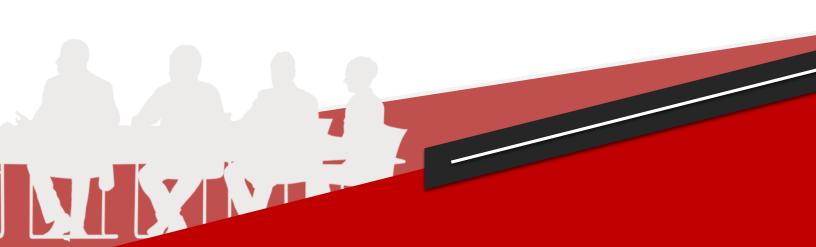
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# Good Corporate Governance Principle

The Board of Directors has established the Company's principles of good corporate governance in accordance with the guidelines outlined in the "Principles of Good Corporate Governance for Listed Companies" to align with the criteria set forth by the Organisation for Economic Co-operation and Development (OECD) / ASEAN Corporate Governance Scorecard (ASEAN CG Scorecard) / CG Code 2017 as follows:

Good Corporate Governance means the structuring and implementation of internal organizational management mechanisms to foster effective relationships among the Board of Directors, executives, employees and shareholders. Its primary objective is to maximize shareholder value while considering the overall interests of all stakeholders.



# Good Corporate Governance Policy

The Board of Directors of Ichitan Group Public Company Limited ("Company") gives great importance on good corporate governance principles and is committed to continuously improving governance to ensure the Company operates effectively and is well-managed. The focus is on maximizing shareholder and stakeholder benefits, upholding integrity and ethics in business operations and ensuring the disclosure of accurate, complete and transparent information that is verifiable. These principles have been formalized in the "Good Corporate Governance Policy". The Corporate Governance and Sustainability Committee is responsible for overseeing the adherence of the Company, its directors, executives and all the employees to the regulations established by the Securities and Exchange Commission (SEC), the Company's Articles of Association, the Stock Exchange of Thailand, Public Limited Companies Act and other relevant laws.

Since June 2013, the Board of Directors has approved and implemented the "Good Corporate Governance Policy" for Ichitan Group for the first time. All directors, executives and employees have been informed and have adhered to this policy as a fundamental principle in their work, fostering consistent discipline and acceptance from all parties. The Board of Directors now deems it appropriate to review and update the Good Corporate Governance Principles, Ethics and Business Code of Conduct to align with the Company's current context and the revised corporate governance principles of the Stock Exchange of Thailand. This update is reflected in the 4<sup>th</sup> revised edition of the handbook (latest) approved by the Board of Directors at its 6/2022 meeting on November 9, 2022.

### Goals of Good Corporate Governance Policy

The Board of Directors prioritizes good corporate governance and has established the goals of the policy in writing. The focus is on conducting business in compliance with laws and relevant regulations, integrating these with the organization's vision, mission, values and strategies. Emphasis is placed on transparency, fairness, effective internal control and audit systems, risk management and adequate information disclosure. These efforts aim to ensure sustainable and continuous business growth, thereby enhancing value for shareholders and stakeholders within the framework of laws and business ethics.



Furthermore, the Company actively promotes the importance of adhering to the principles of good corporate governance. This is achieved through dissemination, publicity and providing knowledge regarding the Company's good corporate governance policies. These are disclosed in the Form 56-10ne Report (Annual Report), the Good Corporate Governance Principles Handbook and the Code of Ethics and Business Conduct document, which are available on the company's website, www.ichitangroup.com, in both Thai and English. This ensures that directors, executives and employees across the organization can implement these principles in their practices while making the information accessible to shareholders, investors, stakeholders and all related parties.

The Board of Directors reviews and updates the corporate governance policy one time per year or as deemed appropriate, based on recommendations from the Corporate Governance and Sustainability Committee. This ensures that the policy remains current, relevant to the business environment and aligned with the guidelines of the Securities and Exchange Commission (SEC) / the Stock Exchange of Thailand and other regulatory authorities. These efforts aim to elevate the standards of corporate governance in accordance with international standards.

The company has consistently adhered to the principles of good corporate governance in its management and operations. It has continuously developed its governance practices to be effective and appropriate for the company.

The corporate governance framework that the company adopts is based on the guidelines of the Stock Exchange of Thailand / Thai Institute of Directors Association (IOD) / Organisation for Economic Co-operation and Development (OECD) / the ASEAN CG Scorecard / 2017 CG Code, categorized into 5 chapters as follows:

<u>Chapter 1</u> Rights of Shareholders

Chapter 2 Equitable Treatment of

Shareholders

Chapter 3 Roles of Stakeholders

<u>Chapter 4</u> Disclosure and Transparency

<u>Chapter 5</u> Responsibilities of the Board of

**Directors** 

# Practices for Good Corporate Governance Principle

# Chapter 1 Rights of Shareholders

The Board of Directors recognizes the importance and rights of all shareholders, i.e. minority shareholders, major shareholders, retail investors, institutional investors and both domestic and international investors. The Company is committed to promoting and supporting shareholders in exercising their rights. Additionally, the Company has established policies and practices to facilitate and enhance the shareholders' ability to exercise their rights, as outlined below:

### Shareholders' Meetings

The Board of Directors mandates the annual general meeting (AGM) of shareholders to be held every year, within 4 months from the end of the Company's fiscal year. For every AGM, the Company complies with the guidelines of the AGM Checklist developed by the Thai Investors Association, the Thai Listed Companies Association, and the Securities and Exchange Commission (SEC). The quality of the AGM is assessed annually by the Thai Investors Association.

The Company does not engage in any actions that would limit access to Ichitan Group's information. Invitations to the AGM are sent to all groups of shareholders, specifying the date, time, venue and details of the meeting. This includes the agenda with explanations of objectives, reasons for consideration for each agenda and opinions from the Board of Directors/sub-committees including supporting documents such as proxy forms, annual report and other relevant documents related to decisions to be made at the meeting, are provided to shareholders in advance. These documents are accurate, complete, transparent and timely. Additionally, shareholders are informed of the rules, regulations and procedures for participating in the meeting and voting.



The Company has established various processes to facilitate meetings, aiming to support and encourage all shareholders, including institutional investors, to attend and exercise their voting rights. The Company has assigned Thailand Securities Depository Co., Ltd. (TSD), securities registrar, to send out invitations to shareholders at least 28 days prior to the meeting date. The invitation and related information for the annual general meeting (AGM) are published in both Thai and English, including the "Form B" proxy form, on the company's website (www.ichitangroup.com) under the "Investor Relations" heading, in the "Shareholders' Meeting Invitation Documents" section and on the Stock Exchange of Thailand's website at least 28 days prior to the meeting. In cases where additional agenda items are required, shareholders are notified in advance to provide sufficient time for them to study the relevant information for informed decision-making.

Moreover, the invitation to the shareholders' meeting is announced in daily newspapers for 3 consecutive days prior to the meeting date, as required by law. To enhance convenience in attending the shareholders' meeting, for institutional investors, the Company prepares proxy documents upon request and sends them to institutional and foreign investors via email at ir@ichitangroup.com ahead of the meeting. For additional convenience, the Company appoints independent directors to serve as proxy holders in cases where shareholders wish to authorize them to attend the meeting on their behalf. Shareholders may choose to authorize another person or the appointed independent directors to attend and vote on their behalf.

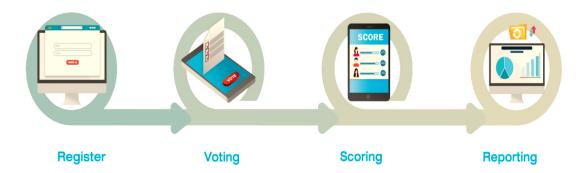
### Shareholders' Meeting Day

On the day of the AGM, the Company facilitates the process by organizing the meeting venue within the same province as its headquarters. This ensures easy access for participants and proximity to public transportation, such as the MRT, expressways, bus stops and shuttle vans from MRT stations. Reception staff are available to assist with document verification and registration. Technology is also utilized during the meeting, including barcode systems for shareholder registration, voting, vote counting and result display. These measures ensure the meeting is conducted efficiently, accurately and effectively.

For electronic annual general meeting (E-AGMs), the Company uses a system provided by a service provider that has been assessed and listed by the Electronic Transactions Development Agency. For registration and counting of votes, the Company will open for the shareholders to register in advance and for E-AGMs, access to the system is available before the meeting starts. If the registration or system access deadline has passed, shareholders can still register or join the meeting without losing their rights. They can vote on agenda items under consideration that have not yet been resolved. The Company provides shareholders with one vote per share. For the agenda regarding director appointment, shareholders can vote to elect directors individually. To ensure transparency, the Company allows shareholders to volunteer or appoint legal advisors to verify the vote counting process. During the meeting, the Chairman provides shareholders with opportunities to ask questions throughout the session. At the commencement of the meeting, the Chairman, sub-committee chairpersons, all directors, senior executives, the Company secretary, the auditor and the legal department attend the meeting. No new agenda shall be added on the meeting day. (details of the meeting procedures are disclosed in the minutes of the AGM)

### After the Shareholders' Meeting

The Company discloses the resolutions of the shareholders' meeting along with the voting results on the date of the AGM through the Stock Exchange of Thailand's news system (SET Link) and publish on the Company's website. The Company has recorded the minutes of the AGM completely, including details such as the list of directors, the executive committee, the resolutions of the meeting, questions from shareholders and proxies, etc. The Company has submitted a copy of the shareholders' meeting minutes to the Stock Exchange of Thailand within 14 days from the date of the meeting and to the Ministry of Commerce within the timeframe stipulated by law. Additionally, the Company publishes the video recording of the shareholders' meeting and the aforementioned meeting minutes on its website at www.ichitangroup.com under the heading "Shareholders' Meeting Invitation Documents".



# Chapter 2 Equitable Treatment of Shareholders

The Board of Directors ensures equal opportunities for all shareholders, including major, minority and foreign shareholders. The Company has policies in place to treat all shareholders fairly, as detailed below:

- 1. The Board of Directors has a policy to support the rights of all shareholders, including major, minority and foreign shareholders, to propose additional agendas or nominate qualified individuals for election as Company's director in advance of the shareholders' meeting. The criteria for exercising these rights are disclosed on the Company's website at www.ichitangroup.com and through the Stock Exchange of Thailand's news system (SET Link).
- 2. The Board of Directors avoids adding unannounced agenda without necessity, especially significant matters that require shareholders to study the information thoroughly before making decisions
- 3. The Board of Directors nominates at least 1 independent director as an option for shareholders to appoint as their proxy and/or allows shareholders to appoint any other individual as their proxy. The Company will, every time, send the proxy forms, as specified by the Ministry of Commerce with every meeting invitation.
- 4. The Board promotes the use of technology in shareholders' meetings to enhance transparency, such as using a barcode system for registration or the e-Proxy system for vote counting in electronic shareholders' meetings (E-AGMs).
- 5. The Company ensures that related party transactions are conducted fairly, at market prices and in compliance with the law, under normal business terms (Fair and at arms' length). These transactions are reviewed and approved by the Audit Committee.
- 6. All shareholders, including major shareholders, minority shareholders, institutional investors, general investors, foreign investors and analysts, are encouraged to provide suggestions, share opinions or inquire directly with the management through activities such as the Opportunity Day / Company Visit / Analyst Meeting etc. The Board of Directors has established an Investor Relations and Risk Management Department as a central unit for managing disclosures. Shareholders can contact the department via email at ir@ichitangroup.com or by phone at 02-0231111.
- 7. The Board of Directors has established a written policy on the preservation and prevention of insider information usage. This policy is communicated to all directors, executives and employees, who are

required to adhere to it. Additionally, all directors and executives must report any changes in their securities holdings and derivatives transactions in accordance with Section 59 of the Securities and Exchange Act B.E. 2535 (1992). Reports must be submitted via the Securities and Exchange Commission's (SEC) online platform and submit to the Company at least 1 day prior to the transaction. The Company secretary will then present these reports to the Board of Directors for acknowledgment. Additional details on insider information management are provided in the "Insider Information Management" heading, 56-1 One Report (Annual Report) under Appendix 1: "Criteria and Reporting on Stakeholders."

Directors, executives, and all employees must comply with the prohibitions on insider trading of the Company's securities using inside information or related-party transactions or trading securities in violation of the provisions set forth by the Securities and Exchange Act / the Office of the Securities and Exchange Commission (SEC) / Stock Exchange of Thailand and other applicable laws.



# Chapter 3 Roles of Stakeholders

The Board of Directors upholds a policy of fairness and equality in dealing with both internal and external stakeholders. This commitment includes protecting the rights of all stakeholders in accordance with legal requirements, while conducting business with integrity, transparency and responsibility towards society. The Company aims for sustainable development and has established clear guidelines for stakeholder engagement. The Audit Committee, operating independently, ensures compliance with these guidelines. Below are the Company's key principles for different stakeholder groups:

### Customers

Focus on providing customers with maximum benefits and satisfaction by prioritizing customer care across all groups and offering high-quality and standardized products. Additionally, emphasize the benefits and value that customers will receive from products and services.

### Shareholders

Commit to organizational growth with efficiency, transparency and fairness. Provide appropriate and fair returns to shareholders by ensuring continuous and sustainable business expansion with robust internal control, risk management and internal audit systems. Also, treat all shareholders equally and provide accurate, timely and complete information.

### **Employees**

Support ongoing employee development and promote opportunities for career advancement and job security. This includes ensuring equal treatment of employees and providing fair and appropriate compensation based on knowledge, skills, and performance as measured by Key Performance Indicators (KPIs).

### **Business Partners and Creditors**

Build trust, good relationships and cooperation with all business partners and creditors under the agreed-upon contractual terms and legal requirements with honesty and integrity. This is to maintain a good business relationship that benefits all parties. The Company has no history of debt default.

### Business Alliances and Competitors

The Company treats business alliances and competitors fairly while maintaining confidentiality under applicable laws and guidelines, abide by ethical competition practices to maintain competition standard and avoid unfair or dishonest methods to gain competitor information.

### Community, Society, Environment and Governance

Conduct business responsibly with respect to society, the environment, and good governance. Moreover, avoid actions that may negatively impact the community, society and environment while paying close attention to environmental conservation and ethical business practices. Additionally, support activities that are beneficial to society and encourage employees to develop a sense of social responsibility. The Company strictly complies with relevant laws and regulations to ensure stakeholders' rights are well protected.



The Board of Directors recognizes all stakeholders as integral to the Company's success and sustainable growth. The Board of Directors, along with the Corporate Governance and Sustainability Committee, has established guidelines that comprehensively address the rights and benefits stakeholders are entitled to. These include providing channels for stakeholders to share feedback or suggestions beneficial to the Company, as detailed in the "Code of Ethics and Business Conduct" which is publicly available on the Company's website. Additionally, the Company has prepared a separate "Sustainability Development Report" (SD Report) in accordance with international GRI standards, distinct from the 56-1 One Report (Annual Report), to report and disclose the Company's economic, social and environmental performance to shareholders, investors and all stakeholders on the Company's website.

- ✓ It is encouraged to efficiently and cost-effective use of resources, requiring employees to perform their duties with safety and environmental consciousness. Stakeholders, such as employees and executives of the Company, are encouraged to participate in community and social development initiatives. The Company continuously upholds and improves its treatment of stakeholders by disclosing statistics on workplace accidents, absenteeism rates and occupational illness rates in the annual Sustainability Development Report.
- There are policies and practices for personnel development, including disclosing the average number of employee training hours per year in the annual Sustainability Development Report. There are other various policies, including the anti-corruption policy / policy against involvement in human rights violations / policies ensuring fair treatment of customers, competitors, business partners and creditors / non-infringement of intellectual property and copyrights etc. These policies are disclosed in the annual Sustainability Development Report and on the Company's website.
- Policies and practices are outlined related to measures preventing corruption and conflicts of interest. These include the disclosure of operational guidelines, risks related to corruption, control measures, monitoring and evaluation, training and the average number of employee training hours per year.

# Chapter 4 Disclosure and Transparency

The Board of Directors places great importance on the accurate and complete disclosure of the Company's information, both financial and non-financial, in compliance with the disclosure regulations of the Securities and Exchange Commission and the Stock Exchange of Thailand. The Company disseminates this information through various channels, ensuring that shareholders, investors and the general public can easily access and equally obtain the Company's information. These channels include the Form 56-1 One Report (Annual Report) / Sustainability Development Report (SD Report) / Stock Exchange of Thailand's news system (SET Link), and the Company's website, as detailed below.

- 1. Disclose information in accordance with the specified criteria and legal requirements in both Thai and English language.
- 2. Publish the "Corporate Governance Policy", "Business Ethics", "Code of Conduct for Directors, Executives and Employees" and "Investor Relations Code of Conduct" as approved by the Board of Directors, along with a summary of compliance with these policies.
- 3. The Board of Directors is responsible for the Company's financial statements and financial information. The Company's financial statements must be unconditionally certified by the auditor and must not have a history of requiring amendments as instructed by the Stock Exchange of Thailand or the Securities and Exchange Commission.
- 4. Define the scope of duties for the Board of Directors and sub-committees, the number of meetings held and the attendance record of each director in the past year, including evaluations of the Board's performance.
- 5. Disclose remuneration for directors and senior executives that reflects their duties and responsibilities. Clearly specify the criteria for director and executive remuneration, which can be reviewed under the section "Director and Executive Remuneration" in the Form 56-1 One Report (Annual Report).
- 6. Submit financial reports, including Management Discussion and Analysis (MD&A) on financial position and operating results, to the Stock Exchange of Thailand and the Securities and Exchange Commission within the specified timeframe.

7. Appoint independent and reliable auditors who are approved by the Securities and Exchange Commission and other relevant authorities.

8. The Board of Directors emphasizes the policy that directors, executives and employees must not exploit their positions for personal gain. As outlined in the "Code of Ethics and Business Conduct", directors, executives and employees must avoid engaging in related-party transactions that may create conflicts of interest with the Company. If such transactions are necessary, they must be conducted at arm's length with fair pricing and conditions. Directors, executives or interested parties involved in the transaction must not participate in its approval. If a transaction qualifies as a related-party transaction under the Securities and Exchange Commission, Stock Exchange of Thailand or relevant laws, it must comply with the details outlined in Appendix 1: Criteria and Reporting on Stakeholders.

### Investor Relations and Risk Management

Board of Directors has established an Investor Relations and Risk Management Department that operates in accordance with the "Investor Relations Code of Conduct" and the organization's risk management principles under COSO ERM 2017. This department serves as a central hub for overseeing the disclosure of information from the Company's directors and executives to shareholders, retail investors, institutional investors, analysts and the general public interested in the Company's securities, ensuring equal and fair access through various channels, as detailed in Appendix 2: Information Disclosure.

Additionally, the Company discloses information such as operational results, financial statements/ Company news/ securities information/ securities activities/ Form 56-1 One Report (Annual Report) in both Thai and English language through its website at www.ichitangroup.com, under the "Investor Relations" heading. The information is regularly updated to remain current. The Company places significant importance on disseminating information through investor relations activities. Senior executives actively participate in providing information and meeting directly with shareholders, investors and analysts to foster a clear understanding of the Company's management, strengthen relationships and promote continuous exchange of opinions. The Company conducts both direct and indirect information-sharing activities, such as: presenting information to analysts through analyst group meetings/ hosting Company Visits for investors/ participating in the Opportunity Day events at the Stock Exchange of Thailand to meet investors/ sharing news through domestic and international media outlets / having executives give interviews on various investment programs and providing information and addressing inquiries via email at ir@ichitangroup.com and by phone at 02-0231111. For initial inquiries about the company, the Investor Relations and Risk Management Department can be contacted directly.

# Chapter 5 Responsibilities of the Board of Directors

The Board of Directors plays a crucial role in establishing good corporate governance, anticorruption policies, sustainability development policies and business ethics to ensure the Company's best interests. Consequently, the Company has implemented policies outlining the responsibilities of the Board of Directors, including board structure, director qualifications and roles and responsibilities, as detailed below:

### 1. Composition, Qualifications and Appointment of Board of Directors

### 2.1 Composition and Qualifications of the Board of Directors

1.) The Board of Directors determines the appropriate number of directors, considering the size, type and context of the business, to enable effective performance of duties. The Board of Directors must consist of not less than 5 and no more than 15 directors, with at least half of the total number residing in the Kingdom of Thailand. Directors serve a term of 3 years, and the board consists of both executive and non-executive directors, with the latter meeting the independence criteria set by the Securities and Exchange Commission.

The Board of Directors includes directors and independent directors in accordance with the relevant Securities and Exchange Commission and Stock Exchange of Thailand regulations, requiring that independent directors make up at least 1/3 of the total number of directors. Independent directors are appointed or removed by shareholder meetings.

The Board of Directors ensures its composition includes individuals with knowledge, expertise, experience, integrity and accountability, with diversity in professional backgrounds and specific skills (Board Skills Matrix) beneficial to the Company. These include expertise in industry, management, international business, marketing, strategic planning, accounting and finance, legal, risk management, corporate governance and other relevant areas. At least 1 non-executive director must have work experience related to the Company's business.

The Board of Directors shall disclose its policy on board composition diversity and details of directors, including age, gender, education, experience, shareholding proportion, terms served and positions in other listed companies, in the Form 56-1 One Report (Annual Report) and on the Company website.

- 2.) The Board of Directors has determined the roles of the Chairman of the Board of Directors, the Chairman of the Executive Committee and Chief Executive Officer clearly to ensure a balance of decision-making power.
- 3.) The Board of Directors shall appoint a "company secretary" to provide legal and regulatory advice, support Board of Directors and sub-committee, activities of Board of Directors and coordinate compliance with Board of Director's resolutions including conduct orientation for new directors.
- 4.) Board of Directors and sub-committee meetings are scheduled quarterly, with an annual schedule provided to all directors in advance. The "Company Secretary Office" shall send meeting invitations, agendas and related documents at least 7 business days before the meeting. A quorum for Board of Directors meetings requires at least 2/3 of the total number of directors. The Board of Directors shall hold a minimum of 6 meetings annually, including at least 1 meeting without management (Non-Executive Director NED).

Board of Directors meetings encourage open and independent discussions, with meeting minutes documented in writing and certified by the Board of Directors and retained for review by directors and related parties. Senior executives participate to provide additional information for decision-making. The Chairman selects agenda items for the Board of Directors meetings, and all directors are free to propose items for discussion.

### 2.2 Appointment of the Board of Directors

The Board of Directors has delegated the Nomination and Remuneration Committee to consider and select qualified candidates for nomination as directors to replace those whose terms have expired or when a board position becomes vacant. The selected candidates will then be proposed to the annual general meeting for election.

The Board of Directors has resolved to provide an opportunity for minority shareholders to propose qualified candidates for election as directors in advance of the annual general meeting through the Company's website and the Stock Exchange of Thailand's information system, in accordance with the Company's director nomination criteria as follows:

- 1.) The election of directors shall be conducted by the shareholders' meeting in accordance with the following rules and procedures:
  - (A) Each shareholder has 1 vote per 1 share they hold.
  - (B) Each shareholder may use their voting rights to elect one or more individuals as directors. In the case of electing multiple individuals, the votes cannot be split or allocated among the candidates.
  - (C) The individuals receiving the highest votes in descending order will be elected as directors until the number of directors to be elected is fulfilled. In the event of a tie in votes among candidates exceeding the number of available positions, the chairman of the meeting shall have the deciding vote
- 2.) At each annual general meeting, at least one-third (1/3) of the directors must retire by rotation. If the total number of directors cannot be evenly divided into three parts, the number closest to one-third (1/3) shall retire. In the first and second years after the Company's registration, directors shall draw lots to determine who will retire. In subsequent years, the directors who have been in office the longest shall retire. Retiring directors may be re-elected to their positions.

### Term of Office of Directors

- 1.) Each director has a term of office of 3 years before their position becomes vacant.
- 2.) In addition to vacating office by rotation, a director's position becomes vacant upon: (a) death (b) resignation (c) disqualification or possession of prohibited characteristics under the Public Limited Companies Act (d) removal by resolution of the shareholders' meeting or (e) Court order.

- 3.) A director wishing to resign must submit a resignation letter to the Company, with the resignation taking effect upon the Company's receipt of the letter. The resigning director may also notify the registrar of public limited companies of their resignation.
- 4.) In the event of a vacancy in the Board of Directors for reasons other than term expiration, the Board of Directors may appoint a qualified individual who does not possess prohibited characteristics under the Public Limited Companies Act to fill the vacancy in the next board meeting. However, if the remaining term of the vacant position is less than two (2) months, this provision will not apply. The individual appointed to fill the vacancy shall serve only for the remaining term of the director they replace. The Board of Director's resolution on such an appointment must be passed by at least three-fourths (3/4) of the remaining directors.
- 5.) The shareholders' meeting may resolve to remove any director from office before the expiration of their term with a resolution passed by at least three-fourths (3/4) of the shareholders present and eligible to vote, provided that the shares held by such shareholders constitute at least half (1/2) of the total shares held by those present and eligible to vote.

### 2. Independence of the Board of Directors

The Board of Directors must participate in expressing opinions, considering votes and making decisions regarding the Company's operations independently and transparently, prioritizing the best interests of shareholders and the public interest.

- 1.) To ensure that the Board of Directors under the leadership of the Chairman, demonstrates leadership and effectively oversees the management's operations with efficiency and effectiveness, the Company should clearly separate the roles and responsibilities of the Chairman of the Board of Directors, the Chairman of the Executive Committee and the Chief Executive Officer.
- 2.) Independent directors must have sufficient access to financial and business information to express opinions independently, safeguard stakeholders' interests and attend meetings regularly. There shall be at least 1 independent directors' meeting (excluding executive directors) annually. Additionally, independent directors must annually certify their independence upon appointment and disclose it in the company's annual report (Form 56-1 One Report)

### **Independent Director**

The recruitment of individuals to serve as independent directors must be considered based on qualifications stipulated under the Public Limited Companies Act B.E. 2535, the Securities and Exchange Act, announcements by the Securities and Exchange Commission, announcements by the Capital Market Supervisory Board, as well as other relevant announcements, regulations and/or rules.

The Company's board of directors must include at least 1/3 of the total number of directors or at least 3 independent directors. Independent directors must be independent from any major shareholders, groups of major shareholders or the Company's management. They must also not have any business relationships with the Company or its subsidiaries that could compromise their independent judgment. Additionally, independent directors are limited to a maximum consecutive term of 9 years from the date of their appointment.

### Qualifications of Independent Director

Independent directors must not engage in any business, be involved in the Company's management or have related interests with the Company and its subsidiaries that may affect their independent judgment. The qualifications of independent directors are as follows:

- 1.) Must hold no more than 0.5% of the total voting shares of the Company\*, including shares held by related persons of that independent director.
- 2.) Must not currently be or have been a director involved in management, employee, staff member, salaried consultant or a person with control authority of the Company\* unless at least 2 years have passed since leaving such a position before the date of the SEC application. This does not include cases where the independent director was a government officer or consultant of a government agency that is a major shareholder or controller of the company.
- 3.) Must not have any relationship by blood or legal registration, such as father, mother, spouse, sibling, child or child's spouse, with any other director, executive, major shareholder, controller or proposed nominee for director, executive or controller of the Company or its subsidiaries.
- 4.) Must not have or have had any business relationship with the Company\* that may obstruct independent judgment. This includes not being, or having been, a significant shareholder or controller of any entity that has a business relationship with the Company\* unless at least 2 years have passed since such a relationship ended before the SEC application.

- 5.) Must not currently be or have been an auditor of the Company\* and must not be a significant shareholder, controller or partner of an audit firm that provided audit services to the Company\*, unless at least 2 years have passed since leaving such a position before the SEC application.
- 6.) Must not currently provide or have provided professional services, including legal or financial advisory services, exceeding THB 2 million annually to the Company\*. They must not be a significant shareholder, controller or partner of the entity providing such services, unless at least 2 years have passed since leaving such a position before the SEC application.
- 7.) Must not be a director appointed as a representative of directors of the Company, major shareholders or shareholders who are related to major shareholders of the Company.
- 8.) Must not operate businesses of the same nature and in significant competition with the Company's business or subsidiary, or be a significant partner, director involved in management, employee, staff member, consultant with a regular salary or hold more than 1% of the voting shares in a competing company or partnership which operates same business as the Company\*.
- 10.) Must not have any other characteristics that would prevent them from providing independent opinions regarding the Company's\* operations.
- <u>Note</u>:1) "Company\*" refers to the parent company, subsidiaries, affiliates, major shareholders or controllers of the company.

### 3. Roles, Duties and Responsibilities of the Board of Directors and Chairman

### 3.1 Roles, Duties and Responsibilities of the Board of Directors

According to the Company's regulations, the Board of Directors has the authority and responsibility to manage the Company in compliance with laws, objectives, regulations and resolutions of shareholders' meetings, adhering to the "Good Practices for Directors of Listed Companies" as prescribed by the Stock Exchange of Thailand. The Board of Directors must act with honesty and prudence to safeguard the Company's interests. For the maximum benefit of shareholders, the Company has defined the roles, duties and principles of the Board of Directors as guidelines for employees at all levels and to build confidence among shareholders, investors and all stakeholders as follows:

 Define and review the Company's vision, mission, objectives of the business including responsibilities for the performance of the business and executive operation, ensuring operational continuity, long-term business success and plans for employee and management succession.

- Review and approve key strategies, policies, financial objectives, business plans and budgets,
   time per year together with the management including ensuring efficient and effective execution by management.
- 3.) Establish governance policies, business ethics and a code of conduct in writing, outlining principles and practices for directors, executives and employees for acknowledgment and to adhere strictly including determining penalties for violations.
- 4.) Supervise the business operations to be in accordance with policies and guidelines that will create maximum benefits for shareholders, taking into account the benefits of all stakeholders, not seeking benefits for oneself or for any person, not performing any actions that conflict or compete with the benefits of the Company, performing duties with responsibility, caution, honesty, including overseeing that the operations are in accordance with the objectives, regulations of the Company, resolutions of the Board of Directors, resolutions of the shareholders' meeting, as well as laws, criteria, the Securities Act, regulations of the Stock Exchange of Thailand, the SEC Office, etc.
- 5.) Provide a reliable accounting system, financial reporting and auditing, and ensure that there is a process for evaluating the appropriateness of internal controls and internal auditing to ensure efficiency and effectiveness.
- 6.) Consider and approve the quarterly operating results, both the balance sheet and the profit and loss statement as of the end of the Company's accounting period, which have been audited by the auditors, compared with the work plan and budget, and present them to the shareholders' meeting for consideration and approval.
- 7.) Consider and approve any transactions or actions that have a material impact on the Company's financial position, debt obligations, business operations and reputation.
- 8.) Establish risk management policy by supervising the management to have an effective system or process for risk management, including reporting risk management results to the Company's Board of Directors through the Risk Management Committee on a quarterly basis, as well as providing adequate and effective internal controls.
- 9.) Consider and approve the management structure, have the authority to appoint sub committees, executive committees and Chief Executive Officer as appropriate, including determining the scope and duties of various subcommittees, executive committees and appointed managing directors.

- 10.) Monitor and resolve conflicts of interest that may arise, including related transactions, give importance to considering major transactions that are significant according to the approval authority, with an emphasis on creating maximum benefits for shareholders and stakeholders as a whole. In this regard, directors must inform the Company without delay if they have any direct or indirect interest in any contracts entered into by the Company, or increase or decrease their holding of debentures in the Company or its subsidiaries.
- 10.) Support the Company's operations in combating corruption in all forms for sustainable progress and growth, and establish written guidelines for combating corruption for all directors, executive, and employees so that everyone is aware and can strictly adhere to them as internal guidelines. The policies and practices are reviewed and implemented at least once a year.
- 11.) The Company's directors must give importance to conducting business with social and environmental responsibility, promoting sustainable well-being in Thai society, starting with improving the quality of life of people in communities surrounding the factory. This is to enable communities and factories to coexist sustainably.
- 12.) Promote and support directors, executives and senior executives to develop and train knowledge that is beneficial to their operations on a regular basis.
- 13.) Arrange for at least 6 Board of Director's meetings per year. All directors are required to attend all Board of Director's meetings and shareholders' meetings. If there is an important matter that cannot be attended, the Chairman of the Board of Directors must be notified.
- 14.) Evaluate and review the performance of oneself and the Chairman of the Executive Board regularly.
- 15.) Delegate authority to one or more directors or any other persons to act on behalf of the Board of Directors, under the supervision of the Board of Directors, or may delegate authority to such persons as the Board of Directors deems appropriate and within the period of time the Board of Directors deems appropriate. The Board of Directors may cancel, revoke, change or amend such delegation of authority as it deems appropriate.

### 3.2 Roles, Duties and Responsibilities of the Chairman

- 1.) Create sustainable stability for the Company's business, including taking care of the benefits of the Company and its subsidiaries under the Company's vision, mission, corporate values and goals by strengthening the culture of business operations and management to comply with the Company's principles of good corporate governance.
- 2.) Supervise the Board of Directors to perform their duties within the scope of the authority and responsibilities of the Board of Directors with transparency and maximum efficiency under the law and in accordance with the principles of good corporate governance.
- 3.) Set the meeting agenda according to the duties and responsibilities of the Board of Directors together with the Chairman of the Executive Committee and the Chief Executive Officer.
- 4.) Act as the chairman of the Board of Directors' meetings and shareholders' meetings, control the meetings to be efficient, allocate sufficient time for the management to present information, support and allow the directors to ask questions and express their opinions freely, control the discussion points and summarize the meeting resolutions effectively.
- 5.) Play an important role in promoting employees, shareholders and stakeholders to have confidence, trust and accept the Company's business operations by emphasizing ethical business operations and being responsible to all stakeholders, including being responsible to society and the environment.

### 4. Sub committees

The Board of Directors has established 5 subcommittees, i.e., Audit Committee, Nomination and Remuneration Committee, Risk Management Committee, Corporate Governance and Sustainability Committee and Executive Committee to consider and screen specific important operations in accordance with the following objectives:

- Closely supervise and monitor operations and report to the Board of Directors quarterly.
- The Board of Directors has decentralized its authority for efficient and transparent management by establishing an Audit Committee to share the burden of the Board of Directors in considering various matters in order to comply with the principles of good corporate governance and establish an Executive Committee to assist in considering and screening specific matters for the decision-making of the Chief Executive Officer.
- The Chairman of the Audit Committee, the Chairman of the Nomination and Remuneration Committee and the Chairman of the Corporate Governance and Sustainability Committee are independent directors for transparency and independence in performing their duties.

### 2.1) Audit Committee

The Audit Committee shall consist of not less than 3 independent directors in accordance with the requirements of the Securities and Exchange Commission (SEC) and the Stock Exchange of Thailand. At least 1 director must have knowledge and skills in accounting or finance and have sufficient experience to review the reliability of the Company's financial statements. Audit Committee members must be appointed by the Company's Board of Directors or the Company's general meeting of shareholders, with a term of office of 3 years.

### Roles, Duties and Responsibilities of Audit Committee

- 1.) Review the Company's financial reports to be correct, reliable and sufficiently disclosed, including compliance with accounting standards and relevant laws.
- 2.) Review the Company's internal control system and internal audit system that are appropriate and effective, and consider the independence of the internal audit unit, as well as give consent to consider appointing, transferring or terminating the head of the internal audit unit or any other unit responsible for internal auditing.

- 3.) Approve and evaluate the annual internal audit plan.
- 4.) Review the Company's risk management system and appropriate risk management measures.
- 5.) Review the Company's compliance with the Securities and Exchange Act, the Stock Exchange of Thailand's regulations and laws related to the Company's business.
- 6.) Consider, select and propose the appointment of an independent person to act as the Company's auditor and propose the remuneration of such person, including attending a meeting with the auditor without the management present at least 1 time per year.
- 7.) Promote independency and provide opinions on the suitability of the auditor.
- 8.) Consider related transactions or transactions that may have a conflict of interest. This is to comply with the law and regulations of the Stock Exchange of Thailand, in order to ensure that such transactions are reasonable and of the utmost benefit to the Company.
- 9.) Prepare an audit committee report to be disclosed in the Company's annual report, which must be signed by the chairman of the Audit Committee and must contain at least the following information:
  - (a) Opinions on the accuracy, completeness and reliability of the Company's financial report
  - (b) Opinions on the adequacy of the Company's internal control system
  - (c) Opinions on compliance with the Securities and Exchange Act, the requirements of the Stock Exchange of Thailand or laws related to the Company's business
  - (d) Opinions on the suitability of the auditor
  - (e) Opinions on items that may lead to conflicts of interest
  - (f) The number of meetings of the Audit Committee and the attendance of each meeting by each Audit Committee member
  - (g) Overall opinions or observations received by the Audit Committee from performing its duties in accordance with the Charter
  - (h) Other items that the Audit Committee deems appropriate for shareholders and general investors to be known, within the scope of duties and responsibilities assigned by the Board of Directors
- 10.) Review the Company's anticorruption process to ensure that the Company has various systems to combat corruption as reported in the self-assessment form of the Thai Private Sector Collective Action Against Corruption Project.

- 11.) Review and supervise the management to establish a process for receiving whistleblowers information and complaints
- 12.) Review the Audit Committee Charter as necessary and appropriate.
- 13.) The Audit Committee may appoint subcommittees and/or working groups and/or consultants and/or hire any person to screen work presented to the Audit Committee or to perform any work that is beneficial to the Audit Committee's performance of duties or to perform any work on its behalf as assigned by the Audit Committee when deemed necessary at the Company's expense
- 14.) Perform any other act as assigned by the Board of Directors with the approval of the Audit Committee

### 2.2) Nomination and Remuneration Committee

The Nomination and Remuneration Committee consists of no less than 3 members, in accordance with the requirements of the Securities and Exchange Commission (SEC) and the Stock Exchange of Thailand. At least half of the committee members must be independent directors. Additionally, the committee shall appoint 1 independent director as the Chairman to ensure that the committee can perform its duties and express opinions independently.

### Roles, Duties and Responsibilities of the Nomination and Remuneration Committee

1.) To consider, select and propose qualified individuals as prescribed by law to assume the positions of directors, chairman of the executive committee and chief executive officer whose terms have expired and/or positions that have become vacant and/or new appointments. This includes to screen suitable candidates for appointment as Company directors by considering proposals from major and minor shareholders as well as from credible sources such as the directors' pool maintained by reputable organizations, such as the Thai Institute of Directors (IOD), which provides a database of professionals with expertise in various fields. The Committee will establish criteria or methods for nomination and selection in a systematic and transparent manner for submission to the Board of Directors and/or the shareholders' meeting for approval.

- 2.) To establish criteria and policies for the nomination of the Board of Directors, subcommittees, chairman of the executive committee and chief executive officer by evaluating the appropriateness of the number, structure and composition of the Board of Directors. The determination of the qualifications of directors is to ensure alignment with the Company's requirements, corporate governance principles and the regulations of the Securities and Exchange Commission and the Stock Exchange of Thailand, including, to ensure that nominated individuals do not possess any prohibited characteristics as stipulated by law and related regulations to propose these nominations to the Board of Directors and/or the shareholders' meeting for approval as applicable. In the case of new appointments of directors, chairman of the executive committee and chief executive officer, the committee should organize an orientation to provide relevant information beneficial to their roles.
- 3.) To consider guidelines, criteria and policies and provide recommendations on the remuneration for directors, chairman of the executive committee and chief executive officer, both monetary and non-monetary, to ensure that the remuneration is fair, reasonable and appropriate for the Company's business, while also motivating and retaining qualified directors and senior executives. This shall be proposed as recommendations to the Board of Directors and/or the shareholders' meeting for approval annually.
- 4.) To evaluate the performance of the chairman of the executive committee and chief executive officer for submission to the Board of Directors in determining appropriate remuneration.
- 5.) Review the succession plan for the chairman of the executive committee and chief executive officer and senior executives to prepare potential individuals to succeed to the position in the event that the chairman of the executive committee and chief executive officer retire, resign or are unable to perform their duties.
- 6.) Nomination and Remuneration Committee are directly accountable to the Board of Directors for the duties and responsibilities assigned. They have the duty to provide clarifications and respond to inquiries regarding directors' remuneration during the shareholders' meeting.
- 7.) To perform any other duties as assigned by the Board of Directors.

### 2.3) Risk Management Committee

The Risk Management Committee consists of not less than 3 members, in compliance with the requirements of the Securities and Exchange Commission (SEC) and the Stock Exchange of Thailand. The Risk Management Committee meeting shall appoint 1 independent director as the Chairman to ensure the ability to perform duties and express opinions independently.

### Roles, Duties and Responsibilities of the Risk Management Committee

- 1.) Consider, define and approve the risk management policy, objectives and framework in accordance with the principles of enterprise risk management (ERM), such as COSO ERM 2017, covering key business risks, including business risk and operational risk. This framework serves as a guideline for risk management processes applicable to directors, executives and employees to ensure alignment with the Company's objectives and business strategies.
- 2.) Supervise the identification of risks by considering both internal and external factors that may prevent the Company from achieving its objectives. Assess the impact and likelihood of identified risks to prioritize them appropriately and select suitable risk management methods. This includes defining policies and procedures for controlling and mitigating such risks.
- 3.) Oversee and support the annual review of risk management policies, risk management plans, enterprise risk management frameworks, risk management manuals and the charter of the Risk Management Committee. This ensures that the Company's risk management policies and frameworks remain appropriate and aligned with overall business operations. The committee shall also monitor the progress of the Company's risk management implementation.
- 4.) The chairman of the Risk Management Committee shall coordinate with the chairman of the Audit Committee to support the Audit Committee's review of the Company's risks, including fraud and corruption risks, to fulfill the responsibilities outlined in the Audit Committee charter.
- 5.) The Risk Management Committee shall conduct a performance assessment of its own operations and report the assessment results to the Board of Directors annually.
- 6.) Perform other duties as assigned by the Board of Directors.

### 2.4) Corporate Governance and Sustainability Committee

The Corporate Governance and Sustainability Committee shall consist of not less than 3 members, in accordance with the regulations of the Securities and Exchange Commission (SEC) and the Stock Exchange of Thailand. At least half of the total committee members shall be independent directors. The committee shall appoint 1 independent director as the chairman to ensure the ability to perform duties and express opinions independently.

### Roles, Duties and Responsibilities of the Corporate Governance and Sustainability Committee

- 1.) Consider, review and propose for Board of Director's approval policies related to corporate governance, business ethics, corporate social and environmental responsibility, sustainability development and other policies and practices that support the Company's operations in line with corporate governance and sustainability principles. These policies should promote transparency, fairness and sustainable Company growth.
- 2.) Ensure that management implements and continuously develops the policies and practices specified in item 1. Such policies and practices must align with the Company's business operations, suggestions of the regulatory authorities and equivalent to international standards.
- 3.) Monitor and review internal systems to ensure compliance with the established code of conduct and best practices.
- 4.) Monitor and take necessary actions in cases where management or employees fail to comply with the established policies and practices.
- 5.) Monitor and report the Company's performance regarding corporate governance policies and other relevant policies to the Board of Directors and external organizations as appropriate.
- 6.) Perform other duties as assigned by the Board of Directors.

### 2.5) Executive Committee

The Executive Committee is appointed by the Board of Directors and possesses the qualifications required by the Securities and Exchange Commission (SEC) and the Stock Exchange of Thailand. The committee is responsible for managing, overseeing and controlling various Company affairs within the scope delegated by the Board of Directors.

### Roles, Duties and Responsibilities of the Executive Committee

- The Executive Committee shall have the authority to implement the policies of the Board of Directors in compliance with laws, conditions, rules and Company regulations, except for matters that require approval from the shareholders' meeting as stipulated by law.
- 2.) Has the authority to formulate, propose and establish business policies, business directions and business strategies for the Company to be submitted to the Board of Directors.
- 3.) Shall determine the business plan, management authority, annual business operating budget and annual expenditure budget for submission to the Board of Directors for consideration and approval. It shall also execute business plans and strategies in alignment with the policies and business directions presented to the Board of Directors.
- 4.) Has the authority to approve matters related to the general management of the Company, including the establishment of the organizational and management structure. This shall cover all aspects of employee selection, training, hiring and termination.
- 5.) Has the authority to approve borrowing or loan applications from financial institutions, as well as to act as a guarantor, make payments or disburse funds for the Company's normal business transactions. This includes investment and operational expenditures, with a financial limit for each transaction not exceeding 200 million Baht or an equivalent amount, or as assigned by the Board of Directors. This financial limit may be subject to change based on the discretion of the Board of Directors.
- 6.) Has the authority to approve the opening of deposit accounts with domestic financial institutions and to designate authorized signatories for payments from all company deposit accounts.
- 7.) Has the authority to approve the annual salary increase budget, salary adjustments for employees and the annual bonus payment, except for positions from chief executive officer level and above.
- 8.) Has the authority to appoint or remove Company officers below the position of chief executive officer.
- 9.) Perform other duties as assigned by the Board of Directors.

### 5. Holding Directorship Positions in Other Listed Companies

### 5.1 Holding Directorship Positions in Other Listed Companies by Directors

The Board of Directors has established a policy limiting each director to hold directorship positions in no more than 5 listed companies, without exception. This policy is intended to enhance the effectiveness of their duties and ensure that directors can fully dedicate their time to performing their responsibilities for the Company.

### 5.2 Holding Directorship Positions in Other Listed Companies by Senior Executives (CEO)

- 1.) The Board of Directors has established a policy limiting directorship positions in no more than 5 listed companies, without exception.
- 2.) The senior executives (CEO)'s directorship positions in any company must not be in a business that competes with, is related to or causes a conflict of interest with the Company. Furthermore, such positions must not violate any applicable regulations or guidelines set forth by relevant regulatory authorities. The CEO must notify the Board of Directors within 7 days from the date of appointment or assumption of the position.

### 6. Board of Directors' Meetings

The Board of Directors schedules its meetings in advance for each year to allow directors to plan their availability and participate in meetings. The Company will provide supporting documents in advance, allowing sufficient time for review and consideration to facilitate informed decision-making. The key meeting procedures are as follows:

- 1.) The Board of Directors shall meet at least 6 times a year and may hold additional special meetings as necessary. All directors should attend the meetings and at least half of the total number of directors must be present to constitute a quorum.
- 2.) The Board of Directors must dedicate sufficient time and attention to the Company's affairs and regularly attend meetings. If a director is unable to attend due to significant commitments, they must inform the Chairman of the Board of Directors.
- 3.) Each meeting shall have a clear agenda, including items for acknowledgment and items for consideration. Comprehensive and adequate supporting documents shall be provided for informed decision-making.

- 4.) The Office of the CEO and the Corporate Secretary's Office shall distribute meeting documents to the Board of Directors at least 7 days before the meeting to ensure that directors have sufficient time to study the information and arrange their schedules accordingly
- 5.) During the meeting, the Chairman shall allocate sufficient time for open discussions, allowing all directors to express their opinions.
- 6.) The Chairman of the Board of Directors shall summarize the discussions and conclusions from the meeting, while the secretary shall record the minutes, including the meeting outcomes and directors' opinions, in a clear and precise manner for reference in the preparation of the meeting report.

# 7. Board of Directors' Reports

The Audit Committee is responsible for reviewing financial reports, in collaboration with the accounting department and external auditors, and presenting the financial reports to the Board of Directors on a quarterly basis. The Board of Directors is responsible for the Company's financial statements, including financial information disclosed in the Form 56-1 One Report (Annual Report). These financial statements are prepared in accordance with recognized accounting standards and are audited/reviewed by the Company's external auditors. The Company will disclose all material financial and non-financial information based on factual and comprehensive disclosure principles.

### 8. Performance Evaluation of the Board of Directors

The Board of Directors has determined that the Board of Directors, sub committees, individual sub committees and the chief executive officer must be evaluated annually. The evaluation is conducted in 4 formats according to the Stock Exchange of Thailand's form as follows:

- Evaluation of the Board of Directors as a whole
- Evaluation of each sub committee
- Evaluation of committee and individual sub committees
- Evaluation of the chief executive officer (CEO)

The evaluation results must be reported to the Board of Directors and disclosed in the Form 56-1 One Report (Annual Report).

### 9. Remuneration of Board of Directors and Executives

The Board of Directors has appointed the Nomination and Remuneration Committee to review and propose the remuneration of each Board Committee, CEO and senior executives to the Board of Directors for consideration annually. The Company has established a clear and transparent remuneration policy, ensuring that compensation levels are appropriate for each director's and executive's duties and responsibilities. The remuneration structure is designed to serve as a long-term incentive aligned with the Company's performance, with a focus on maximizing shareholder value.

The Board of Directors shall propose the remuneration structure for approval at the annual general meeting and disclose the principles, rationale and objectives of the remuneration policy in the Form 56-1 One Report (Annual Report) and the Company's financial statements

### 10. Succession Plan

The Board of Directors recognizes the importance of efficient and effective management to ensure the Company's continuous operations, leading to sustainable growth and long-term success. Therefore, the Board of directors has developed a succession plan for the chief executive officer/senior executives/potential employees to establish a structured succession process. This plan ensures that the Company has knowledgeable and capable individuals ready to assume key positions in the future. Each year, promotions are considered based on the established criteria, with Key Performance Indicators (KPIs) serving as the basis for evaluation.

The Company implements succession planning alongside a development plan to enhance operational efficiency and ensure the seamless replacement of senior executives as per the established plan. Additionally, the Company emphasizes knowledge and technology transfer to equip relevant personnel with the necessary expertise and skills to support human resource management in alignment with the Company's vision and mission over a 5-year period. Furthermore, the Company encourages senior executives to participate in other organizational development activities related to personnel development.

### 11. Development of Directors and Executives

The Board of Directors has a policy to encourage directors and executives to attend seminars and training programs to continuously enhance their knowledge and capabilities. This initiative ensures continuous professional development and strengthens corporate governance practices.

### 11.1 Orientation for New Directors

The Board of Directors requires all newly appointed directors to undergo an orientation program to familiarize themselves with the Company's business operations and governance framework to ensure that new directors are well-prepared for their roles. Additionally, the Company promotes continuous learning by providing directors with insights into corporate governance, industry trends, technological advancements and new innovations. These efforts enhance their effectiveness in fulfilling their duties. The Company conducts an orientation program for new directors every time a new appointment is made. The Company's secretary is responsible for coordinating this process and providing essential documents and information, including, Listed Company Directors' Handbook, The Corporate Governance Handbook, Business Ethics and Code of Conduct, The Anti-Corruption Policy, Company Regulations, Business Structure and Board Composition, Roles and Responsibilities of Directors and relevant laws and regulations. Furthermore, to understand the business and framework, Company arranges business site visits, briefings on business operations and meetings with the Chairman of the Board of Directors or the CEO to allow new directors to discuss and gain up-to-date business insights.

### 11.2 Knowledge Development

The Board of Directors encourages directors and executives to attend seminars and training courses relevant to their roles. Additionally, it facilitates opportunities for directors to engage in knowledge-sharing sessions with fellow board members. The Secretary's Office is responsible for coordinating directors' and executives' participation in governance training programs offered by the Thai Institute of Directors (IOD) and other institutions as deemed appropriate.

### 12. Risk Management

The Board of Directors and the Company's management prioritize risk management processes to address both internal and external factors that may impact the Company. The goal is to keep risks within an acceptable level and align risk management strategies with changing business conditions. The Company actively involves directors, executives and employees at all levels in the risk management process. The Board of Directors has approved the Risk Management Policy, which is reviewed annually to ensure alignment with the Company's business operations. The Company is aware of the importance of risk management in all business processes within the Company's supply chain, which may be affected by internal and external changing factors, to enhance competitiveness, prevent potential disruptions and mitigate risks

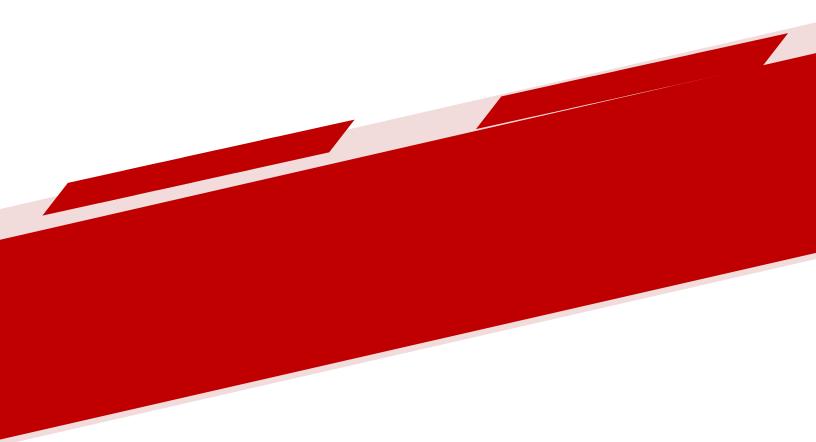
It also embraces risk appetite as an opportunity for sustainable growth, following the Corporate Governance Code (CG Code) and incorporating the 5 components and 20 principles outlined in the COSO ERM 2017: Enterprise Risk Management (Integrating with Strategy and Performance) framework. This framework is applied company-wide through a 3-tier risk management structure as follows:

- The Risk Management Committee, appointed by the Board of Directors, is responsible for approving, monitoring and continuously improving risk management plans. These efforts ensure alignment with the Company's current and future business landscape, business goals and strategies (Top-Down Approach). The Company also conducts an annual review of its Risk Management Policy and Guidelines.
- Senior executives oversee and monitor risk management processes continuously, providing regular updates to the Risk Management Committee on a quarterly basis.
- Designated risk officers at the department level are responsible for identifying, assessing, planning, implementing and reporting risk management activities to senior executives on a monthly basis (Bottom-Up Approach). The Risk Management Committee ensures that risk management policies align with the Company's goals and strategies. It assigns management teams to implement approved risk management processes, including: developing the Risk Management Guidelines, integrating risk management with strategic planning and business objectives, conducting annual risk assessments and developing appropriate mitigation strategies. The Company continuously monitors and evaluates risk factors and ensures adequate risk response plans are in place. Additionally, it includes information technology risk management as part of its broader risk framework. The Company discloses its risk management approach in the Form 56-1 One Report (Annual Report) and on its corporate website.

### 13. Compliance with Good Corporate Governance Practices

The Board of Directors, executives and employees of Ichitan Group Public Company Limited strictly adhere to the Company's corporate governance policies and consistently monitor the implementation of governance practices. Up to now, there have been no instances of non-compliance with the Company's policies, legal regulations or regulatory requirements set forth by relevant authorities.

# Ethics and Business Code of Conduct



# **Business Principles**

Ichitan Group Public Company Limited, "Company" has the intention of conducting its business based on ethics, good morals and responsibility towards all stakeholders. Therefore, the Company has established business code of conduct by compiling policies for good corporate governance and the treatment of stakeholders, along with principles for conducting business that meet international standards, to be disseminated to the Company's directors, executives, and employees so that they are informed of the practices set forth. This ensures that the Company's operations will achieve its business objectives alongside creating a better society, as detailed in the Annex 1 "Criteria and Reporting on Stakeholders"



# Ichitan Ethical Standards

means standards of conducting business that Ichitan and its personnel are expected to follow in order to maintain and enhance the honor and reputation of the organization.



### **Definitions**

**Company**: means Ichitan Group Public Company

Directors/Executives: means director, each Ichitan divisions' executives

Supervisor: means supervisor according to Ichitan's work regulations

Employee: means employees according to Ichitan's work regulations

Business partners: means suppliers of goods and services to Ichitan

Customers: means Ichitan's customers

**Stakeholders**: individuals and legal entities associated with Ichitan's business operations i.e. shareholders, employees, customers, business partners, creditors, business competitors, government and other organizations in society.

# **Business Code of Conduct**

means the best practices for conducting business at Ichitan, which the Company's directors, executives and all employees within the organization must follow, guiding the organization towards effective governance.

# Part 1 Code of Conduct for the Board of Directors, Executives and Employees

The Company's Board of Directors recognizes the importance of good corporate governance and has continually implemented measures to ensure that directors, executives and employees are informed and adhere to the same practices.

### **Directors and Executives**

- 1.) Perform duties with responsibility, caution and integrity, following the laws, Company regulations and related announcements.
- 2.) Perform duties to the best of their ability for the benefit of the Company, including attending every meeting unless there are unavoidable reasons
- 3.) Perform duties impartially, refraining from voting on matters where they have a personal interest in board meetings and executive meetings.
- 4.) Perform duties with caution and reasoning when addressing conflicts of interest, prioritizing the Company's benefits to ensure transparent management
- 5.) When acquiring or selling the Company's securities, directors and executives, as well as their spouses and minor children, must comply with relevant laws and regulations and report to the Board of Directors each time such transactions occur.
- 6.) Directors and executives are prohibited from buying or selling the Company's securities within 1 month prior to the quarterly or annual financial statement disclosure and for 48 hours after significant information has been disclosed to the public.

- 7.) Directors and executives must report their and related parties' interests according to the criteria established by the Securities and Exchange Act and the Stock Exchange of Thailand.
- 8.) The Board of Directors and the chief executive officer (CEO) must assess their own performance and the performance of sub committees annually, using this as a framework for evaluating the Board of Director's performance. The results should be disclosed in the Form 56-1 One Report (Annual Report).

### **Employees**

- 1.) Support and cooperate continuously in the Company's operations and perform duties to the best of their ability for the Company's progress and employee welfare.
- 2.) Comply with the law, Company policies, work regulations and relevant announcements.
- 3.) Treat visitors with good manners, friendly demeanor and excellent service to maintain the Company's image and reputation.
- 4.) Maintain confidentiality of Company trade secrets and refrain from disclosing internal Company information to outsiders.
- 5.) Follow lawful instructions from supervisors.
- 6.) Uphold teamwork, assist, be united and respect each other's rights for the benefit of the Company and employees.
- 7.) Treat colleagues with kindness and good interpersonal relationships.
- 8.) Perform duties with sincerity, honesty and integrity, refraining from seeking undue benefits for oneself or others by exploiting one's position in the company.
- 9.) Perform duties with responsibility, caution and diligence to avoid causing damage to the Company's work or assets.
- 10.) Act as a good citizen by adhering to the constitution and relevant laws using political rights appropriately. Avoid involvement in activities that are unlawful or disruptive to public order, morals and welfare of the public.

# Part 2 Business Code of Conduct

### Code of Conduct on Stakeholder Treatment

The Company recognizes the rights of both internal and external stakeholders and is committed to protecting and upholding the rights of all stakeholder groups in a fair and lawful manner. The Company places great importance on respecting human rights, ensuring fair labor practices, being responsible to consumers and conducting business with integrity, transparency, and a strong stance against all forms of corruption. At the same time, the Company is dedicated to environmental conservation and actively contributing to community and societal development.

### Guidelines

### Treatment towards Shareholders

- 1.1 Perform duties with honesty and integrity, making decisions in good faith and fairness for both major and minor shareholders, ensuring the best interests of all involved parties, and managing the Company in a manner that fosters growth, stability and appropriate returns for shareholders.
- 1.2 Carry out duties and make decisions with due diligence, utilizing knowledge, expertise, experience and management skills to the fullest extent for the benefit of shareholders and the Company.
- 1.3 Report the Company's status, operational performance and future prospects fairly, consistently and accurately to the Board of Directors and shareholders.
- 1.4 Refrain from seeking personal gain or benefiting related parties by using undisclosed Company information.
- 1.5 Do not disclose the Company's confidential information to unauthorized persons.
- 1.6 Avoid any actions that may create conflicts of interest with the Company or constitute corruption.

### 2. Treatment towards Consumers/Customers

- 2.1 The Company must provide clear explanations and always be prepared to clarify the terms and conditions of its products and services to customers.
- 2.2 The Company must ensure that its advertising provides accurate and complete information to customers, consumers and the public.

- 2.3 When making significant changes to product or service terms, the Company must notify customers in advance within a reasonable timeframe before the changes take effect.
- 2.4 The Company must inform customers about the following:
  - Product prices/ service fees/ other charges imposed on customers
  - Any additional expenses considered to be customer costs, etc.
- 2.5 Employees at all levels involved with customer interactions must be ready to answer customer inquiries, handle complaints, provide recommendations and track the progress of reported issues.
- 2.6 Meet customer needs by providing high-quality products at reasonable prices, incorporating innovation and modern technology.
- 2.7 The Company must listen to customer and consumer feedback and establish comprehensive communication channels, such as phone, mail, and email, to receive suggestions and make necessary improvements. Additionally, the Company must evaluate and mitigate any potential impacts of its products on customers and consumers while controlling and ensuring that products meet quality standards, requirements, consumer protection laws or other relevant laws.

### 3. Treatment towards Employees

- 3.1 Provide fair compensation based on employees' knowledge, abilities, responsibilities and performance (KPIs), considering business performance, economic conditions and social factors.
- 3.2 Continuously promote and develop employees' skills through training programs both inside and outside the organization, ensuring career growth and stability without discrimination.
- 3.3 Encourage employee participation in shaping work direction and proposing problemsolving solutions.
- 3.4 Maintain a safe working environment that protects employees' lives, health and property.
- 3.5 Reward and discipline employees fairly and ethically without discrimination.

- 3.6 Comply with labor laws and employee welfare regulations, avoiding any unfair or inappropriate actions that may impact employees' career progression and stability.
- 3.7 Treat employees with dignity, respect their personal rights and responsibilities and uphold fundamental human rights principles.

### 4. Treatment towards Business Partners and/or Creditors

- 4.1 Honor agreements and commitments with business partners and/or creditors fairly and transparently.
- 4.2 Strictly adhere to contractual terms and conditions. If any terms cannot be met, the Company must promptly negotiate with partners and/or creditors in advance to find mutually agreeable solutions and prevent damages.
- 4.3 Provide accurate financial information in compliance with accepted industry standards to relevant parties on a consistent basis.
- 4.4 Implement policies or measures to evaluate and screen business partners, including manufacturers and contractors and support fair business practices that respect human rights and social and environmental responsibilities.
- 4.5 Do not request, accept or offer dishonest benefits to business partners and/or creditors.

### 5. Treatment towards Business Competitors

- 5.1 Conduct business in accordance with fair competition principles.
- 5.2 Avoid discrediting competitors through false accusations or defamatory statements
- 5.3 Do not seek confidential information about competitors through dishonest or inappropriate means.

# 6. Treatment towards Community, Society and the Environment

6.1 Support activities that benefit the community and society, based on human rights principles. Avoid any actions that may harm the country's reputation, natural resources and the environment. Do not cooperate with or support illegal activities or actions that threaten society and national security.

- 6.2 Respond swiftly and effectively to incidents affecting the environment and community due to the Company's operations. Cooperate fully with government authorities and relevant organizations.
- 6.3 Instill a sense of responsibility for the community, society and the environment within the Company, its Board of Directors, executives and employees at all levels. Continuously promote education and training to raise awareness of these responsibilities among employees.
- 6.4 Advocate for and raise awareness among the Board of Directors, executives and employees regarding conservation and the efficient use of resources and energy. Support internal and external initiatives that contribute to the sustainable preservation, conservation, and responsible use of natural resources, the environment and energy.

# 7. Commitment to Quality, Safety, and Occupational Health

- 7.1 Employees at all levels must comply with and collaborate with relevant parties to prevent accidents and incidents that may occur.
- 7.2 The Company must provide continuous training and participation in safety, security, occupational health and environmental activities.
- 7.3 Foster a mindset that prioritizes risk assessment concerning safety, occupational health and environmental concerns before starting any work, especially in operational areas. If any unsafe working conditions or hazards are detected, employees must immediately stop work, rectify the danger and report the issue to relevant parties before resuming work.
- 7.4 All employees must familiarize themselves with emergency response plans when in operational areas and actively participate in emergency drills organized by the Company.

# Code of Conduct on Respect and Compliance with Laws, Regulations and Human Rights Principles

The Company places great importance on compliance with laws, regulations, rules, operating procedures and relevant guidelines in all areas where it conducts business. This includes respecting differences in gender, race and religion, among others and adhering to universal human rights principles as a shared standard of practice. The Company upholds human dignity, freedom and equality. Therefore, the Company must study, understand and respect the law, refrain from violating it, uphold what is right and just for all parties and avoid any action that contravenes human rights principles and social norms.

### <u>Guidelines</u>

- The Board of Directors, executives and employees must comply with laws, regulations, rules and the requirements of the Stock Exchange of Thailand, the Securities and Exchange Commission (SEC), the Public Limited Companies Act and all other relevant laws.
- 2.) The Board of Directors, executives and employees must respect the law and human rights principles by ensuring that the Company's business operations adhere to legal requirements and fundamental human rights. These rights signify equality and dignity, free from discrimination based on origin, race, nationality, skin color, gender, religion, age, language, physical or health status, personal status, economic or social standing, social beliefs, education, training or political opinions. The Company must also promote awareness and a sense of responsibility regarding individuals' rights and duties toward society and others.
- 3.) The Company has policies and measures in place to scrutinize and screen business partners, including manufacturers and contractors, ensuring that they operate fairly and do not engage in human rights violations.
- 4.) The Board of Directors, executives and employees must not circumvent compliance with applicable regulations, rules and laws.
- 5.) The Board of Directors, executives and employees must cooperate with the regulatory bodies established by the Company and report any violations or non-compliance with regulations, rules and laws to the relevant authorities.
- 6.) The Company has implemented processes to monitor and oversee its business operations, ensuring that the Board of Directors, executives and employees do not engage in or omit actions that constitute human rights violations.

### Code of Conduct on Conflicts of Interest

The Company prioritizes its best interests and avoids involvement in activities that may lead to conflicts of interest. The Company also prepares conflict of interest reports annually and/or whenever relevant situations arise during the year.

### Guidelines

- 1.) Avoid engaging in transactions involving oneself and/or related persons that may create conflicts of interest with the Company. If such transactions are necessary for the Company's benefit, they must be conducted as if they were transactions with external parties, under the same commercial terms that a reasonable person would engage in with a general contractual counterparty, ensuring fair bargaining power without influence arising from being a director, executive or related person. Involving parties must not participate in the approval process and must comply with the disclosure requirements of the Stock Exchange of Thailand and the SEC regarding related party transactions.
- 2.) The Board of Directors must exercise due diligence when handling transactions that may involve conflicts of interest by establishing policies and procedures for the approval of related transactions in writing, in accordance with authorization guidelines, the requirement for shareholder approval under the Company's regulations, the Public Limited Companies Act and SEC regulations etc.
- 3.) In cases where directors, executives or employees serve as directors, partners or advisors in other organizations, such positions must not conflict with the Company's interests or interfere with their direct duties in the Company.
- 4.) The Audit Committee must present transactions involving conflicts of interest and related transactions to the Board of Directors. Individuals with potential conflicts of interest must abstain from voting or approving such transactions.
- 5.) If directors, executives, employees or related persons hold shares or participate in businesses that compete with the Company and could create conflicts of interest, they must take the following actions:
  - 5.1) Directors, executives and related persons must formally notify the Board of Directors in writing.
  - 5.2) Employees must formally notify the chief executive officer in writing.

### Code of Conduct on Related Transactions

The Company adheres to the principles governing related transactions under the Securities and Exchange Act and the regulations, announcements, directives or requirements of the Stock Exchange of Thailand and other applicable regulations.

# **Guidelines**

- 1.) The Board of Directors must perform their duties in compliance with the Securities and Exchange Act, regulations, announcements, directives or requirements of the Stock Exchange of Thailand, including the disclosure of related transactions and significant asset acquisitions or disposals as required by the accounting standards set by the Federation of Accounting Professions.
- Related transactions conducted under the Stock Exchange of Thailand's announcements must strictly follow the prescribed criteria, methods and disclosure requirements and must be disclosed in Form 56-1 One Report (Annual Report).

# Code of Conduct on Confidentiality and Use of Inside Information Related to Investments

The use of inside information is a critical matter that must be managed appropriately to prevent leaks or misuse for personal gain. Unauthorized use of such information not only violates the law but also damages the Company's reputation. Therefore, the Board of Directors has deemed it necessary to establish a formal policy on managing internal information, which must be followed by all directors, executives, employees and relevant persons, ensuring proper communication and adherence.

### Guidelines

# 1. Confidentiality

- 1.1 Directors, executives, employees and relevant persons must maintain the confidentiality of the Company's internal information by:
  - A. Safeguarding internal information with due care and security measures to prevent leaks.
  - B. Shall not disclose internal information to unauthorized persons to prevent misuse for personal gain or the benefit of others.

- 1.2 Directors, executives, employees and external individuals must not disclose or exploit the Company's confidential and/or internal information for personal gain or for the benefit of others, whether directly or indirectly, regardless of any compensation received.
- 1.3 Directors, executives, employees and Company staff must not buy, sell, transfer or receive transfers of the Company's securities using confidential and/or internal information nor engage in any transactions based on such information that could harm the Company, whether directly or indirectly. This prohibition also applies to their spouses and minor children. Any violation of these rules will be considered a severe offense.

### 2. Use of Inside Information Related to Investments

- 2.1 The use of undisclosed investment-related inside information for personal gain constitutes a violation of the Securities and Exchange Act. Directors, executives and employees, as well as their spouses and minor children, must report any changes in their securities holdings in the Company under Section 59 of the Securities and Exchange Act B.E. 2535 (1992) (and amendments). They must also notify the "Company's Secretary" of any transactions. Violations of these regulations will be subject to penalties.
- 2.2 Directors, executives and employees must strictly comply with legal and regulatory requirements regarding the use of internal information. Directors, executives and employees at the level of department director or higher, as well as individuals privy to internal information, are prohibited from trading the Company's securities within one month before the disclosure of quarterly and annual financial statements and for 48 hours after the release of material information.
- 2.3 Directors, executives and employees at the level of department director or higher must report their securities transactions to the Company on the same day they submit their reports to the SEC, in accordance with SEC regulations on securities holding disclosures. They must also comply with the Stock Exchange of Thailand's guidelines on trading securities of listed companies using inside information.

2.4 Executives, employees and central departments responsible for providing information to the public, including the chief executive officer, deputy chief executive officers, executive vice presidents and investor relations, must coordinate with the relevant informationowning departments to ensure the accuracy and completeness of disclosures.

# Code of Conduct on Anti-Corruption

The Board of Directors, executives and employees shall neither engage in nor accept any form of corruption under any circumstances. This policy applies to the Company's business in all countries and all relevant entities. The Company has established guidelines, operational measures and assigned responsibilities, along with conducting periodic reviews and assessments of compliance with the anti-corruption policy on an annual basis. This ensures alignment with business changes, regulations, rules and applicable laws while maintaining accurate communication.

### Guidelines

- 1.) The Board of Directors is committed to conducting business with transparency, adhering to legal frameworks, ethical principles, business codes of conduct, and good corporate governance practices. It fully supports the prevention and eradication of all forms of corruption, recognizing that corruption adversely affects economic and social development as well as national security. Accordingly, the Company has established a policy manual and guidelines for anti-corruption practices for directors, executives, employees and external parties, with communication both internally and externally through annual reports, emails, announcements, internal training sessions, the Company's website and work regulations.
- 2.) Directors, executives and employees must strictly comply with the anti-corruption policy and must not tolerate any form of corruption, whether directly or indirectly.
- 3.) The offering or acceptance of bribes in business operations is strictly prohibited. The Company's interactions with both government and private sectors must be conducted transparently and honestly, in full compliance with relevant laws.
- 4.) The Company shall conduct regular audits of compliance with the anti-corruption policy at least 1 time per year and review operational guidelines and requirements to ensure alignment with business changes, regulations, rules and legal provisions.
- 5.) The company has implemented a risk management system in accordance with international standards to identify potential risks arising from business operations, including corruption risks.

It assesses risk levels, considering both likelihood and impact, and establishes appropriate risk management measures while consistently monitoring and evaluating risk management performance.

6.) The Company has established processes to review and assess internal control systems and risk management, covering key operational areas such as marketing, procurement, contract management, budget preparation and control, accounting records, payment processing and human resources management.

# Code of Conduct on the Acceptance and Giving of Gifts, Assets or Other Benefits

The giving or acceptance of gifts, assets or other benefits may only be conducted within reasonable limits and must not influence the Company's decision-making. It must be within an appropriate value and no one should demand, offer, accept or promise to give or receive gifts, assets or benefits under any circumstances, without exception.

### **Guidelines**

- 1.) Directors, executives and employees must not accept money or any personal benefits from customers, business partners or any individuals as a result of their work for the Company, whether from the public or private sector. Additionally, they must not engage in any actions or behaviors that may lead to suspicion of bribery or corruption.
- 2.) Directors, executives and employees should avoid receiving gifts, whether monetary or non-monetary, from business partners or individuals involved with the Company's business, except during traditional or customary festive occasions. The giving and receiving of gifts, entertainment or hospitality must not influence business decisions in any way. If gifts are given or received or entertainment or hospitality is provided, it must be reported to superiors in the chain of command. Any received gifts should be of a value not exceeding the limit specified in the "Anti-Corruption Guidelines" and should not be in cash or cash equivalents. The giving or receiving of gifts should be done transparently and in a manner that can be openly disclosed.
- 3.) The Company does not engage in offering money, incentives, gratuities, special privileges or any other benefits to customers, business partners, government agencies, private entities or individuals to secure business. The only exceptions are customary business entertainment, trade discounts and the Company's promotional programs.

# Code of Conduct on Ethics and Workplace Conduct

The Board of Directors considers ethics and workplace conduct as a form of discipline, which directors, executives and all employees must strictly adhere to. Any violation or failure to comply is deemed a breach of employee regulations. All directors, executives and employees are responsible for complying with and promoting adherence to ethical and professional conduct. The following actions constitute ethical violations:

- 1.) Failure to comply with ethical and professional conduct standards.
- 2.) Negligence or inaction upon witnessing an ethical violation when aware of such misconduct.
- 3.) Non-cooperation or obstruction in fact-finding/investigations.
- 4.) Unfair treatment towards complainants as a result of reporting ethical violations.

## Code of Conduct on Investor Relations Practices

Ichitan Group Public Company Limited, under the stock symbol "ICHI," adheres to ethical business practices that serve as guidelines for the Chairman of the Board of Directors/directors/chief executive officer/executives and all employees of "ICHI." They are required to comply with the established policies. In addition to general ethical business principles, those responsible for investor relations must adhere to specific codes of conduct relevant to investor relations. The objectives are to prevent and deter legal and regulatory violations while promoting:

- Integrity and ethical conduct, ensuring the ability to distinguish, understand and manage ethical conflicts between personal and professional relationships in the field.
- Accuracy, fairness, completeness, timeliness and clarity in disclosures and submissions of "ICHI" reports and documents to the Securities and Exchange Commission, Stock Exchange of Thailand (SET), relevant agencies and public communications on behalf of "ICHI."
- Full cooperation in complying with applicable standards, laws, regulations and government agency requirements for disclosures.
- Prompt reporting of significant information to appropriate individuals or entities as specified in the business code of conduct to prevent violations.
- Respect for and protection of confidential information within the scope of investor relations,
   except where disclosure is authorized or legally required.
- Responsibility and commitment to compliance with this code of conduct.

# 1. Conducting Operations with Integrity and Ethics

Investor relations personnel must perform their duties with integrity and ethical conduct toward "ICHI," including any actions undertaken on behalf of "ICHI." They must not exploit unfair advantages over others through the handling, concealment or granting of exclusive privileges regarding undisclosed information to the public or the Stock Exchange of Thailand. They must also refrain from providing misleading information that distorts material facts or engaging in any other unfair practices.

# 2. Completeness, Fairness, Accuracy, Timeliness and Clarity in Information Disclosure

Investor relations personnel must be committed to ensuring that all publicly disclosed information of "ICHI" complies with securities laws, Public Limited Companies Act and other applicable laws. This commitment ensures that all reports and documents submitted or filed with the Securities and Exchange Commission (SEC), Stock Exchange of Thailand (SET) and other public communications are fully disclosed, fair, accurate, timely and comprehensible.

# 3. Compliance with the Law

Investor relations personnel must understand and adhere to the principles of legal compliance, regulation and rules applicable to their scope of responsibilities. They must fully comply with all laws, regulations and applicable rules set forth by Thai regulatory bodies governing listed companies. This ensures that "ICHI" conducts its activities within the legal framework, regulatory requirements and relevant rules within the scope of investor relations responsibilities.

## 4. Readiness for Timely Internal Reporting

Investor relations personnel should consult with an authorized spokesperson whenever they have doubts about the best course of action in certain situations. They must promptly report to their supervisor, chief executive officer or other appropriate individuals any violations related to this Code of Conduct. "ICHI" shall protect and keep confidential the identity of any whistleblower who, in good faith, reports a violation of the Code of Conduct.

# Respecting and Protecting the Confidentiality of Information within the Scope of Investor Relations Operations at "ICHI"

### 6. Building Trust, Enhancing the Company's Image and Fostering a Positive Corporate Attitude

Investor relations personnel must foster good relationships with all stakeholders and comply with established protocols. They must refrain from scheduling meetings in the period leading up to the announcement of financial statements and quarterly performance results.

7. Responsibility and Commitment to Compliance with This Code of Conduct and details outlined in Appendix 2 "Information Disclosure"

# Complaint and Suggestion Submission



The Company has established a policy for reporting misconduct or filing complaints, along with measures to protect whistleblowers and complainants. This policy ensures that supervisors and the human resources department oversee, provide guidance and monitor the behavior, conduct and actions of employees and officers to ensure compliance with ethical and regulatory standards. Individuals who submit reports in good faith will be protected under this policy.

- 1.) Channels for Reporting Misconduct or Filing Complaints
  - 1.1) CG Report of the Company can be contacted through the following channels:
    - Telephone no. 02-0231111
    - E-mail: cg@ichitangroup.com
  - 1.2) Company Secretary Office can be contacted through the following channels:
    - Telephone no. 02-0231111
    - E-mail: sec@ichitangroup.com
    - Address Secretary Office, Ichitan Group Public Company Limited
       No. 8 T-One Building, 44<sup>th</sup> Floor, Sukhumvit 40 Alley, Phra Khanong Sub-District, Khlong Toei District, Bangkok 10110
  - 1.3) Internal Audit Department and Secretary to the Audit Committee can be contacted through the following channels:
    - Telephone no. 02-023 1111
    - E-mail: internalaudit@ichitangroup.com
    - By postal mail or direct submission to:
       Internal Audit Department, Ichitan Group Public Company Limited
       No. 8 T-One Building, 42<sup>nd</sup> Floor, Sukhumvit 40 Alley, Phra Khanong Sub-District,
       Khlong Toei District, Bangkok 10110

- 1.4) Audit Committee can be contacted through the following channels:
  - Email: <u>auditcommittee@ichitangroup.com</u>
  - By postal mail or direct submission to:
     Audit Committee, Ichitan Group Public Company Limited
     No. 8 T-One Building, 42<sup>nd</sup> Floor, Sukhumvit 40 Alley, Phra Khanong Sub-District,
     Khlong Toei District, Bangkok 10110
- 2.) Protection of Whistleblowers and Complainants

Employees or officers who submit complaints, provide information or offer testimony in good faith, without malicious intent or the purpose of causing harm to any individual or the Company, will receive appropriate protection from the Company. This protection includes ensuring that there are no unjust actions taken against them, such as changes in job position, work responsibilities or workplace location, suspension, threats, workplace harassment, termination or any other unfair treatment. If it becomes necessary to modify or revoke protection before the full implementation of this policy, approval must first be obtained from the Audit Committee. Whistleblowers or those cooperating in fact-finding investigations may choose to remain anonymous if they believe revealing their identity could compromise with their safety. However, if they choose to disclose their identity, the Company will be able to provide updates on the progress of the investigation, clarify factual matters and mitigate damages more efficiently.

- 2.1) Recipients of complaints/authorized persons will keep all related information confidential and prioritize the safety of whistleblowers. Measures will be established to protect employees who submit complaints and/or provide information and/or cooperate in investigations, ensuring they are safeguarded from unfair treatment.
- 2.2) If a whistleblower or cooperating individual believes they may face threats to their safety or potential harm, they may request the Company to implement appropriate protective measures. The Company may also proactively establish protective measures without a request if the situation suggests a likelihood of danger or harm.
- 2.3) Those who suffer damages as a result of the incident will be provided with fair and appropriate remediation through a just and transparent process.


(Air Vice Marshal Nathawat Nimmolthanakorn)
Chairman of the Board of Directors

This announcement is made for general acknowledgment

(Mr. Prasan Limpipatanakul)
Chairman of the Governance and
Sustainability Committee

# Appendix

### Appendix 1

### Criteria and Reporting on Stakeholders

# Objectives

- 1. In order for the Company to have the information necessary to support its operations in accordance with the provisions regarding related party transactions, which are transactions that may give rise to conflicts of interest or the transfer of benefits between the Company and its subsidiaries.
- 2. For the purpose of monitoring and overseeing the interests of the Company's directors and executives or of individuals with related interests.

### Relevant Laws

Section 89/7 of the Securities Act determined in conducting the business of the company, a director and an executive shall perform his duty with responsibility, due care and loyalty and shall comply with all laws, the objectives, the articles of association of the company, the resolutions of the board of directors and the resolutions of the shareholders' meeting.

Section 89/14 of the Securities Act determined a director and an executive shall file with the company a report on his interest or a related person's interest in relation to management of the company or the subsidiary in accordance with the rules, conditions and procedures specified in the notification of the Capital Market Supervisory Board.

Section 89/16 of the Securities Act determined a company secretary shall submit a copy of report on interest under Section 89/14 to the Chairman of the board of directors and the Chairman of the audit committee within seven business days from the date on which the company has received such report.

Announcement of the Capital Market Supervisory Board No. ThorChor. 2/2552 The Capital Market Supervisory Board has issued an announcement in order for the Board of Directors to be able to determine the detailed criteria, conditions and methods for reporting the shareholding interests of directors, executives and related persons, so as to comply with Section 89/14 in a manner appropriate to the characteristics of each company.

Announcement of the Office of the Securities and Exchange Commission No. SorChor.12/2552 The Office of the Securities and Exchange Commission has issued this announcement to establish the criteria for preparing and disclosing the securities holding report of directors, executives and auditors of public companies whose securities are widely distributed among investors, in accordance with the intent of Section 59 of the Securities and Exchange Act B.E. 2535 (1992). This report serves as an initial tool for monitoring the movement of securities holdings by such persons who are in positions or statuses that may have access to inside information of the company and may benefit from that information before it is made public. However, since the acquisition or disposal of securities by these persons in certain cases is clearly unrelated to the use of the company's inside information, the cases in which it is not necessary to report the acquisition or disposal of securities have been specified by this announcement in place of the Office of the Securities and Exchange Commission's Announcement No. SorChor. 14/2540 concerning the preparation and disclosure of the securities holding report dated May 12, 1997.

Section 59 of the Securities Act determined a director, manager, person who holds management position as specified in the notification of the SEC Office and an auditor of the securities issuing company under Section 32, Section 33 or Section 34 shall have the duty to prepare and disclose reports to the SEC Office on each person holding securities and derivatives and the changes to such holding as well as the holding and changes to the holding of their spouse, cohabiting couple and minor children in accordance with the rules and procedures as specified in the notification of the SEC Office with the approval of Capital Market Supervisory Board.

Section 88 of the Public Limited Companies Act B.E. 2535 (1992) (Public Limited Companies Act) determined a director shall notify the company without delay in the following cases

- having a direct or indirect interest in any contract which is made by the company during an accounting
  year, and shall indicate the nature of the contract, names of the contracting party and interest of the
  director in the contract (if any);
- holding shares of the company or an affiliated company, and shall indicate the total number of shares increasing or decreasing during an accounting year (if any).

### Definition

"Company" means "Ichitan Group Public Company Limited"

"Subsidiary" as per Section 89/1 of the Securities Act means

- (A) a limited company or a public limited company over which the company has control
- (B) a limited company or a public limited company over which the subsidiary under (A) has control
- (C) a limited company or a public limited company under the chain of control beginning with that under control of the subsidiary under (B).

"Affiliated companies" as defined in the Ministerial Regulation of Commerce No. 4 B.E. 2535 (1992) issued pursuant to the Public Company Act, means that a public company that has a relationship with any private company or public company, whether one or several, in one of the following manners:

- 1. One company has the authority to control the appointment and removal of directors who have the overall or majority management authority of another company.
- 2. One company holds more than fifty percent of the issued shares in another company. In the case where the first company and/or its affiliates, whether one or several companies, or the first company and/or its affiliates in the first tier and/or in subsequent tiers, together hold more than fifty percent of the issued shares of any company, that company shall also be considered an affiliated company of the first company.

"Executive" means a director, manager or one of the first four executive-level positions immediately following the top executive, each of whom holds a position equivalent to the fourth executive-level position and shall also include those holding executive-level positions in the fields of accounting or finance at the level of department manager or above or an equivalent position. "Related person" as defined in Section 89/1 of the Securities Act means any person who has one of the following relationships:

- (A) A person who has control over the company's operations and in the case that such person is a juristic person, this shall include the directors of that juristic person.
- (B) The spouse, children or adopted children who have not reached the legal age of director, executive or the person mentioned in (a).
- (C) A juristic person over which the person in (a) or (b) has control over the operations.
- (D) Any other person who has characteristics as specified by the Capital Market Supervisory Board's announcement.

"Controlling Person" as per Section 89/1 of the Securities Act means any person with control as follows:

- holding of shares with voting right of a juristic person in an amount exceeding 50 percent of the total number of the voting rights of such juristic person;
- having control of the majority voting rights in the shareholders' meeting of any juristic person, whether directly or indirectly
- having control over appointment or removal of at least half of all directors

"Related transactions" means transactions between a company or its subsidiaries and its directors, executives or persons related as defined under the Securities and Exchange Act.

"Persons with conflict of interest" means the following persons:

- (A) The company's executives
- (B) The company's major shareholders
- (C) The persons who have control over the company
- (D) Persons who are blood relatives, spouses or registered by law with any of the persons in (a), (b) or (c), including parents, spouse, children or other close relatives
- (E) Any juristic person in which the persons in (a), (b) or (c) hold shares or have control or any other significant shareholding interest, whether directly or indirectly.

The procedure for reporting the interests of directors, executives or related persons shall be conducted as follows:

- 1. Directors and executives shall report to the company (company secretary) their own interests or those of related persons, in cases where such interests are related to the management of the affairs of the company or its subsidiaries, by completing the interest report form for directors and executives (as per the attached document) as follows:
  - 1.1 For the first report, it shall be submitted within 7 business days from the date of appointment
  - 1.2 For reporting changes in interest information, such reports shall be submitted within 3 business days from the date on which the change occurs.
  - 1.3 The company shall notify directors and executives to review the report form 2 times per year.

- 2. The Company Secretary shall proceed as follows:
  - 2.1 Deliver a copy of the interest report pursuant to Section 89/14 to the Chairman of the Board of Directors and the Chairman of the Audit Committee within 7 business days from the date the company receives the report.
  - 2.2 Maintain the interest reports submitted by the directors and executives to the company.
  - 2.3 Disclose the interest information of the directors and executives in the annual information disclosure form, Form 56-1 One Report.

# Penalties as per the laws are as follows:

Section 281/2 of the Securities Act determined any director or executive of the company who fails to perform his duties with responsibility, due care and loyalty in accordance with section 89/7 which causes damage to a company or causes himself or another person to obtain any benefit from the contravention or failure to comply with such duties shall be liable to a fine not exceeding the damages or the benefit obtained but not less than five hundred thousand Baht. In cases where a person who commits an offence under the first paragraph with dishonest intent, he shall be liable to imprisonment for a term not exceeding five years and a fine not exceeding two times the damages incurred or the benefit obtained but not less than one million Baht, or both.

Section 281/3 of the Securities Act determined any director or executive of the company who fails to comply with Section 89/14 shall be liable to a fine not exceeding five hundred thousand Baht and a further fine not exceeding three thousand Baht for every day during which the contravention continues.

Section 281/5 of the Securities Act determined any company secretary who fails to comply with the duty under Section 89/15 (1) (2) or (3) or Section 89/16 shall be liable to a fine not exceeding one hundred thousand Baht.

Section 203 of the Public Limited Companies Act determined any director who fails to comply with Section 88 or complies incompletely or inaccurately as to truthfulness shall be liable to a fine not exceeding twenty thousand Baht.

Section 275 of the Securities Act determined any director or executive fails to comply with Section 59 or the rules or procedures as prescribed thereunder shall be liable to a fine not exceeding five hundred thousand Baht and a further fine not exceeding ten thousand Baht for every day during which the contravention continues.

# Appendix 2

# Information Disclosure Policy

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### Information Disclosure

### 1. Introduction

- 1.1 The Company is committed to disclosing its information to shareholders and investors accurately, sufficiently, timely, equitably and in accordance with all applicable laws and regulations. This is to enhance investor confidence in the reliability and integrity of the Company.
- 1.2 As a Company listed on the Stock Exchange of Thailand ("Stock Exchange"), the Company must comply with the regulations regarding timely disclosure of information, which may affect the price or value of the Company's securities or influence investors' decisions to buy or sell the Company's securities. Failure to strictly adhere to this policy may result in civil or criminal proceedings against the Company, its directors, executives and employees and may damage the Company's reputation.

# 2. Principles of Information Disclosure

Information disclosure shall adhere to the following principles:

- 1. Compliance with laws and regulations regarding information disclosure. The disclosure of the organization's information must be in accordance with the relevant laws and regulations.
- 2. Transparency and accountability in information disclosure, all information disclosed by the organization must be accurate, sufficient, timely and consistent, as such information may have both positive and negative impacts on the Company, investors or the securities market.
- 3. Fairness and equal access to information, in disclosing all material information that has not yet been made public, it must be ensured that all investors are treated fairly and equally in accessing such information. The disclosure of such information must not be selectively provided to specific individuals or groups.
- 3. Objectives The objective of this Information Disclosure Policy is to:
  - 1. Assist the Company in fulfilling its obligation to report information as required by the Stock Exchange, as follows:
    - 1.1 The rules of the Stock Exchange of Thailand (BorChor/Por 11-0) on the criteria, conditions and procedures regarding the disclosure of information and any actions of listed companies B.E. 2560 (2017).
  - 2. Assist the Company in disclosing information in accordance with the expectations of investors toward the listed Company, thereby enabling investors to ascertain the value of the Company's securities.

### 4. Scope

- 4.1 This policy applies to the Company's directors, executives, employees as well as subsidiaries, authorized spokespersons and all other persons within the Company.
- 4.2 This policy covers the disclosure of information in documents submitted to the Stock Exchange, including both financial and non-financial information, the description and analysis of operating results (MD&A), the contents appearing in annual or quarterly reports, press releases, shareholder letters, documents or

- media presentations by senior executives and information published on the Company's website or disseminated through various electronic media.
- 4.3 This policy also covers oral dissemination of information, both in meetings and telephone conversations with shareholders, analysts and investors, as well as interviews with the press, public speeches, press conferences and teleconferences or broadcasts through various electronic media.
- 4.4 Information disclosure related to public relations (for example, matters regarding corporate social responsibility, product or service promotions or other activities) is not subject to this policy, as it forms part of the routine business activities.

### 5. Responsibilities and Authorized Spokesperson

- 5.1 The chairman of the executive committee and chief executive officer shall be responsible for implementing this policy to ensure that the Company complies with the established criteria for information disclosure, and they shall have the highest authority in deciding whether or not to disclose any information.
- 5.2 The chief executive officer/chief financial officer (CFO) or equivalent/ company secretary/investor relations manager shall support the CEO to ensure that the Company complies with the criteria for information disclosure.
- 5.3 The chairman of the executive committee/chief executive officer/ deputy general manager of the Beverage Marketing Division/chief financial officer (CFO) or equivalent/the first four executives as defined by the Stock Exchange/company secretary/corporate communications director/investor relations manager who have been designated as the Company's spokesperson shall communicate any information of the Company, its subsidiaries and its joint ventures to shareholders, analysts, investors and the media. The designated spokesperson may delegate the communication of information to another person, but only for matters that fall within the scope of the responsibilities assigned to the designated spokesperson.
- 5.4 Directors, executives or employees who are not responsible for the Company's information disclosure, when questioned or requested for comment by shareholders, analysts, investors or the media on matters concerning the Company that may affect its status as a listed company and its securities, must state that they are not authorized to speak on behalf of the Company and shall refer such inquiries to the Investor Relations and Risk Management Department or the Company Secretary's Office at 02-0231111, Email: ir@ichitangroup.com.

### 6. Disclosure of Material Information

- 6.1 Company's Obligation to Disclose Information
  - 6.1.1 The Company is obligated to notify the Stock Exchange of all "material" information that may affect the price or value of the Company's securities or the interests of its shareholders, in full compliance with the regulations and announcements of the Stock Exchange.
  - 6.1.2 Examples of events related to the Company's operations or the condition of buying or selling its securities that must be immediately disclosed to the public through the Stock Exchange channels include:
    - 1. Convening of a general shareholders' meeting
    - 2. Dividends payment
    - 3. Transactions involving the acquisition or disposal of assets
    - 4. Related party transactions
    - 5. Increase of Capital
    - 6. Changes in major shareholders
    - 7. Investments in other companies that result in subsidiary status
    - 8. The cessation of a subsidiary
    - 9. Making/receiving a takeover bid
    - 10. Mergers
    - 11. Significant litigation or disputes
    - 12. Providing financial assistance to other parties
    - 13. Default on debt payments
    - 14. Borrowing or issuing significant debt securities
    - 15. Launch of new products or significant developments
    - 16. Acquisition or loss of significant commercial contracts
    - 17. Changes in accounting policies or the financial year-end

Note: The above list is merely illustrative and not all transactions. In making a decision to disclose information, reference should be made to the Stock Exchange of Thailand's Regulation (BorChor/Por 11-0) on the criteria, conditions and procedures regarding the disclosure of information and any actions of listed companies B.E. 2560 (2017).

6.1.3 The Company may refrain from immediate public disclosure. the Company can maintain complete confidentiality under the following circumstances:

- 1. It does not contradict laws, the Public Company Act or the rules and regulations of the Securities and Exchange Commission and the Stock Exchange regarding equitable disclosure of information.
- 2. Immediate disclosure would adversely affect the Company's ability to achieve its business objectives.
- 3. The facts are subject to potential change and an appropriate delay in disclosure is necessary.
- 4. Immediate disclosure would provide significant benefits to the Company's competitors.

## 6.2 Procedures for Disclosing Information

- 6.2.1 The Board of Directors/chief executive officer/chief financial officer (CFO) or equivalent/ company secretary/investor relations manager shall be responsible for considering the information that must be disclosed to the Securities and Exchange Commission / Stock Exchange of Thailand and other relevant regulatory bodies for listed Thai companies. If it is determined that the information meets the criteria for disclosure, the necessary information to be published to the public through the Stock Exchange channels shall be prepared and submitted for approval by the appropriate authority.
- 6.2.2 The chairman of the executive committee/chief executive officer may request the opinion of the Board of Directors and the executive committee regarding the disclosure of material information. In such cases, the executive committee/chief executive officer must allow sufficient time for the Board of Directors to comprehensively consider the disclosure of such information.

## 6.3 Disclosure of Information to the Stock Exchange and the Public

- 6.3.1 The Company shall not disclose any material information that may affect changes in the price of its securities until such information has been disclosed to the public and has received approval from the Stock Exchange. After disclosing the information to the Stock Exchange, the Company shall immediately publish such information on its website, in accordance with this policy.
- 6.3.2 Any information required to be disclosed to the Stock Exchange and the regulatory bodies for listed Thai companies must be approved by the Board of Directors and the relevant sub committees as appropriate and related to the information to be published.
- 6.3.3 In the event of a material occurrence, the company secretary shall be responsible for immediately notifying all of the Company's directors.
- 6.4 Rumors or Trading in Securities Outside Normal Conditions (Market rumors or false markets)
  - 6.4.1 The Company has a policy of not commenting on rumors or speculation that causes the trading of the Company's securities to deviate from normal conditions, especially when it is clear that the Company is not the source of such rumors.
  - 6.4.2 The Company may provide clarifications regarding rumors or speculation on the securities price in certain situations, such as upon request from the Stock Exchange or the regulatory authorities for listed Thai companies, or in cases where the Company deems it appropriate.

- 6.4.3 The chief executive officer/ chief financial officer (CFO) or equivalent /company secretary and the investor relations manager shall review the nature and content of any clarification regarding the rumors and notify the Board of Directors and the Audit Committee.
- 6.5 Request for Temporary Trading Halts (Trading halts)
  - 6.5.1 If the Company is awaiting the disclosure of material information, it may be necessary to request a temporary trading halt of its securities to ensure that the disclosure to the market is conducted in a fair and transparent manner.
  - 6.5.2 The Board of Directors may delegate full decision-making authority regarding the request for a temporary trading halt to the chairman of the executive committee/chief executive officer. Other executives and employees do not have the authority to request a temporary trading halt unless specifically authorized.

### 7. Communication with the external

### 7.1 Communication with Investors

- 7.1.1 The Company may arrange group meetings with shareholders, investors and analysts to discuss the information that has been disclosed to the Stock Exchange. Arranging individual meetings must not conflict with the disclosure principles of listed Thai companies.
- 7.1.2 In meetings with shareholders, investors and analysts, the Company has a policy of not disclosing any material information that may affect changes in the price of its securities and that would contravene the disclosure principles of listed Thai companies, unless such information has already been disclosed publicly through the Stock Exchange channels. During such meetings, if any questions arise regarding material information that has not yet been disclosed to the Stock Exchange, the executives and the designated spokesperson shall decline to answer or reserve the questions to be answered after the information has been publicly disclosed through the Stock Exchange.
- 7.1.3 In meetings, if the executives and the designated spokesperson determine that the information being communicated may constitute inside information that could affect changes in the price of the securities, they must immediately notify or consult with the chief financial officer (CFO) or equivalent / company secretary and the investor relations manager.
- 7.1.4 The investor relations manager is primarily responsible for coordinating and disclosing information to shareholders, investors and analysts regarding the Company's business and its securities.
- 7.2 Briefing materials mentioned above must be submitted by the executives and the designated spokesperson to the Investor Relations and Risk Management Department for review beforehand to ensure that there is no

material information that contravenes laws and the requirements of the regulatory authorities for listed Thai companies, such as the Securities and Exchange Commission and the Stock Exchange of Thailand.

## 7.3 Earnings Guidance and Forward-Looking Information

- 7.3.1 The Company may provide its perspective on its operating results or other future forecasts in the form of descriptions and analyses of its operating performance in the annual and quarterly MD&A, in order to help investors better assess and predict the future of the Company, and such information shall be disseminated through the Stock Exchange of Thailand.
- 7.3.2 All material assumptions used in preparing the earnings guidance or any future forecasts must include a statement regarding the risks and uncertainties that may cause the actual results to differ materially from those forecasted, as appropriate.
- 7.3.3 In the event of force majeure or any occurrence that causes future results to differ materially from any previously announced earnings guidance or forward-looking forecasts, the Company shall disclose such matters and explain the reasons for the discrepancies in the MD&A or through the Stock Exchange channels, including an explanation of the rationale behind such decisions.
- 7.3.4 Any documents published to the Stock Exchange in connection with events and information disclosure criteria, such as joint ventures, etc., must be approved by the Board of Directors.

### 7.4 Analyst Reports and Forecasts

- 7.4.1 The Company may assist in reviewing the accuracy of analysts' reports, based on publicly disclosed information, but only upon request. However, the Company may inquire about the analysts' assumptions in cases where the analysts' estimates differ materially from those of other analysts or from the Company's own forward-looking statements, as appropriate.
- 7.4.2 Responses to any inquiries from analysts shall be limited solely to material and accurate information based on the facts that have already been disclosed to the Stock Exchange.
- 7.4.3 The Company shall not endorse or approve any analysts' reports or any other information that the analysts have estimated based on their own principles.
- 7.4.4 The Company may publish the names of the analysts and their affiliated companies that have issued reports on the Company on its website under the Investor Relations section.

# 7.5 Quiet period

7.5.1 The Company shall designate a period during which the dissemination of information and disclosure regarding the Company is prohibited, specifically a period of 14 days prior to the date on which the Company publishes its quarterly or annual financial results and operating performance, in order to

- ensure fairness and prevent inappropriate disclosure of information that may affect the price of the Company's securities during the preparation of the financial statements.
- 7.5.2 During the quiet period, the Company shall refrain from providing any opinions or answering questions related to its business operations, and shall not permit meetings with the executives and the designated spokesperson, except in cases involving clarifications of facts from disclosed information, long-term business operations, or unforeseen events that may have a significant impact on the price of the Company's securities. However, inquiries regarding preliminary issues may be directed to the Investor Relations Manager.
- 7.5.3 The Company shall publish the calendar for the current year's quiet period on its website.

# 7.6 Company's website

- 7.6.1 The Company's website is www.ichitangroup.com. It serves as a public space for the disclosure of information in accordance with this policy and the principles of good corporate governance.
- 7.6.2 Material information related to the principles of good corporate governance shall be disclosed under the "Investor Relations" heading of the Company's website immediately upon its disclosure to the Stock Exchange. This includes, but is not limited to, the annual report, Form 56-1, One Report, quarterly and annual reports and the annual general meeting report. Additionally, if there are any documents or presentation materials from senior executives or other related documents, the Company shall publish them on the website as appropriate.
- 7.6.3 The Investor Relations and Risk Management Department shall be responsible for controlling and maintaining all information under the investor relations heading on the Company's website to ensure that the information is accurate, up-to-date, and in accordance with the principles of good corporate governance

## 7.7 Chat Rooms and Social Media Websites

Directors, executives and employees of the Company are prohibited from participating in chat rooms, social networking websites or group discussions regarding activities or matters that may affect the Company's securities under this policy, unless specifically authorized by the chairman of the executive committee or chief executive officer. However, the Investor Relations Department may participate in such channels in order to facilitate communication with shareholders, investors and analysts, provided that such participation does not contravene laws or the principles of good corporate governance.

### 7.8 Use of Disclaimer

7.8.1 All perspectives on operating results or future forecasts, including those provided during conference calls and presentations to investor groups, must include a standard disclaimer to alert investors that the actual results may differ materially from the forecasts and to protect the Company from any liability.

7.8.2 Any disclaimer to be published in documents provided to investors as a listed company must be submitted by the investor relations manager for approval by the chief executive officer.

# 8. Confidentiality

Directors, executives and all employees of the Company are prohibited from communicating confidential information to any individual and such information shall be restricted to those who are required to know it.

# 9. Restrictions on the Company's Securities Trading

9.1 In accordance with the Securities and Exchange Act B.E. 2535 (1992) and its subsequent amendments, directors, executives, employees or any other persons who have access to material non-public information of the listed Company are prohibited from using such information for trading in securities or from passing it on to others.

9.2 Executives or employees of the Company are prohibited from trading the Company's securities during the 30 days period preceding the date on which the Company announces its quarterly or annual financial results and operating performance through the Stock Exchange channels, including in cases where there is a material change in the Company's operating results.

# 10. Policy Violations

Any director, executive or employee of the Company who violates the principles of good corporate governance and this policy may be subject to disciplinary action as prescribed, which may include dismissal from the Company.

# 11. Maintenance and Promotion of the Information Disclosure Policy

The Company Secretary's Office and the Investor Relations and Risk Management Department are responsible for monitoring and reviewing this policy and the related procedures on an annual basis, as well as coordinating with the Human Resources Department to conduct training, to ensure that every director, executive and employee is informed of and aware of the Company's responsibilities regarding information disclosure and all requirements under the principles of good corporate governance and to present the policy for review by the Corporate Governance and Sustainability Committee on an annual basis.