

Employee's Code of Conduct

The Company strongly believes that all employees should recognize and become accountable for the trust gained in the business which would lead to success in a stable and sustainable manner by gaining the respect and confidence of customers, shareholders and the general public. In this regards, the Code of Conduct for employees in dealing with all the stakeholders has been formulated as follows;

1. The Company

Employees must uphold the reputation and prestige of the company and honesty and integrity also abide by rules, regulations and disciplines. Abstain from disclosure of information, news and technology, which are confidential or may have an adverse impact on the Company, to external parties. Do not engage or invest in any businesses that compete with or result in conflicts of interest with the Company or have conflicts of interest against the Company.

2. Customers

Employees must treat customers with courtesy and equality and provide them with quick and proper service. Strictly maintain confidentiality on the customer information. Act in ways that gain customers' trust. Avoid accepting gifts or any other benefits from customers or those who may benefit from the execution of one's duty. Strictly abide by the Company Policy on Gift and Entertainment and avoid situations that may lead to a conflict of interest with a customer.

3. Self

Employees must maintain high moral and ethical standards and avoid illegal act and gambling. Be true to self and others. Undertake constant self-improvement to develop working skills and competency to improve task execution. Use professional standards for performing duties with integrity without seeking unlawful profits. Refrain from using the Company's properties, equipment and time inappropriately and refrain from using the corporate title and connection for political benefits or to support any political party.

4. Supervisors and Colleagues

Employees must provide cooperation and support in execution of tasks to each other. Share knowledge and work experience with colleagues. Refrain from negatively sharing

comments on personal affairs or information of colleagues with others. Refrain from taking credit for achievements of others as one's own. Respect supervisors. Treat supervisors and colleagues with politeness, kindness and friendship and possess positive attitudes. Be attentive to subordinates' needs and benevolent to subordinates. Avoid accepting gifts of high value from colleagues and subordinates

The following acts are considered violation

1. Non-compliance with the Code;
2. Recommending, supporting or encouraging non-compliance with the Code to others;
3. Neglect and non-reporting of witnessed violations of or non-compliance with the Code;
4. Not cooperating or obstructing any inquiries and the investigation of facts relating to the allegation of violations or non-compliance with the Code;
5. Unfair treatment to others as a result of their report of non-compliance with the Code