



จรรยาบรรณธุรกิจ และแนวทางปฏิบัติสำหรับคู่ค้า

SUPPLIER CODE OF CONDUCT AND GUIDELINE



**สร้างแรงบันดาลใจด้วยเทคโนโลยีและบริการที่เป็นเลิศ
เพื่อชีวิตที่ดีกว่า**

Delivering technology with excellent services
for better living.

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Code of Conduct for Business Partners

IT CITY Public Company Limited stands by to business operation with clarity, integrity, in consistence with the law and good corporate governance, jointly with the priority on promotion of society quality and environment under the sustainable development approach.

To accomplish the intention set forth toward the proposed goal, the united collaboration among business partners in the business operation, based on responsibility for society and environment, plus ethical support are essential factors that prosper a sustainable supply chain in order that the Company and suppliers will thrive and expand to reach social development in cordial manner.

The Company has prepared and disseminated this Code of Conduct for Business Partners with an aim that all of our business partners will observe to the practice guideline that underlines the relevance of ethical business operation which is in line with the legal approach, taking into account the practice guideline toward labor under the human rights principles, attending to securing and maintaining good occupational health, including the care for environment and society.

Guidelines

1. Business Ethics

1.1 Business Operation with Integrity

-  Our Business Partners must conduct their business by adhering to integrity, honestly, transparency and compliance with relevant laws.
-  Our Business Partners must disclose the information as stipulated by law accurately and completely and is available for the audit both from permitted entity or agency.

1.2 The Support for Fair Competition

-  Our Business Partners must treat their competitors with regard to the fair competition.
-  Our Business Partners must not seek for competitor's trade secret by a dishonest or improper approach.
-  Our Business Partners must not fix the price or create an unfair advantage in business competition.

1.3 Anti-Fraud and Corruption

-  Our Business Partners must refrain from bribery, whether in monetary or non-monetary means for benefits of themselves, a person or related group of persons.
-  Our Business Partners must not claim for, accept or give, or promise to give any gifts, assets, or any other benefits to a related person or group of persons.

1.4 Conflict of Interest

-  Our Business Partners should not seek for any wrongful benefits out of the relation having with a director, executive or employees of the Company.
-  Our Business Partners should refrain from exploiting a wrongful benefit or allowing benefits to their close association based on position, duties and occasions from performing work with the Company.

1.5 Data Protection

- Our Business Partners should keep customers' confidentiality and not exploit customers' information for one's or other's benefit.

1.6 respect intellectual property.

- Our Business Partners must not violate intellectual property of others.

2. Labor and Human Rights

2.1 Compliance with labor law and human rights principles

- Our Business Partners should conduct their business without all forms of forced labour, which include physical assault, duress, confinement, human trafficking, violation and any violence.
- Our Business Partners must conduct business operation without employment of children of age below legal provision.
- Our Business Partners must conduct business without illegal labor. All foreign or migrant workers must apply for a permission and register the employment with government officers in accordance with the law.

2.2 Fair Treatment to Labor

- Our Business Partners must raise awareness of human rights, anti-discrimination based on races, nationalities, sex, sexual status, ages, skin colors, religions, origins, marital status, physical conditions, expression of different opinions or social status.

2.3 Working Environment

- Our Business Partners must not force their employees to work longer than as stipulated by law.
- Our Business Partners must provide their employees with the number of leave days as stipulated by law.
- Our Business Partners must provide payment and benefits which they are entitled to with fairness and consistence to the law, especially minimum wages and overtime wage.
- Our Business Partners must not terminate employment contract without reasonable ground. The lay off with payment must follow procedures as stipulated by law only.

3. Occupational Health and Safety

- 3.1 Our Business Partners must maintain a workplace in a healthy environment, safety and occupational health for their employees. There must be measures, rules, and regulations to support safe work procedures or to prevent or reduce risks of accidents and potential health impacts rising out of performing work.
- 3.2 Our Business Partners must determine an efficient measure or work plan to accommodate accidents and emergency.
- 3.3 Our Business Partners must arrange training courses to educate employees and staff in maintaining security and compliance with a measure or emergency response plan in case of accidents or incidents.

4. Environment Management

- 4.1 Our Business Partners must comply strictly with environmental laws.
- 4.2 Our Business Partners must establish a measure to prevent and mitigate environmental impacts which could occur out of production process, storage, logistics and disposal, covering the entire cycles of goods and services.

- 4.3 Our Business Partners must avoid using hazardous raw materials or chemicals or those being limited for use according to legal provision. However, if the production requires such hazardous raw materials and chemicals, the supplier must establish in place a measure to prevent and mitigate potential impacts, as described in Article 4.2.
- 4.4 Our Business Partners must conduct a communication to raise awareness on environment of their employees and sub-contractors.

5. Business Continuity

- 5.1 Our Business Partners must conduct risk assessment for their business operation, especially those related to employees, production activities, including any risks that may affect production capacity and delivery of goods and services. The aim is to ensure the proper understanding and to lay out a measure that suit to certain situation.
- 5.2 Our Business Partners must report to the Company for any emergency that affects business continuity of the Company.

6. Anti-Corruption Measures

The Company conducts its business with integrity, transparency, and adherence to good corporate governance principles. The Company has established clear anti-corruption measures and adopts a zero-tolerance policy toward all forms of corruption, whether direct or indirect, both domestically and internationally.

The Company has established the following key measures:

1) No-Bribery Policy

The Company strictly prohibits directors, executives, employees, and any persons acting on behalf of the Company from offering, promising, soliciting, demanding, or accepting bribes or any improper benefits in any form, in order to induce an action or omission that is unlawful or unethical.

Business partners must not engage in any conduct that may be deemed as giving or receiving bribes in their business dealings with the Company.

2) Control of Gifts, Gratuities, and Hospitality

The Company sets clear guidelines regarding the giving or receiving of gifts, souvenirs, or hospitality. Such activities must have a legitimate business purpose, be of reasonable value within prescribed limits, and must not be of a nature that could be perceived as bribery.

Business partners must comply with these guidelines and must not offer items or benefits that could influence business decisions.

3) Donations and Sponsorships

Charitable donations and sponsorships must be conducted transparently, supported by proper documentation, and approved in accordance with the Company's approval authority. They must not be used as a channel for bribery or concealed improper benefits.

4) Prevention of Conflict of Interest

The Company requires directors, executives, and employees to avoid situations that may give rise to conflicts between personal interests and the interests of the Company.

Business partners must disclose any relationships or interests that may affect transparency in conducting business with the Company.

5) Financial Controls and Accounting Records

The Company maintains appropriate internal controls over financial and accounting processes to ensure that all transactions are accurately, completely, and transparently recorded and can be audited. The Company prohibits false entries, off-the-books accounts, or any transactions conducted outside the system.

Business partners must provide complete and accurate documentation and must not create false documents to support any transactions with the Company.

6) Audit and Right to Review Information

The Company reserves the right to audit and review information or documents related to transactions to ensure compliance with anti-corruption measures.

Business partners must cooperate in providing information or documents upon request.

7) Consequences of Non-Compliance

If a business partner engages in any conduct that violates the Company's anti-corruption policy or measures, the Company may take actions in accordance with contractual terms, including suspension or termination of the business relationship.

Business partners may review the Anti-Corruption Policy and related guidelines in detail on the Company's website at www.itcity.co.th under "Corporate Governance" → "Anti-Corruption."

7. Supply Chain Cooperation

- 7.1 Our Business Partners must promote their own suppliers or sub-contractors to comply with the principles stated in this Code of Conduct for Business Partners.

Implementing Business Ethics

Suppliers must promote and encourage realization of business ethics, ensuring tangible impacts, for employees/workers, and contractors, in order to ensure ethical operations throughout the supply chain

Communication and Training

Suppliers must communicate content of this ethics to your employees, workers, business partners and contractors to elevate procurement throughout the supply chain in an ethical and sustainable way. Suppliers must organize for trainings on parts relating to this ethics to your employees, workers, business partners and contractors as appropriate

Supplier's Business Ethics Management and Guideline Suppliers must operate as follows

-  Study, sign in acknowledgement and follow suppliers' business ethics and guideline
-  Set for supplier's management system to be in alignment with supplier's business ethics and guideline
-  Consent to the Company for the right to audit and make improvement per the auditor's recommendations

Code of Conduct for Business Partners 2nd revision, effective October 1, 2023.

Mr. Sophon Intanate
President

IT CITY Public Company Limited

Letter of Acknowledgement and Compliance

We, the undersigned, hereby confirm that we have received IT CITY Public Company Limited Supplier Code of Conduct and Guideline and will read the requirements outlined in the Guiding Principle to apply in our work.

Supplier's Name:

Full Name of Authorized Person(s):

Title:

Signature

Date



Remark:

This form must be signed by business partners' representative with authority. Kindly return the signed form back to CITY Public Company Limited Department unit of which you conduct business transaction with.