



KCE Electronics Public Company Limited

Anti-Fraud & Corruption Policy

Anti-Fraud & Corruption Policy
KCE Electronics Public Company Limited

Revision History

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Anti-Fraud & Corruption Policy

KCE Electronics Public Company Limited

Content

	Page
1. Introduction	1
2. Objectives	1
3. Scope	1
4. Definition according to Anti-Fraud & Corruption Policy	2
5. Roles and Responsibilities	3
6. Fighting against Fraud & Corruption	4
7. Political Contributions	5
8. Government Officer Employment (Revolving Door)	6
9. Facilitation Payment	6
10. Charitable Contributions and Sponsorships	6
11. Gifts, Entertainment and Hospitality	7
12. Conflict of Interest	7
13. Fraud Risk Management and Internal Control Processes	8
14. Review of Policy	9
Anti-Fraud & Corruption Procedures:	
Government Officer Employment Procedure	11
Charitable Contribution and Sponsorship Procedure	12
Government Sponsorship Procedure	14
Gifts and Hospitality Procedure	16

Anti-Fraud & Corruption Policy

1. Introduction

- 1.1. KCE Electronics Public Company Limited (“the Company”) has a policy to conduct its business with the highest standards for ethics and transparency, with a commitment to corporate social responsibility and its stakeholders according to KCE’s Corporate Governance Policy, Code of Conduct Handbook and other related policies and procedures.
- 1.2. Since the Company is aware that fraud and corruption are significant obstacles to economic and social development, creating injustice in business operations and negatively impacting an organization’s credibility, the Company joined the United Nations Global Compact (“UNGC”) since 18 October 2007 with the intention to align operations with universal principles on human rights, labor, environment and anti-corruption. In 2013 the Company signed a declaration of intent with the “Thai Private Sector Collective Action Against Corruption” (“CAC”) in order to state our commitment to work against all forms of fraud and corruption. The Company was certified by CAC as a member on 3 April 2015. The Company retained CAC membership for the 3rd consecutive year on 31 December 2020.

2. Objectives

The Company has developed a formal “Anti-Fraud & Corruption Policy” with the following objectives:

- 2.1. To declare the intent and commitment to working against fraud and corruption.
- 2.2. To establish a clear framework and protocols for business operations to prevent fraud and corruption risks.
- 2.3. To establish guidelines for review and oversight, to ensure that operations are conducted appropriately in accordance with this policy.

3. Scope

- 3.1. This policy applies to the Board of Directors, Sub-Committees, Senior Management and employees at all levels of KCE Electronics Public Company Limited and all subsidiaries (together called “KCE Personnel”).
- 3.2. This policy also applies to agents, intermediaries, contractors and consultants acting on behalf of KCE (together called “Related Business Partners”).

4. Definition according to Anti-Fraud & Corruption Policy

- 4.1. Fraud¹ is an intentional action designed to provide the perpetrator and/or others with unlawful gains. Fraud can be defined in three types: asset misappropriation, fraudulent statements and corruption.
- 4.2. Corruption is the misuse of position or power of influence for illicit benefits for the organization, self or others. Corruption includes bribery, conflicts of interest, economic extortion and facilitation payment.
- 4.3. Bribery is the act of paying, offering, promising to give, receiving, requesting assets, money, any value items, rights or other advantages that are against good ethics, code of conduct, rules, regulations, policies, or laws with government officers, government organizations, private organizations or other individuals who are, whether directly or indirectly, a part of KCE's business chain, to influence or discharge that person in correctly performing his duties, to win new businesses, retain current businesses or any inappropriate benefits.
- 4.4. Political Contribution is monetary or non-monetary support provided to a political party, representative of a political party, politician, any persons relating to politics or candidate for election. As such, non-monetary political contributions include lending or donating any equipment for free of charge.
- 4.5. "Employment of any government employees or government officers", known as "Revolving Door", is hiring such person who is government officer to work with the Company, and might take advantage of the relationship or misused inside information for the Company's benefit. This could lead to a conflict of interest with government organization and/or a malpractice of the government agents.
- 4.6. Facilitation payment is a small amount of expenses unofficially offered to the government officers. It is an offering only to ensure that such government agents will correctly and/or quickly proceed their task according to the procedures. In which such procedures do not require a personal judgment of the government agents and are considered a legal act by authorities. In addition, it is a lawful right of the Company to be entitled; for example, request for an authorization, certification and utilizing public services etc.
- 4.7. Charitable contribution is providing or receiving money, products or services contributing benefits to communities, public relief or religious upkeep without expecting business results or any benefits in return.

¹Refer to The Criminal Code section 1(1)

- 4.8. Sponsorship is offering or accepting financial support, products or services in order to promote the business, support the project's objective achievement and enhance good image of the Company.
- 4.9. The providing or receiving of gifts is to providing or receiving money, products, compensations, benefits or any valuable items that the Company receive or provide to business partners in order to build relationships with an appropriate manner and by appropriate value provided, in accordance with the traditions and under applicable laws.
- 4.10. Entertainment and Hospitality is expenses for providing business hospitality, such as receptions or sports events, other expenses directly relating to business operations or trading traditions as well as dissemination of knowledge about the business.
- 4.11. Conflict of Interest is any activities in which KCE personnel has personal interest or in conflict with the utmost benefits of the KCE group, both directly and indirectly, either intentionally or unintentionally, whether it is by direct contacting business partners of the KCE group, or abusing an opportunity or information as KCE personnel to harvest personal benefits, performing similar business to compete with KCE group or performing other outside work which affected performance under direct role & responsibility in KCE.

5. Roles and Responsibilities

- 5.1. The Board of Directors is responsible for establishing the Anti-Fraud & Corruption Policy as well as overseeing that there are efficient protocols set in place to support the Anti-Fraud & Corruption Policy in order to ensure the management places a high degree of importance and focuses on anti-corruption and embedded as part of the organizational culture in order that Anti-Fraud & Corruption Policy is implemented completely and appropriately.
- 5.2. The Audit Committee is responsible for overseeing internal control processes, including finance, accounting process, data recording and financial reporting processes, internal audit processes, risk management processes as well as other processes in relation to the Anti-Fraud & Corruption Policy to ensure that the processes are properly designed and efficiently and completely implemented. There is also the channel for complaint-making or whistleblowing channels to provide recommendations for Anti-Fraud & Corruption Procedure. In addition, the audit results are always reported to the Company Board of Director.

- 5.3. The Chief Executive Officer and Senior Management are responsible for establishing efficient protocols to support the Anti-Fraud & Corruption Policy, setting communications and a training program for all KCE personnel, regardless of rank, to ensure that KCE personnel have sufficient understanding and are able to effectively and efficiently apply related policies and protocols in their operations, as well as reviewing the appropriateness of related protocols to align with any changes in business operations, laws, rules or regulations.
- 5.4. The Internal Auditors are responsible for evaluating the design and operation of internal controls to ensure the compliance with applicable policies, procedures, authorities, laws and regulations, as well as the appropriateness and sufficiency of internal controls to prevent fraud risks including perform according to Audit Committee's assignment for fraud & corruption investigation beyond the scheduled internal audit plan and report to the Audit Committee.
- 5.5. All KCE Personnel are responsible to work, according to this Anti-Fraud & Corruption Policy and any related protocols, unexceptionally. KCE personnel must report to their supervisor or to a designated reporting channel if they encounter any breach of policy or have any questions about this policy. In case of any potential serious impact to the Company's reputation, KCE Personnel need to report to Chief Executive and/or the Company Board of Director.

6. Fighting against Fraud & Corruption

The Company establishes the Anti-Fraud & Corruption Policy as follows:

- 6.1. The Company has a zero-tolerance policy and will not support any form of fraud or corruption practices including bribery, whether direct or indirect.
- 6.2. Company Personnel shall not engage in, conduct, or accept any form of fraud or corruption, whether direct or indirect. In addition, KCE Personnel shall not take part in, conduct, or accept bribery, economic extortion, or illegal gratuities involving government officials or private companies that may be considered to be fraud or corruption.
- 6.3. KCE Personnel shall not ignore or neglect to raise concerns or report any suspected instance of fraud or corruption in relation to the Company. KCE Personnel shall report to the designated personnel any suspected instance of fraud or corruption and provide support to the investigation process.

- 6.4. KCE Personnel shall encourage good values and awareness in working honestly, ethically and transparently, without fraud and corruption, as part of the organizational culture representing that corruption is unacceptable in every business transaction dealing with both public and private sectors.
- 6.5. KCE Personnel shall operate in compliance with all related laws and regulations, especially the laws in relation to anti-fraud and corruption in every country in which the Company operates.
- 6.6. KCE Personnel shall operate with transparency, accuracy, and fairness under the applicable regulations, policies, procedures and guidelines of the Company, especially for marketing and sales, procurement, and accounting and finance processes.
- 6.7. Any act of KCE personnel (Board to operational staff) breaching this Anti-Fraud & Corruption Policy shall be considered for disciplinary action in accordance with KCE's Procedures which may include termination if deemed appropriate by the Company's Management. Additionally, any KCE Personnel found to be in violation of this Policy may be subject to the law if the act is proven to be a violation of related Laws.
- 6.8. The Company shall provide fair treatment and protect KCE Personnel. KCE Personnel will not suffer demotion, penalty or other adverse consequences for refusing involvement in any acts of fraud or corruption, even if such refusal may result in the Company's loss of business's opportunities.
- 6.9. The Company values the important of extending the knowledge and understanding of all persons that are associated with the Company and could affect its Anti-Fraud & Corruption Policy.

7. Political Contributions

The Company establishes its policy on political contributions as follows:

- 7.1. The Company adopts a political neutrality policy and has no policy to support any political party. The Company will not act that indicate its inclination or provide financial supports or act in any manners to support political parties, political groups, person with a political power or candidate for election whether directly or indirectly at a local, regional or national level.

- 7.2. KCE Personnel have the freedom to participate in political activities under the terms of the Constitution, related laws, and regulations. However, KCE Personnel must not participate in any political activities on behalf of KCE or employ any of KCE's resources as political contributions to political parties or any parties in relation to politics.

8. Government Officer Employment (Revolving Door)

To employ any government officer, the Company set a clear policy for transparency purpose and not for an abuse of power to benefit the Company as follows:

- 8.1 The Company does not have a policy to hire a government officer who, still holds position, works for the related tasks, or may incur risk of conflict of interest except the expert to support Research and Innovation Development Projects and also about the International Standard knowledge and practice.
- 8.2 To employ any former government officer, the Company set a cooling-off period of 2 years for the officer who used to work for the government agency directly related to the Company.
- 8.3 To be transparent for the former government officer appointment to work for the Company, the personal information will be disclosed about prior working position and place with the reason support the appointment in the Company communication channel.

9. Facilitation Payment

The Company has no policy to offer any facilitation payment which potentially leads to corruption.

10. Charitable Contributions and Sponsorship

The Company has no policy to receive any donations and sponsorship except for the Government sponsorship

The Company establishes its policy on charitable contributions and sponsorships as follows:

Charitable contributions and sponsorships to individuals or organizations, both for government or private sector, must be appropriate, transparent, with objectives for charity, lawful and ethical under the culture practice and laws and not made with the expectation of favorable treatment in return that may give the appearance as being for fraud or corruption.

Thus, the request and approval processes must be in accordance with the Charitable Contributions and Sponsorships Procedures.

11. Gifts, Entertainment and Hospitality

The Company establishes its policy on gifts, entertainment and hospitality as follows:

- 11.1. The providing or receiving of gifts, entertainment and hospitality to/from individuals and/or either government or private sectors must be transparent and with objectives for charity, and not made with the expectation of favorable treatment in return that may give the appearance as being for fraud or corruption. Thus, the request and approval processes must be in accordance with the Gifts and Hospitality Procedure.
- 11.2. The Company does not encourage trade parties, sellers, subcontractors or individuals related to business of the Company to provide gifts, assets or any benefits to staff which may lead them to make decision in their duties with bias or discomfort or create conflict of interests, unless they are given on conventionality that involves tradition of gifting.

12. Conflict of Interest

The Company policies for conflict of interest are as follows:

- 12.1. Do not conduct business either directly or indirectly, having nature that is in competition with the business of the Company.
- 12.2. Do not seek benefits for personal gain or others, by using the confidential information of the Company or its subsidiaries such as business plans, revenues, meeting resolutions, business forecast, auction, whether it will cause damage to the Company or not, and must strictly perform according to the internal data protection policy of the Company.
- 12.3. Refrain from entering into related party transactions which would cause possible conflict of interest to the Company.
- 12.4. Act to strictly comply with disclosure and related party principle in accordance with the law and other relevant regulatory authorities of the Company.
- 12.5. Do not involve in the consideration the connected transaction that they do have the conflict of interest.
- 12.6. In case of a business need for any related transaction, it must be treated as a normal business condition according to the approved principle from Board of Director with transparency, fairness and arm-length basis as well as best benefits for the Company.

- 12.7. Other transactions having the nature of related party transactions which are not in a normal business transaction according to the approved principle from the Board of Director or having transaction size over than the management authority, it must be verified and expressed opinion by the Audit Committee before submit to the Board of Director or Shareholder meeting for approval.

13.Fraud Risk Management and Internal Control Processes

The Company establishes its policy on fraud risk management and internal control processes as follows:

- 13.1. Establishes a program and procedures for fraud risk management covering fraud prevention, detection and response.
- 13.2. Establishes appropriate and sufficient internal controls for fraud and corruption prevention and the assessment/review of internal processes to ensure the efficiency and effectiveness of internal controls.
- 13.3. Establishes the assessment of fraud and corruption risks to ensure that the Company has efficient internal controls in place to mitigate all types of fraud and corruption risks.
- 13.4. Establishes measures and procedures for particular business activity expenses such as charitable contributions, sponsorships, gifts, entertainment and hospitality, facilitation payments, transportation, meals or other expenses to formally prevent fraud and corruption.
- 13.5. Establishes preventive measures to prevent the providing or receiving of gifts, assets or other benefits, entertainment and hospitality, or any other expenses that are not aligned with the Company's policies or not in compliance with the applicable laws of the related countries.
- 13.6. Establishes protocols to support the issuance of transparent and accurate financial reports which comply with international accounting standards.
- 13.7. Establishes a process for maintaining accurate books and records that accurately, properly and fairly document all financial transactions in accordance with applicable laws and regulation. Expenses in particular need to have adequate supporting documentation with approvals from authorized person to ensure the appropriateness of the expenses and that they have not been made for the purpose of fraud or corruption.

- 13.8. Establishes secure communication channels for whistleblower, staff and stakeholders to ask for suggestions, report, comment or make complains about fraud or corruption cases. The Company introduces measures for protecting rights, safety, confidentiality and to protect witnesses as well as establishes a process to investigate, enforce and report cases of fraud or corruption to the Board of Directors and Senior Management.
- 13.9. Establishes training and communications to provide understanding of the Policy on anti-fraud and corruption to all levels of KCE Personnel, from the Board of Directors, Management and Staff to Agents and Intermediaries acting or working on behalf of the Company including Business partners in order to enhance their knowledge and understanding the policy, measures and procedures in relation to Anti-Fraud & Corruption.

14. Review of Policy

- 14.1. The review of this policy is set for at least once a year and is to be submitted to the Board of Directors for approval.

This Anti-Fraud & Corruption Policy is effective from 11 July 2023 onwards.

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(Mrs. Siriphan Suntanaphan)

Chairman of the Environment, Social Government
and Sustainability Development Committee

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(Mr. Bancha Ongkosit)

Chairman of the Board of Directors

Anti-Fraud & Corruption Procedures

Government Officer Employment Procedure

The potential corruption risks in terms of conflict of interest may incur when the government officer perform the works for both government and the public sector. It may lead to the unfair treatment by the officer to give the profitable direction of the Company. Therefore, the Company adopts the specific guidelines for risk protection with clear regulations and procedures as follows;

1. The employment of government officer must be complied with the Company's policy including personal background checking before hiring for Research and Development expert and International Standard Advisor.
2. To prevent an abuse of power which may concern to the conflict of interest, the followings are prohibited;
 - Disclosure the former government sector's secrets
 - Take advantage by lobby
3. The employment of government officer must be approved by Chief Executive Officer and President.

Charitable Contribution and Sponsorship Procedure

One of the Company’s missions is corporate social responsibilities. Therefore the Company believes that charitable contributions and sponsorships contribute to one of the successes of the Company. To ensure that charitable contributions and sponsorships are transparent, lawful and consistently with the good moral and not taking any actions which caused detrimental impacts to the social with objectives for charity, not made with the expectation of favorable treatment in return that may appear as fraud and corruption. The Company establishes guidelines for charitable contributions and sponsorships as follows:

1. Charitable contributions must have the objectives of being for charity with contributions to society, without expectation of favorable treatment in return that may constitute fraud or corruption.
2. Sponsorships must have the objectives of supporting the success of projects which make a contribution to society, without expectation of favorable treatment in return that may constitute fraud or corruption.
3. Charitable contributions and sponsorships must be aligned with the Company’s Social, Community and Environment Policies.
4. Charitable contributions and sponsorships must be made on the behalf of the Company only. The receiving entities must be certified by the Revenue Department representing credibility and traceability.
5. Charitable contributions and sponsorships must demonstrate that their activities, based on the objective of the project, have taken place and can be traced.

KCE Personnel must comply with the following steps for charitable contributions and sponsorships:

1. The Requestor prepares the “Requesting Form” that indicates the name of the receiving organization and the objectives with the supporting documents attached. The Requesting Form shall be approved by the authority according to the authorization limits as indicated in the table below.

Authorized Amount	Approver
Less than THB 1 Million	The Head of Executive Office
More than THB 1 Million but not exceeding THB 10 Million	The Chief Executive Officer and President
THB 10 Million and above	The Chairman of the Executive Board

2. The Approver reviews and approves the “Requesting Form” if the objectives for the charitable contributions and sponsorships are aligned with the established procedures.
3. The Requestor provides evidence of the charitable contribution or sponsorship, such as a certificate of donation, a picture of the donation or receipt to the Finance Department as supporting documentation after the charitable contribution or sponsorship has been made.
4. The Finance Department reviews evidence relating to the charitable contribution or sponsorship, as well as retains the evidence in a proper manner. In the event of insufficient evidence, additional supporting documentation or clarification shall be requested. If it is proven the charitable contribution or sponsorship provided do not comply with the Company’s policy or has been used as an excuse/method for corruption, the perpetrator will be subject to the highest level of disciplinary action.
5. The Internal Audit Department evaluates the charitable contribution and sponsorship process annually to ensure the efficiency, effectiveness and appropriateness of the internal controls of the process.

Government Sponsorship Procedure

To support the private sector for operational efficiency improvement, standard system, innovation development and environmental conservation, the government has granted many projects as a part of Country Economic Development. Therefore, the Company has established guidelines for Government Sponsorship to ensure that such sponsorship will be spent for the best benefits, based on the objective of the project, with transparency, comply with laws and no any channel to lead to fraud and corruption. The Government Sponsorship procedures are as follows;

1. The key consideration for applying the government project is the project that is suitable for operating business of the Company by aligning with objective and goal of the project included other related regulations and applicable law. In addition, the readiness of assigned person for the project must be prepared throughout the project duration which must be approved by the Project Committee.
2. After the Project Committee reviewed and approved the project, the project owner will prepare the government sponsorship application attached with project details support and submit to Chief Executive Officer and President for approval to apply the project.
3. Once the government approved the Company to join the sponsorship project, the responsible function must study project detail and strictly perform according to the related rules and regulations to avoid any damage to the Company and the Government.
4. If the sponsorship is in term of government services, advisory or training, the project owner must assign the qualified project team who will be the project coordinator and trainee.
5. If the sponsorship is in term of cash, the cash must be transferred to the Company's bank account only, not allow to receive any sponsorship by cash. To request for project spending, the project owner must prepare the "Requesting Form" identified the responsible person, spending objective with the supporting documents attached. The Requesting Form shall be approved by the authority according to the authorization limits as indicated in the table below.

Authorized Amount	Approver
Less than THB 5,000	The Head of the project
More than THB 5,000 but not exceeding THB 50,000	The Head of Executive Office
THB 50,000 and above	The Chief Executive Officer and President

6. If sponsorship is in term of assets, the asset receiving form must be prepared by identifying asset description, quantity received, receiving person, receiving date and custodian name and report to the Project Committee. To request asset of the project, the requester prepares the “Requesting Form” identified asset using purpose with the supporting documents attached. The Requesting Form shall be approved by the Project Director.
7. The Approver reviews and approves the “Requesting Form” if the objectives for requesting (cash or assets) are aligned with the objectives of the project.
8. The Requestor provides evidence of the project expenses, such as a receipt and a project activity picture, etc., to the Finance Department as a supporting document of the project.
9. The Finance Department reviews evidence relating to the project expenses as well as retains evidence in a proper manner. In the event of insufficient evidence, additional supporting documentation or clarification shall be requested. If it is proven that project payment do not comply with the Company’s procedure or have been used as an excuse/method for corruption, the perpetrator will be subject to the highest level of disciplinary action.
10. Government Sponsorship Procedure shall be evaluated by the Internal Audit Department annually to ensure its efficiency, effectiveness and appropriateness.

Gifts and Hospitality Procedure

Gifts, Entertainment and Hospitality are defined as anything valuable that the Company provides or receives to/from Related Business Partners to build relationships in an acceptable manner with appropriate value and in accordance with traditions and applicable laws. Thus, to ensure the transparency and the fact that gifts, entertainment and hospitality are not provided or received with the expectation of favorable treatment in return that may appear as fraud and corruption, The Company has established guidelines for gifts, entertainment and hospitality as follows:

1. The receiving or providing of gifts, entertainment and hospitality is permitted according to tradition but must not impact the Company's operations and business decisions. KCE Personnel must not ask for gifts, entertainment and hospitality.
2. The receiving or providing of gifts, entertainment and hospitality must be transparent and not with the expectation of favorable treatment in return.
3. The receiving or providing of gifts, entertainment and hospitality must be in accordance with applicable laws and regulations as well as the Company's related policies, procedures, guidelines and manuals.
4. Receiving or providing gifts, entertainment and hospitality but be done on behalf of the Company only.
5. Receiving or providing gifts, entertainment and hospitality must be reasonable. Approval is required for receiving or providing gifts, entertainment and hospitality with an amount exceeding THB 5,000 or the receiving of gifts, entertainment and hospitality with an amount exceeding THB 10,000 from one source within a calendar year.

Listed below are examples of gifts, entertainment and hospitality that KCE Personnel may receive or provide:

- Promotional products in small values such as pens, books, calendars, or mugs with the organization's logo
- Gifts or gift baskets during festive seasons
- Meals for business discussions

Listed below are examples of gifts, entertainment and hospitality that KCE Personnel must not receive or provide:

- Cash or cash equivalents
- Entertainment at inappropriate venues such as bars or nightclubs

- Entertainment activities, sports activities, usage of vacation homes or other activities for personal benefit

KCE Personnel must comply with the following gifts, entertainment and hospitality steps:

1. Receiving gifts (for an amount exceeding THB 5,000 at once or amounts not exceeding THB 10,000 from one source within a calendar year).
 - 1.1 KCE Personnel receiving gifts prepares “Gift Receiving Form” that indicates the receiver (KCE Personnel), the details of the gifts received, the amount, the received date, the name and the relationship to the Company of the provider, and the objectives as well as the required supporting documents attached. The Receiving Form shall be approved by the Head of the Executive Office.
 - 1.2 The Head of the Executive Office reviews the “Gift Receiving Form” to ensure the objectives of receiving gifts are in accordance with the Company’s procedures.
 - 1.3 The Head of the Executive Office determines actions to be taken with the received gifts such as returning the gifts to be used in the receiving department, keeping the gifts for a lucky draw during festive seasons, or making donations.
 - 1.4 The Internal Audit Department annually evaluates receiving of gifts process to ensure the efficiency, effectiveness, and appropriateness of the internal controls of the process.
2. Providing gifts, entertainment and hospitality
 - 2.1 The Requestor has to prepare “Requesting Form” that shall be indicated the name of the organization receiving the gifts, entertainment and hospitality, the details of gifts, entertainment and hospitality to be provided, the quantity, the amount, and the objectives as well as the supporting documents attached. The Requesting Form shall be approved by the authority according to the authorization limits as indicated in the table below.

Authorized Amount	Approver
More than THB 5,000 but not exceeding THB 50,000	Head of the Executive Office
THB 50,000 and above	The President and Chief Executive Officer

- 2.2 The Approver reviews and approves the “Requesting Form” if the objectives for gifts, entertainment and hospitality align with the established procedures.
- 2.3 The Requestor provides evidence of gifts, entertainment and hospitality, such as receipts and a “Thank You Letter” from the organization receiving the gifts,

entertainment and hospitality, to the Finance Department as supporting documentation after the gifts, entertainment and hospitality has been provided.

- 2.4 The Finance Department reviews evidence relating to the gifts, entertainment and hospitality as well as retains evidence in a proper manner. In the event of insufficient evidence, additional supporting documentation or clarification shall be requested. If it is proven that the gifts, entertainment and hospitality provided do not comply with the Company's policy or have been used as an excuse/method for corruption, the perpetrator will be subject to the highest level of disciplinary action.
- 2.5 The gift, entertainment and hospitality process shall be evaluated by the Internal Audit Department annually to ensure its efficiency, effectiveness and appropriateness.

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(Mrs. Siriphan Suntanaphan)

Chairman of the Environment, Social Government
and Sustainability Development Committee

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(Mr. Bancha Ongkosit)

Chairman of the Board of Directors

Requesting Form

Date

Requesting Form for: *(Please mark X in the appropriate box)*

- Charitable Contribution and Sponsorships
- Withdraw funds/Issue assets from government-funded project
- Gifts and Hospitality

Requestor Information

Name

Position Function

Receiver Information

Organization / Individual

Relationship with KCE

Objectives

.....

Details:

Number	Description	Quantity	Amount

Requestor:

Approver:

()

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Date

Date.....

Gift Receiving Form

Date

Receiver Information

Name

Position Function

Details:

No.	Gift Provider Organization	Relationship with KCE	Objectives	Description	Quantity

Receiver:

Approver:

()

()

Date

Date

FOR EXECUTIVE OFFICE ONLY

Action to be taken:

Give back to be used in the receiver's department

Keep at Executive Office for Lucky Draw

Make Donation

Other (Please specify)

Approver: Signature Date