



บริษัท สโตนวัน จำกัด (มหาชน)

Stone One Public Company Limited

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## Code of Conduct



## Stone One Public Company Limited and its subsidiaries



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## Introduction

From the company's vision, which is committed to becoming a leading company in the production and distribution of stone and sand for construction, by operating efficiently, transparently, and responsibly towards society and the environment, as well as from the company's mission to conduct business ethically, be socially and environmentally responsible, and create sustainable value for stakeholders including shareholders, customers, business partners, employees, and communities.

Therefore, Stone One Public Company Limited (a public company) focuses on ethics in conducting business, aiming to ensure that the management and employees work to high standards of quality and ethics. To achieve this, the company has developed a Code of Ethics, Business Ethics, and Workplace Practices since 2014, which has been continuously reviewed and improved. The current version has been enhanced to ensure comprehensive and clear content, serving as a guideline for management and employees in their work practices. This helps to maintain a good reputation and pride among employees, leading towards being an organization with effective governance systems.

In addition, all employees and managers of the company must understand and implement this Code of Ethics, based on the principles of good business ethics, including promoting and disseminating these principles to all stakeholders, to collectively build a society based on the foundation of good corporate citizenship.



### Definition

S1	Refers to	Stone One Public Company Limited and/or its subsidiaries.
Subsidiary company	Refers to	Subsidiaries according to the consolidated financial statements of Stone One Public Company Limited
Executive	Refers to	The directors of the company and the top management, the first four executives counted from the highest-ranking executive downwards, including those holding positions equivalent to the fourth-ranking executive, as well as the highest-ranking executive in the accounting or finance department.
Employee	Refers to	Permanent employees under labor contracts Probationary employee and employees with special employment contracts who belong to S1
Code of Conduct	Refers to	Good business practices for S1, its subsidiaries, executives and employees This will lead the organization to have a good governance system. It is considered part of the employee regulations.
Asset	Refers to	Chattel, Real estate, technology, concessions, copyrights, title documents, rights, patents, and inventions of S1
Specific information	Refers to	The information held by S1 as an owner or controller, which is economically valuable both in the present and the future, is considered confidential and shall not be disclosed to external parties without authorization from the appropriate authority. This includes customer and employee information, sales and marketing data, product and service information, accounting information, business plans, marketing plans, financial plans, and so forth.
Stakeholders	Refers to	Individuals and/ or juristic persons involved in S1 's business operations, including shareholders, executives and S1 employees, customers, trading partners, creditors, business competitors and society at large, etc.

Partners	Refers to	Product distributors, lessors or leasing providers where the goods are delivered or service to S1
Customers	Refers to	Product buyer and/or service recipients from S1
Adhere to the rule of law	Refers to	Making decisions and conducting business in accordance with the provisions of the law or related regulations (Rule of Law)
Justice and Integrity	Refers to	Performing duties with fairness and equality without discrimination based on the principles of fairness and morality (Fairness and Morality).
Transparency	Refers to	Transparency in decision making and operating procedures that can be disclosed to the public and can be verified. Under the framework of regulations and laws (Transparency)
Honesty	Refers to	Honesty in performing duties that must be performed correctly according to regulations Good traditions and morals (Integrity)
Sense of duty	Refers to	Awareness of duty that must be performed with the utmost ability and efficiency (Responsibility)
Responsibility for the results of performing duties	Refers to	Accept the results of performing your duties. Either positively or negatively (Accountability)
Vision	Refers to	Creative foresight To create added value for the business in the long run. and strive for excellence in work (Vision)

## How to use code of conduct

### Persons who must comply with **code of conduct S1**

- All directors, executives and S1 employees

### Guidelines according to code of conduct

- Understand various principles and practices. As specified in the code of conduct
- Consulting with superiors when uncertain about the ethical correctness of actions to be taken.
- Communicate and convey to collaborators or involved parties the ethical guidelines of S1 employees according to S1's code of conduct.
- Report when witnessing unethical conduct through the designated whistleblowing system at S1, and cooperate in the investigation process to uncover the truth.

### Results of violations code of conduct

- Failure to adhere to the principles and practices outlined in the Code of Conduct is considered a violation of workplace regulations and may be subject to penalties as per the criteria set forth, including verbal warnings, written warnings, suspensions, and termination. The severity of the consequences will be assessed based on the impact and damage incurred.
- Supporting others in violating the Code of Conduct, showing indifference when witnessing ethical misconduct, obstructing truth-seeking processes, and acting unjustly towards truth providers are considered violations of S1's code of conduct.

### When discovering violations code of conduct

- Notify through the complaints and whistleblowing system. (Whistleblower System) according to the whistleblowing policy which is on the company's website and Intranet system
- Whistleblower or the person giving the information will receive protection and fairness according to the whistleblowing policy.

## Guidelines according code of conduct

### 1. Adhere to the rule of law

S1 and its subsidiaries adhere to the rule of law in conducting business. Moreover, it is the duty of executives and employees to know company regulations. Related Laws Including laws that will be enacted in the future that affect their administration and work.

#### Guidelines

- 1) Study and understand in the rules and regulations that are the basis for government operations, both currently in effect and those that will come into effect in the near future.
- 2) Do not seek trade secrets or competitor specifications By illegal means such as theft, espionage, or violating a competitor's non-disclosure agreement. Whether it is from customers or other people.

### 2. Transparent

Decisions and procedures of S1 and its subsidiaries it is transparent that information can be disclosed to all stakeholders for acknowledgment and verification. Under the law and regulatory framework, rules and procedures of S1 and its subsidiaries related including preventing trade secrets from being leaked to competitors.

#### Guidelines

- 1) Prepare accounting, financial, business conditions, and operating results. To show the financial status and operating results of S1 and/or its subsidiaries. As a matter of fact Accurate and complete according to accounting standards be reliable and verifiable as determined by the Audit Committee.
- 2) Follow the purchasing/hiring process. To be in accordance with the policies of S1 and/or its subsidiaries strictly be transparent, clear, and fair to all parties. In the case where the partner company has executives sales staff or the shareholder is a relative or person residing under the same roof as an executive or employee of S1 and/or its subsidiaries. Executives or employees must inform their supervisors in writing immediately and avoid being involved in such procurement transactions or proceed in accordance with policies or criteria regarding related transactions.

- 3) Follow the work manual and operating authority of S1 and/or its subsidiaries strictly

4) Executives and employees involved in the purchasing/hiring process Including relatives and residents under the same roof. You should avoid participating in various activities. Including eating or playing sports with partners. If it is an unavoidable necessity, there should be a representative of S1 and/or its subsidiaries. More than one person participates and must inform the supervisor in writing first.

### 3. Committed to justice and morality.

S1 and subsidiaries be committed to fairness and morality with stakeholders. To create continuous good relationships in conducting business Moreover, we do not discriminate against anyone unfairly. By using judgment or personal relationships to judge and provide equal opportunities without discrimination of race, nationality, religion or gender.

#### Guidelines

1) Fair and not discriminating against stakeholders in business operations, providing benefits to customers should adhere to the principles and policies of the company.

2) Executives must manage their work with prudence. To make shareholders trust and accept the decision that any action will be taken. Act with fairness and consider the best interests of all shareholders.

3) Fair and not discriminating in employment terms, including recruitment Consideration of compensation and benefits from employment Promotions, transfers, performance evaluations, training, regulatory compliance and termination of employment conditions as well as participating in social and recreational activities, etc.

4) Always provide service that exceeds customer expectations. Including providing services to customers with honesty and fairness. Do not take advantage or defraud customers.

5) "Adhere to trade terms with customers/creditors honestly and fairly. In cases where it is not possible to comply with the terms, notify the counterparties/creditors to collaboratively find a solution."

### 4. Give importance to customers

S1's executives and employees, including subsidiaries, focus on effective management for maximum customer satisfaction. They emphasize caring for and valuing customers by ensuring the quality of products and services. This results in high customer satisfaction. Additionally, they sincerely handle customer complaints and make genuine efforts to rectify any deficiencies that may arise in the processes of work and service delivery.



### Policies and guidelines for customers

Stone One Public Company Limited (the “Company”) is committed and intends to provide users of the Company’s products and services with Receive maximum benefits and satisfaction. Both quality Fair price as well as mutually agreed upon promises In order to be consistent with conducting business with ethics according to the principles of corporate governance.

The company has established policies and guidelines for its customers and subsidiaries this is consistent with the principles of Good Corporate Governance as follows:

1. Deliver products and services that meet customer needs and according to the promises given.
2. Continuous development to get quality products and services and respond to customer needs.
3. Store customer information systematically, securely, and do not disclose or use customer information without permission from the customer or as required by law.
4. Set prices for goods and services at a fair rate.
5. Establish a quality management system and an occupational health and safety management system according to international standards.
6. Establish a department responsible for providing product suggestions, consultations, solutions, and receiving complaints. In order for customers to receive maximum satisfaction in products and services.

In the event that customers discover the company not adhering to policies and practices for customers.

If customers find that the company does not comply with the above policies and practices, they can report or file complaints following the company’s whistleblower policy through the website.

### Guidelines

- 1) Know and understand the products and services of S1 and its subsidiaries very well, including providing accurate and complete information to customers.
- 2) Study and understand customer needs in detail before offering products or services to customers. In order to correctly respond to customer needs including having to always be interested in acquiring knowledge and accumulate experience in working to be more efficient in order to increase customer satisfaction.
- 3) Treat customers with politeness. Show respect and use polite language with customers.
- 4) Have a good attitude towards customer service. Give importance to service work and perform it to the utmost. This results in valuable and efficient service work

5) Respect decisions and customer comments as well as not violating the personal rights of customers

## 5. Social Responsibility

S1 and its subsidiaries recognize the importance and responsibility towards society and communities. This includes a continuous commitment to environmental care. We aim to cultivate positive relationships and consider the potential impacts on shareholders, employees, communities, customers, partners, government entities, society, and the nation as a whole. Instilling the right attitudes and fostering a corporate culture, we aim to make our employees socially responsible, treating it as a core mission to create beneficial projects and activities for societal and community development. Therefore, we have established a Corporate Social Responsibility (CSR) policy, emphasizing areas relevant to the core business operations of S1 and its subsidiaries.

### Guidelines

1) "Corporate Governance: S1 and its subsidiaries strive to set a high standard as a role model in Thailand's mining and stone milling industry. This involves building trust with stakeholders, enhancing value, and fostering sustainable organizational growth. Adhering to internationally recognized governance principles, our operations aim to achieve and uphold excellence in the core values of a leading organization.

2) Human Rights: S1 and its subsidiaries prioritize fundamental human rights, refraining from discrimination, promoting gender and social equality, and prohibiting the use of child labor.

3) Labor practices: There is supervision to ensure wages are at an appropriate level. Changes in organizational structure and organization are within the framework of Thai law and regulations related to occupational health and safety. Arranging the working environment to be appropriate and safe.

4) Environment: S1 and its subsidiaries there is a clear environmental policy and strict guidelines such as measures to reduce environmental impact in every activity. To preserve the ecosystem and environment of the community in which the company operates. Operating a business Including creating an organizational culture and instilling awareness of both employees and those working in the quarry and stone crushing plant, including related logistics services. To move towards a green culture and a sustainable green network.

5) Fair operations: S1 and its subsidiaries is committed to conducting business with fairness, ethics, and compliance with the law. Respect the rules of society and is politically neutral

6) Relationships with customers and suppliers: S1 and its subsidiaries focus on good management for maximum customer satisfaction. Handle customer complaints with sincerity. Including trying to fix various shortcomings that may occur from the work process and service provision Meanwhile, S1 and its subsidiaries Expect to receive similar products and services from the organization/supplier.

7) Community Inclusion and Development: S1 and its subsidiaries will assess the needs of the community, promote employee involvement for mutual learning, collaborate with local stakeholders in education, culture, and societal development, and actively contribute to improving community well-being. Additionally, they will encourage and support employee participation in volunteer work and community service activities.

8) Anti-corruption: S1's business operations must be carried out correctly, transparent, honest, and verifiable by complying with relevant laws and the company's anti-corruption policy. S1

## 6. Not related to politics

S1 and subsidiaries Respect and support stakeholders in exercising their rights and freedoms under the Constitution. S1 and its subsidiaries will be politically neutral

### Guidelines

1) Do not use your position, time, property, or any other facilities of S1 and its subsidiaries.in benefiting and support any activities politics or political organizations or members of political organizations

2) Do not use authority, influence, pressure, or force colleagues including subordinates supporting any activities political or political organization or member of a political organization

## 7. Leadership

Executives should have ethics and perform appropriate leadership roles and behave in a manner that is acceptable to society as well as being beneficial for the management of S1 and its subsidiaries.

### Guidelines

1) Executives must show their vision in management. Including having a sense of duty and responsibility for the results of performing duties to be trusted and accepted by society.

2) Executives must procure and implement a quality management system. To reduce steps and increase work efficiency as well as strive to find appropriate innovations Including training and development of

employees in line with innovation and quality management systems. To manage the work of S1 and its subsidiaries to be a sustainable business and be a business leader

3) Executives must investigate complaints/complaints of stakeholders or other persons in order to obtain facts and solve problems quickly and fairly. However, the executives may not take any action. In making a complaint/complaint By means of an email card.

4) Executives must promote and support leadership among employees. It also encourages employees at all levels to participate in the development of the company.

5) Executives must participate and encourage employees to participate in activities for public benefit in the community and society. This is so that the S1 Group of Companies will be a part of the community in developing and building good relationships with community members and society as a whole.

#### 8. Honesty

Executives and employees must perform their duties with honesty and carefully protect the interests of S1 and/or its subsidiaries

##### Guidelines

1) Perform duties with honesty and without bias. Do not use your authority to seek personal benefits for yourself or others.

2) Do not intentionally make false or erroneous reports or records. Including must not intentionally conceal or present false or erroneous information to S1 and/or its subsidiaries. When you find a report or record with inaccurate or erroneous information, you must report it to your supervisor immediately.

3) Use work time efficiently and to be effective as specified in accordance with regulations Including not doing or influencing co-workers. Subordinates must use their time to work for other activities that are not related to the interests of S1 and/or its subsidiaries.

4) Perform assigned tasks with full knowledge, ability, and awareness of duty and responsibility.  
Channel for performing duties

#### 9. Comply with laws and regulations



Executives and employees must perform their duties in accordance with the laws related to the business of S1 and/or its subsidiaries and work regulations of S1 and/or its subsidiaries strictly Also avoid doing anything. This may have a negative impact on the business integrity of the S1 Group.

#### Guidelines

1) Do not violate, avoid, resist, or ignore announced regulations or company orders including orders that are lawful and dutiful of the commander.

2) Do not produce or possess illegal things. Whether for personal use for sale or for any other person.

3) Use communication systems and computer systems responsibly and must not cause division. Causing others harm, demoralizing, or promoting hostility in the workplace.

4) Do not use communication systems and computer systems. In illegal activities or against the policies of S1 and/or its subsidiaries and do not use the internet or similar services in a way that will cause damage, embarrassment, or lack of credibility or fame

### **10. Treatment of information and property**

#### **10.1 Personal information**

S1 respects the privacy rights of those involved. Therefore, personal information of employees and those involved in business operations such as personal status, biography, financial information. Contact information, health information, or other personal information must be protected and not used, disclosed, or transferred to another person in violation of legal rights.

#### Guidelines

1) Using, disclosing, or transferring personal information of another person Must receive consent from that person and not violate legal rights.

2) Person responsible for keeping information in the possession or in the care of the company. Personal information of employees and those involved in business operations must be protected. Therefore, use, disclosure, or transfer of such information will be done as necessary for normal work duties and does not violate legal rights

#### **10.2 Use of Property**

Executives and employees are responsible for maintaining and using the assets of S1 and/or its subsidiaries. To fully benefit the business of S1 and/or its subsidiaries only and not to use it for the benefit of others or in a wrongful way.

#### Guidelines

1) Comply with the security requirements of S1 and/or its subsidiaries in using tools, equipment, and working environment.

2) Do not take, use, sell, give, beg, borrow, lend, or otherwise dispose of property of S1 and/or its subsidiaries without permission Regardless of the value or condition of the property.

3) Do not intentionally cause damage, sabotage, or destroy property of S1 and/or its subsidiaries.

4) Do not use property of S1 and/or its subsidiaries for personal benefit or external affairs unless permitted by a supervisor.

5) Help or attempt to obtain patents, copyrights, or protect trademarks that are the intellectual property of S1 and/or its subsidiaries.

#### **11. Treat superiors, co-workers, and subordinates.**

Executives and employees should maintain a working environment free from violations of personal rights and respect each other as well as provide cooperation and assistance Propose ideas and solve problems together in work.

#### Guidelines

1) Do not incite, slander, or mock which causes division and unity and refrain from using other people's work as your own;

2) Do not do anything which violates or sexually harasses co-workers if you find or know that there has been sexual harassment or harassment among co-workers, report it to your supervisor immediately.

3) Be a disciplined person. Do not do anything which is disrespectful to superiors Treat co-workers and subordinates with politeness. Be considerate and have good human relations.

#### **12. Be a good citizen**

Executives and employees should act as good citizens who can live happily with others in society.

#### Guidelines

1) Develop yourself to have morality, ethics, and study for additional knowledge. In order to perform duties efficiently and effectively

2) Do not behave in a manner that is disgusting to others, speak harassingly, act like a hooligan. Overflowing with debt, gambling, drug use, and alcoholic beverages while working or do anything which indicates that morality is deteriorating.

3) Do not carry weapons to work.

### 13. Do not accept compensation that is beyond what is normal.

Executives, employees and those close to them should not receive money, benefits or items from business associates with the S1 Group if receiving it may give the impression that the recipient is biased or has a special business relationship with the giver. This may cause damage to S1 and/or its subsidiaries.

#### Guidelines

1) Executives, employees and relatives or residents under the same roof Must not demand Do not accept participation in social activities, sports activities, entertainment, gifts, gifts, or gratuities for yourself or others from people participating in business.

2) If it is an unavoidable case May receive benefits or gifts for business advertising or according to traditions, if the benefit or gift is not worth more than 3,000 baht. In the case where the value is more than 3,000 baht, the supervisor must be notified in writing and the benefit or gift must be delivered. Company

3) In the case where executives and employees are representatives of S1 and its subsidiaries attend a partner party or travel for training/visit outside work and receive benefits or gifts valued at more than 3,000 baht, whether from a sweepstakes, lottery drawing or souvenir certification, the same treatment as in point 2)

### 14. There is no conflict of interest.

Executives and employees should not behave in a manner that may cause a conflict of interest with S1 and/or its subsidiaries.

### Guidelines

1) Executives, employees, families and residents under one roof must not conduct any business/activities. That may cause the general public to see that this is a business/activity that has a conflict of interest with S1 and/or its subsidiaries. Whether directly or indirectly

2) Executives and employees must not join family members or close people in conducting any business/activities. That may cause a conflict of interest with S1 and/or its subsidiaries. Whether directly or indirectly to avoid such possible impropriety, the relationship of any family member or other person should be disclosed that may cause a conflict of interest by reporting it to your supervisor in writing.

### 15. The specifications of S1 and/or its subsidiaries are not used to use for illegitimate benefits

#### Guidelines

1) Executives and employees responsible for implementing specifications you must be careful not to let others hear you. Eavesdropping, eavesdropping, or recording you should not talk in public through a communication device or conversations with family members and close persons, which may lead to disclosure to others.

2) Executives and employees must manage, store, and classify specifications in accordance with the regulations of S1 and/or its subsidiaries.

3) Executives and employees must not disclose specific information about S1 and/or its subsidiaries. To those who do not have a right to know according to regulations or business agreements unless approved in writing by the operating authority and responsible agency.

4) Executives and employees must not use specific information for securities trading or send such information to others for securities trading.

### 16. S1 transactions

#### 16.1 Intercompany transactions in S1

Conducting business or performing work that is a transaction between companies in S1 must comply with the law and regulations issued by government agencies including the regulations and operating powers of S1





### Guidelines

- 1) Study the criteria, regulations, procedures, authority to carry out the process specified by S1 to understand before proceeding.
- 2) Follow the guidelines and procedures for considering and approving related transactions. Related items or items that may have conflicts of interest to provide maximum benefit to S1 in accordance with the criteria specified by law.
- 3) Carry out related transactions in a fair, reasonable manner and without transfer of benefits between companies in S1.

### **16.2 S1's transactions with outsiders.**

Transactions with third parties must be carried out correctly according to the rules. And the process prescribed by law and company policy including approval according to strict operating authority. In addition, the agreed conditions must be followed in a straightforward, transparent, and verifiable manner.

#### **Policies and guidelines for trading partners,**

The Company and its subsidiaries Establish policies and guidelines for trading partners within the framework of honest trade competition. By adhering to the performance of the contract Business ethics and commitments given to trading partners strictly as follows:

1. Consider the appropriate and fair purchase price. Taking into account the reasonableness of price, quality and service received. Including being able to give appropriate reasons when investigating
2. Make payments to trading partners correctly and on time.
3. Set clear regulations for procurement and various operations and to the same standards as trading partners. Every person
4. Conduct business in a sustainable and transparent manner. By following the trade conditions and contracts set forth. And be fair to those involved.
5. Not calling for or accepting any assets or benefits from business partners in any circumstances, including gifts during festivals or traditions.
6. Have a schedule to visit business partners regularly. To exchange opinions and suggestions.
7. Support environmentally friendly procurement and community products.
8. Avoid purchasing products whose trading partners violate human rights or infringe on intellectual property rights.
- 9 Not disclosing a partner's information to others, unless consent is obtained from the partner or as required by law.
10. Not doing business with partners who engage in illegal activities or violate peace, order, and good morals
11. Promoting and supporting business partners to conduct sustainable operations with social and environmental responsibility, adhering firmly to the company's business ethics. In the event that a business partner does not comply with the policies and practices towards them:

If the business partner does not align with the above policies and practices, the company reserves the right to terminate any joint business engagements or take any appropriate actions deemed necessary to prevent and mitigate potential impacts or damages.

If a business partner discovers that the company is not adhering to the policies and practices towards them, the partner can report or file a complaint through the company's whistleblowing policy available on its website."

#### **Guidelines**

- 1) Study, understand and follow the policies and guidelines for various groups of stakeholders.

2) In procurement, the steps must be taken according to the regulations and procurement methods. And consider choosing a legal entity first. Except in cases that require individual expertise or for the benefit of any operations of the company.

3) Transactions must take into account value. Prices that follow market mechanisms Quality and service received do not discriminate or prevent doing business through unfair or unlawful means.

#### 17. Fair trade competition

S1 accepts the principles of free trade. Fair competition benefits the company, competitors, and customers. Therefore, fair competition laws must be followed.

##### Guidelines

- 1) No agreement between competitors that causes price corrections, price fixing, price increases or profits.
- 2) No agreement among competitors to divide customers, products or market space.
- 3) No agreement among competitors to reduce production or Releasing products
- 4) Do not jointly bid or bid together. Avoid contact with competitors in the process of bidding.

#### 18. Money laundering

S1 does not support money laundering. Accounts are prepared and maintained legally. To protect businesses from being involved in any illegal activities, both intentionally and unintentionally.

##### Guidelines

- 1) S1 accounting documents and other documents must accurately describe the nature of the business and transactions. There is compliance with laws and regulations related to money laundering.
- 2) Doing legitimate business with trustworthy and acceptable customers or trading partners and using funds whose origins can be verified.
- 3) Report to supervisors and related departments when discovering behavior that is likely to be money laundering, such as requests from customers or business partners to pay money to third parties Or pay separately into several accounts or pay in cash or a large and suspicious amount of cash equivalents or being willing to pay more than the market price without good reason

#### 4. Example Questions – Suggestion

As a guideline to follow “**Business Ethics**” of S1 and its subsidiaries Therefore, sample questions - suggestions have been set as follows.

**\* Adherence to legal principles.**

1) Question. The company has a policy to improve marketing research work. By procuring ready-made programs to use. This program is sold at a very high price and copyright is reserved by law. Because you're subordinate has a friend in the marketing department of a partner company that uses the program. And in order to get the work from his supervisor, he asked for a copy of the said program to try out at work in order to save costs. When you know about this, what should you do?

Suggestion. Improper use of legally reserved programs. There is a risk of being sued and it is an illegal act. This may affect the image of the company later, even if it is only a trial use, it is not appropriate. You should order the removal of such programs from the company's machines and strictly prohibits computer programs that have not been purchased legally from being used on the company's machines.

**\* Transparency**

2) Question. One purchasing employee is responsible for receiving bidding information for construction and renovation of the company's stores. In opening the auction envelope once the management received a complaint from a business partner (auctioneer) that a company was not aware of the bidding information before opening the bidding envelope and received most of the bidding work. And that purchasing department employee had once been found eating with employees of the company that received the bidding work. What action should executives take?

Suggestion. The company's policy is there must be transparency, clarity, and fairness in the purchasing/ hiring process. Executives should investigate and find out the facts with employees. If found guilty, punishment should be carried out according to regulations. And there should be measures for improvement that are clear and fair to all parties, as well as advising/ admonishing those involved in the purchasing/ hiring process to have behavior that

is appropriate to their duties and responsibilities. In particular, more than one person should go to a meal with a business partner and the supervisor should be informed.

**\* Committed to justice and integrity.**

3) Question. I worked with S1, then my sister who worked at a subsidiary company. I have requested a transfer and been assigned to work in my department. Does this situation conflict with the company's policy?

Suggestion. Conflicting because your sister must report to you indirectly through a line supervisor. Therefore, you have the influence and power to allow you to punish your sister, such as by evaluating her performance. Increasing salaries, wages, etc., which may be done with bias considering the issue of personal relationships or family members transferring your younger sister to work with you is therefore inappropriate.

4) Question. If a business partner of the company is found to be using child labor in the factory what should I do?

Suggestion. Report to supervisor immediately. Because the company encourages its business partners to act in accordance with the company's business ethics. The company will consider taking any action against that partner. Considering the impact and damage that has occurred.

**\* Give importance to customers**

5) Question. The management team received complaints from customers that Bought rocks/sand or receive logistics services from the company but received later than agreed. What action should the company take in this matter?

Suggestion. The company has taken into account the quality of the products and services that will be given to customers as important. In the event that it occurs related to service work although the company already has strict measures for scheduling work and delivery, if there is such a complaint Quality Control Working Group We will immediately proceed with our investigation to find out the facts, such as the process of accepting orders. Ordering work to relevant departments Delivery schedule, etc. Present information to management to find ways to prevent and solve problems further.

**\*Social responsibility**

6) Question. If a business partner of the company is found to be using child labor in the factory what should I do?

Suggestion Report to supervisor immediately. Because the company encourages its business partners to act in accordance with the company's business ethics. The company will consider taking any action against that partner. Considering the impact and damage that has occurred.

7) Question. As a commander, you must evaluate the annual performance of subordinates who have personal conflicts with you. How must you act?

Suggestion Must treat subordinates equally and with fairness do not discriminate and evaluate performance based on work results and performance measurement criteria set

\* Honesty

9) Question. I discovered that a co-worker had falsely recorded overtime. What should I do?

Suggestion False or inaccurate recording of working hours. It is considered a serious disciplinary offense. Such actions cost the company money. It is considered fraud against the company. You must report the matter to your supervisor in order to notify the Human Resources Department for further action according to regulations.

\* Comply with laws and regulations

10) Question. A co-worker has a habit of making cheeky, dirty jokes or asking double-pronged questions that annoy co-workers of the opposite gender me and others. How can I end this situation?

Suggestion The Company already has regulations prohibiting such behavior. You can resolve this problem by speaking directly to the person about your personal feelings or report to supervisor or related agencies

11) Question. A co-worker likes to play the underground lottery. He is the leader of the sharing group and brokers loans to employees. Invite me to join the sharing group and likes to talk about the lottery. How should I conduct myself?

Suggestion. You should not participate in any activities that violates the company's regulations you should warn your friends or report to relevant agencies for further action.

12) Question. An employee earns extra income by selling products for a direct sales company and use working time including telephone calls and company e-mails to sell said products I am someone who has been persuaded to buy a product. What should I do?

Suggestion. According to the company's regulations Employees are prohibited from encroaching on the company's time. Including prohibiting using tools and equipment in the company's work. For your own benefit or the benefit of others you should warn your co-workers or report to supervisor or notify relevant units to proceed further.

**\* Maintain property**

13) Question. My organization received a new computer to replace the old one. I will bring an old computer. Can I donate on behalf of my company to schools in my area of responsibility?

Suggestion. Even though the company's office equipment is old and outdated, but donations must be in accordance with the company's regulations and must be approved by the person with authority to proceed first.

14) Question. If you want to know personal history information of your subordinates, such as work history Health history. What must you do?

Suggestion Request information from subordinates who are the direct owners of the information. Because of these personal data The Company cannot disclose this to you.

**\* Do not accept compensation that is beyond what is normal.**

15) Question. I am about to travel to a meeting with a partner company overseas for the first time. And according to tradition, gifts must be exchanged between companies doing business together. Does the company have a policy for accepting gifts?

Suggestion It is a culture or tradition of exchanging gifts to build business relationships, but the gift should not be of high value if you receive a gift with a value that is higher than normal you must receive the said item on behalf of the company and must report to supervisors as well as give gifts to the company

16) Question. I am selecting an outside consulting firm. Organize special marketing activities. My older brother also runs a business as a marketing consultant which I have considered my brother is highly qualified for the job that I require. Can I hire you?

**Suggestion** No, even though your brother is extremely qualified. Because hiring will cause conflicts of interest for the company. However, your elder brother still has the opportunity to be selected as a consultant for the company. You must not be involved in the selection, decision making, and hiring.

\* Do not use specific information for illegal purposes.

17) **Question.** I have a teaching job outside of work and want to use the information I worked with the company for teaching. Is this action against the company's policy?

**Suggestion** It may be against company policy. This is because the information produced, used, or is in your care while working for the company. It may be a specification or Intellectual property you should consult with your supervisor before using company information outside of your duties and responsibilities.

\* Making transactions between each other

18) **Question.** The subsidiary company requests permission to use the parent company's trucks without charge because it is seen that they are the same group of companies.

**Suggestion** Can't do it this is because assets between companies must be traded or rent according to market price or book value.

19) **Question.** The parent company temporarily borrows employees from its subsidiaries to help with operations.

**Suggestion** Can't do it Intercompany personal loans must comply with personnel management regulations and collect expenses between each other correctly

20) **Question.** You want to purchase products for yourself from a partner. If purchased in the name of the company, you will receive a discount greater than usual. Can you use the company name when ordering?

**Suggestion** The company name cannot be used in transactions that are not related to the company. Because it will cause others to misunderstand that they are transacting with the company and may cause damage to the company





บริษัท สโตนวัน จำกัด (มหาชน)

Stone One Public Company Limited

29 อาคาร บางกอกบิสิเนสเซ็นเตอร์ ชั้น 14 ถนนสุขุมวิท 63 แขวงคลองตันเหนือ เขตวัฒนา กรุงเทพฯ 10110  
29 Bangkok Business Center 14 Fl. Sukhumvit 63 Road Klongton Nua Wattana Bangkok 10110

(Translate)

Tel : 02 391 9301

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\* Fair trade competition

21) Question. Your co-worker moves to work for a competing company and request to meet with you to ask about customer information. Will you meet this friend?

Suggestion You can arrange to meet with former co-workers. But don't talk about customer information. Product pricing Negotiating prices with competitors is prohibited.



### 5. Epilogue

This Code of Business Ethics is a discipline that managers and employees must understand, adhere to, and not allow any actions by managers and employees that violate this Code of Business Ethics. If there is any ambiguity or other issues beyond what is outlined in the practices, managers and employees should consult with the appropriate authority in sequence to jointly consider finding solutions or identifying appropriate practices moving forward.

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Effective from January 1, 2020.

( Mr.Songwut Vejjanukroh )  
Director and Chief Executive Officer  
As assigned by the Board of Directors of  
Stone One Public Company Limited.



Letter of Consent

Date.....

I am Mr./Mrs./Miss..... company.....

Employee ID..... Position..... Division.....

Department..... I understand aware of and are willing to abide by the code of conduct of executives and/or employees specified in the business ethics of Stone One Public Company Limited and its subsidiaries.

Moreover, I realize that if I do anything that violates the business ethics of Stone One Public Company Limited and its subsidiaries. It is considered a violation of work regulations and may receive disciplinary punishment as appropriate to the case, including verbal warnings written warnings, suspensions and terminations Considering the impact and damage that has occurred.

.....

(.....)Executives/employees

Date.....