

Stone One Public Company Limited

Announcement on policy and guidelines for reporting whistleblowing (Whistle Blowing)

Stone One Public Company Limited and its subsidiaries (the “Company”) set business guidelines in accordance with good corporate governance principles and business ethics by giving importance to transparent business operations. and be responsible to all stakeholders The company has created policies and guidelines for reporting whistleblowing (Whistle Blowing Policy) to support and give importance to all stakeholders. Whether it is personnel within the organization or third parties to be able to provide clues in cases where they may be aware of wrongdoing that constitutes corruption or violates business ethics or related laws and regulations to help improve, correct or take steps to ensure accuracy, appropriateness, transparency and greater efficiency in business operations. The information of whistleblowers and matters reported will be kept secret.

1. Objective

1.1 To support all stakeholders, including directors, executives, employees of the company and its subsidiaries. As well as various stakeholders, they can report clues immediately if they have any clues about misconduct or has suspicious behavior there has been an offense due to non-compliance with the law or related regulations. Corruption and Corruption Including ethics in doing business related to the company.

1.2 To ensure that the company's operations are accurate, transparent and efficient. Conforms to the principles of good corporate governance and prevent the risk of damage that may occur.

1.3 To give importance to the whistleblowing process from all stakeholders. To protect honest complainants or those who provide any cooperation or assistance to the Company in the investigation. Do not be harassed, intimidated, or do any other acts that are characterized as unfair treatment. By the information of the whistleblower and the matter reported will be kept secret without disclosing it to other people.

1.4 To prevent wrongdoing and corruption that may occur in the company and help detect and reduce damage from wrongdoing or corruption.

1.5 Promote the image and good ethics of the company and employees in the organization

2. Definition

“Wrongdoing” means any action or omission of an executive or employee which is a violation of the code of conduct Work regulations, rules and policies of the company as well as laws related to the company's business.

“Whistle reporting” means providing information to a company believed to have committed a wrongdoing.

“Whistle informers” means personnel from internal organizations or from outsiders whether it is directors, employees or stakeholders in every sector.

“Whistle-informer” means the Audit Committee or a person assigned by the Audit Committee

3. Channels for reporting

- 3.1 Email: whistleblowing@stoneone.co.th
- 3.2 Letter: Sent to the Chairman of the Audit Committee,
Stone One Public Company Limited, 29 Bangkok Business Center Building, 14th Floor,
Sukhumvit Road 63, Subdistrict Khlong Tan Nuea, Watthana District, Bangkok 10110
- 3.3 Company website www.stoneone.co.th/whistleblowing

4. Company Consideration Principles

- 4.1 Whistleblowing information should be raised with good intentions. Not for personal gain or bullying or dishonest intentions.
- 4.2 Matters where the whistleblower is not specified. May not be considered and no action taken at all if there is no sufficient supporting evidence.
- 4.3 Company that receives whistleblowing and those involved in investigating wrongdoing Information and investigation results must be kept secret.

5. Guidelines

- 5.1 Whistleblower Able to report clues to wrongdoing in writing according to the form for reporting complaints/clues of wrongdoing and corruption. By sending it to the whistleblower via the whistleblowing channel according to section 3.
- 5.2 The whistleblower. All information must be kept confidential. Without disclosing information to other people If the known information is disclosed The company will consider disciplinary action according to the company's work regulations.
- 5.3 The whistleblower will investigate the information of the whistleblower. Whether there is a possibility of misconduct or behavior that raises suspicion of wrongdoing or not.
 - 5.3.1 in the case where the allegation does not qualify or there is sufficient suspicion that wrongdoing has occurred. And there is no need to investigate. The whistleblower will notify the whistleblower as to why there has been no investigation.
 - 5.3.2 In cases where the allegation is considered appropriate or sufficiently suspicious that a wrongdoing has occurred. And there is a need to investigate. The whistleblower may set up an investigative committee to find out the facts or recommend appropriate solutions or taking disciplinary action as deemed appropriate

5.4 The whistleblower presents a report summarizing the facts to the Audit Committee meeting. For the Audit Committee to give opinions and recommend solutions. The Audit Committee will present a report summarizing the complaints that have been investigated to the Board of Directors on a quarterly basis.

5.5 When the investigation is finished, the whistleblower will inform the whistleblower of the results of the investigation.

5.6 Manager of the Internal Audit Office Is the person who maintains information regarding whistleblowing and all related documents It will be kept secret which has a retention period of not less than 3 years for data and documents

6. Measures to protect whistleblowers.

Honest informant will receive appropriate protection the company will keep the information and identity of the whistleblowers secret. If the company needs to disclose information the company will disclose information only as necessary. Taking into account the safety and damage of the informant.

7. Reporting false information.

Whistleblowers are well aware and understand that whistleblowing must be done honestly. There is no intention to bully any organization or person. If the whistleblower gives false information the company will follow the company's procedures or according to the company's regulations or according to laws related to whistleblowers as appropriate as the case may be.

8. Review of company policy.

The audit committee will review policies and practices for reporting whistleblowing (Whistle Blowing Policy) and present them to the Board of Directors for information on an annual basis. To ensure that the said policy complies with relevant laws. Effective and consistent with the Company's objectives

9. Effective date.

This policy and practice guidelines for whistleblowing will be effective from 1 December 2017 onwards until another change is announced.

(Mr.Songwut Vejjanukroh)

Director and Chief Executive Officer

Appointed by the Board of Directors of

Stone One Public Company Limited.

แบบแจ้งเรื่องร้องเรียน/เบาะแสการกระทำผิดและการทุจริต
COMPLAINT & MISCONDUCT AND FRAUD REPORT FORM

วันที่ _____

Date of report

ชื่อ-นามสกุล (เลือกที่จะไม่เปิดเผยได้) _____

Whistleblower's name (Optional)

ที่อยู่ _____

Address _____

หมายเลขโทรศัพท์ _____ E-mail _____

Telephone

วันที่เกิดหรือพบเห็นการกระทำผิด _____

Date of incident (and/or date misconduct or fraud was discovered)

โปรดระบุรายละเอียดเรื่องร้องเรียนของท่าน หรือลักษณะการกระทำผิดหรือการทุจริต

Please provide full details of the type of misconduct or fraud committed or suspected

ชื่อ-นามสกุล ตำแหน่งของบุคคลหรือกลุ่มบุคคล และมูลเหตุที่ทำให้ท่านเชื่อว่ามีส่วนเกี่ยวข้องกับเหตุการณ์

Name(s) and job title(s) of person(s) believed to be involved and the basis for your belief:

มูลค่าของเงินหรือทรัพย์สินที่เกี่ยวข้อง/ ประมาณการความเสียหายที่คาดว่าจะเกิดขึ้น (ถ้ามี)

Where money or other valuable assets are involved, estimate the suspected loss (if any)

รายการเอกสารเพิ่มเติม (ถ้าจำเป็น)

Attach additional sheets if necessary
