

**ThaiNamthip Corporation
Public Company Limited
CODE OF CONDUCT**



Message from the Chairman

March 2025

Dear ThaiNamthip colleagues,

Our success over the past several decades is built on a foundation of integrity, transparency and doing the right things for our stakeholders. As we continue to grow and evolve, it is essential that we uphold the highest ethical standards in everything that we do. Our Code of Conduct serves as a guiding light that will help everyone at ThaiNamthip navigate the increasing complexities of the modern business environment while staying true to our values and focused on our purpose to refresh Thailand and make a difference.

The Code of Conduct reinforces our commitment to ethical practices, compliance with the laws and regulations, and respect for our colleagues, our customers, and our communities. It outlines the principles and expectations of how we behave towards one another. As an employee of ThaiNamthip, it is your responsibility to ensure that our company remains a trusted and respected organization.

Thank you for your commitment to our commitment to always do the right thing.



Pornwut Sarasin

Chairman

ThaiNamthip Corporation Public Company Limited



Message from the President

March 2025

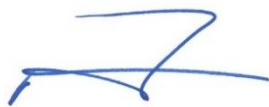
Dear Khon ThaiNamthip,

At ThaiNamthip, we are proud to be a leader in the Thai beverage industry. Leadership is not just about market share or innovation or business growth – it's also about setting the standards for how business should be done. Being an industry leader means operating with integrity, transparency, and always striving to do the right thing by everyone.

Our Code of Conduct serves as our compass that always leads us on the right course of action, no matter how challenging or complex situations become. It ensures that we continue to uphold the trust that consumers, customers, and communities have placed in our company for more than six decades.

This is not just the responsibility of leadership, compliance team, or certain functions – it's the responsibility of all of us. No matter your role, the Code applies to your daily work. Each of us has a responsibility to follow this Code and hold ourselves accountable.

I know I can count on you. By following our compass, we will continue to lead in doing business and doing what's right.



Ignace Corthouts

President

ThaiNamthip Corporation Public Company Limited

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1. Doing business with good governance

- 1.1 What is expected from employees
- 1.2 What is expected from supervisors
- 1.3 When written approval is required
- 1.4 How to raise your concerns

1. Doing business with good governance

ThaiNamthip Corporation Public Company Limited operates business under the vision of being a leader in beverage industries that gains public confidence and is respected in Thai society along with precious culture. These are our distinguish identities.

Over the past years, ThaiNamthip is willing to develop the organization with integrity, **ethics**, transparency, responsibility, and cooperation from everyone in the organization. Employees must do the right things in order to establish firm sustainability under good governance.

This **Code of Conduct** is the handbook for guiding every employee who is a representative of ThaiNamthip Corporation Public Company Limited. In addition, the handbook indicates the responsibility that everyone has for the organization, employees, **customers, suppliers, consumers**, and Thai society. Every employee must follow the law and the code of conduct with honesty and integrity in all matters and be accountable for our actions.

Who must follow this code of conduct

This code of conduct is enforced on every employees in ThaiNamthip Corporation Limited (Public) ("ThaiNamthip") and its subsidiaries (collectively referred to as the "ThaiNamthip Group")

Code of Conduct

Code of Conduct means ThaiNamthip business principles which is based on good governance, ethical practices and sustainability management for all employees to conduct their activities to comply with company regulations, policies and law in order to be good persons and make ThaiNamthip be accepted as a respectable and sustainable company in the society. It is also considered as part of the employee rules. Furthermore, Code of Conduct will be regularly reviewed to ensure that it is up-to-date and is accepted as professional standard. The company operates business under the law and good governance. The company expects that every employee follows the code of conduct for doing business as well as obeys the law, rules, and all related regulations.

1.1. What is expected from employees

Following the code of conduct and law including as well as counseling when suspicions arise. Every employee must read, fathom, and follow this code of conduct as well as using good judgment and avoid misbehaving. Besides, all employees must consider the following issues regularly:

- Does one's action follow the code of conduct?
- Does one's action follow the ethics?
- Does one's action obey the law?
- Does one's action reflect one's good image and the company's?
- Does one's action yield peace of mind?
- Does one's action follow the agreement provided by the company?
- Is one's action based on equal right and fair treatment?

If the answer is "NO" in any of the above questions, stop the action! If you are uncertain, please seek for devices in order to find the right way. Even though this code of conduct does not specify proper actions for every situation, it covers possible situations that are most likely to occur. You can seek additional suggestions from the following

- Your superior

- Human Resource Management Department
- Legal Department
- Internal Audit Unit Department

If there would be someone consulting you concerning this code of conduct, you must pay attention and listen to them carefully in order to acquire accurate and complete information before giving any advices.

Note for glossary: In this code of conduct you will find words or phrases in **red** font which mean that those are defined at the end of this document.

1.2 What is expected from supervisors

- Supervisors must be exemplary for staff as those who always behave properly as chief, that is, Take action to ensure that everyone under your supervision understand his/her responsibility following this code of conduct and other company policies.
- Communicate with your staff concerning this code of conduct and reinforce the significance of operating business with ethics and code of conduct.
- Create the atmosphere that makes employee at ease and feels free to express their questions without retaliation concerns.
- Consider conduct in relation to the Code and other Company policies when evaluating employees performance.
- Do not encourage or direct employees to achieve business results at the expense of ethical conduct or compliance with the Code or the law.
- Terminate all activities of your subordinates that may violate the code of conduct or laws.

1.3 When written approval is required

Operations required written approval are the following

- When using company assets for other business that is not related to work.
- When conflict of interest arises.

You can find further information on the topic of using company assets and conflict of interest.

1.4 How to raise your concerns

Every employee has a duty to follow this code of conduct. If suspicious acts that may violate such code spotted, all employees have a duty to report to HR or your manager before they cause risks that may tarnish employees and/ or the company or may lead to legal violation.

1.4.1 Contact persons

There are various channels for expressing your suspicious concerns:

- EthicsPoint
 - (1) Online
 - (2) Telephone number 1800018247
- JCC
- Suggestion Box
- Human Resource Department
- Legal Department

1.4.2 Anonymity and confidentiality

In reporting the suspicious violation via EthicsPoint, the reporter must provide his/her real name for future communication; however will not reveal your identity. To attain thorough and fair investigation, you must not release the reported information which is on-going investigation to other employees. You will be informed of the result once the investigation is completed.

1.4.3 Investigations

The company treats every reported cases equally important. HR Team performs the investigations in secret in order to find whether there is violation of the code of conduct and

laws as well as establish a strategy to cope with the situation in the most proper way. If you are involved in such investigations, please cooperate with the officials and answer every questions straightforwardly and completely.

1.4.4 Retaliation

The company values every information given by employees that may cause problem to reporters. Any retaliation against those who file the report will be treated as the violation of this code of conduct. It must be understood that reporting suspicious activities with honesty or aiding the investigation proceeded by the company cannot be used as pretexts for disadvantaging his/her employment such as job transfer, demotion, suspension, loss of benefit, threatening, harassment

or discrimination. If you find someone has retaliated against you, you can report via the channel as specified in Section 1.4.1

1.4.5 Reporting falsify information

Any intention of reporting falsify information to investigators, obstruct or refuse to cooperate with the investigations are taken as violation of this code of conduct. The company has rules for disciplinary actions for those who violate

2. Integrity and transparency in the company

The company operates with integrity from the inside including management of company assets and information.

- 2.1 Business and financial records
- 2.2 Company assets
- 2.3 Use of information

2. Integrity and transparency in the company

The company operates with integrity from the inside including management of company assets and information via the channel as specified in Section 1.4.1

2.1. Business and financial records

The company has policies to rigorously follow the principle of accounting entry and financial report as given by the law. If executives or employees have any question, please direct your concern to your supervisor or other channels such as suggestion box, JCC or EthicsPoint and your information will not be disclosed.

Business and financial recording must be done correctly. Not only the financial data records must be done correctly but also other type of documents including quality report, expense report, and documents concerning authorization such as welfare application and employee personal information. Correctly recording business and financial information is not only the responsibility of accountants but it is the responsibility of every employees. Correct and proper record reflects the good eminence and reliability of the company as well as keeping the company following the law and regulations

Every employee has duties and responsibilities to

- Provide supplementary documents, and transaction documents correctly, timely, and completely to record business information and transaction.
- Document and categorize transactions in each accounting cycle into proper account types and responsible department. In doing accounting for income-expense, it cannot be postponed or shortened the period in order to comply with the budget.
- Set budget and in case there are accrued account payables, there must be trusted supplementary documents to support with good judgment and integrity in the calculation. If the calculation is intentionally done wrong, it will be treated as violation of this code of conduct.
- Do any financial or business report completely, correctly and easily understood. Intentionally presenting incorrect information is treated as violation of this code of conduct.
- Make payments for goods, services or other things involving with the company assets must have proper and complete supporting documents.
- Do not ask for payment that exceeds the actual price of the goods or services.
- Do not make counterfeit documents.
- Do not distort information and true identity of the transaction.
- Do not encourage other people to avoid taxes or break the law regarding the currency exchange. Payment made to person or supplier must be accurate and payment must be made to the supplier in the country that transaction takes place or where goods or services is provided. Any intention to give falsified information or provide counterfeit business document will be treated as violation of this code of conduct and disciplinary action will be implemented.

2.2 Company assets

Protecting and using the company assets as indicate in the guideline

Do not use the company assets for personal or others' interest other than the company's.

- Using common sense and judgment when using the company assets. For example, using the company telephone for personal business or emailing from

work occasionally is acceptable. If it is too often, it becomes abusing the company assets.

- The company policies may allow one to use the company assets for personal purpose in some cases such as using the company vehicle or communication devices. You must study the policies of your department to assure that you use the company assets properly

2.2.1 Fraudulence, defalcate or thievery

Illegally taking advantages from the company may lead to lay-off or prosecution both civil and/or criminal law

2.2.2 Use of time, equipment and other assets

- Do not spend company working hours for other activity that obstruct or interfere your responsibility. Personal activities must be outside of company working hours.
- Do not use computer and its accessories that belong to the company for other business than that of the company's or use them against the law or ethics such as gambling, pornography
- Do not take advantage of your position for your own financial interest.
- Do not modify or alter the company car from what it is originally registered by the law unless there is an approval from the Transportation department

Example of company assets

- Working hours
- Works
- Cash
- Products
- Raw materials, equipment, and machines
- Land and buildings
- Vehicles
- Computer systems and software
- Communication devices
- Office automation and supplies
- Stationery
- Disposables Supplies
- Promotional assets
- Promotional products
- Barter attaining from business partners such as movie tickets, sport tickets, concert tickets, voucher for hotel rooms or restaurants
- Voucher attaining from suppliers or customers
- Trademark

2.3 Use of information

Company **confidential information** includes all information related to contracts and pricing to marketing plans, technical specification, and employee information.

You are responsible for the security of personal information, proprietary right, and confidential information that you receive or develop related to the company works in any form.

The information that arises during your service time is the company asset. If you are no longer an employee, you must not take the information with you. If such activity is found, please report the channel as specified in Section 1.4.1

2.3.1 Nonpublic information

Do not let the confidential information disclose to public even family members and friends unless there are business objectives. Even with such objectives, care must be taken for disclosing

information such as the person who you disclose the information to, must sign a document indicating that the information will be kept secret. This prevents the use of information incorrectly.

Do not provide the confidential information to other employees in the company except that there are proper reasons to have the information and the documents must be categorized according to the Data Leakage Prevention Policy

What is nonpublic information ?

General information that the company does not make it public or state publicly.

Examples for such information is the information concerning :

- Employees
- Innovations
- Contracts
- Strategic and business plans
- Significant changes in management
- New product launch
- Merging and acquisitions
- Technical information including product specification, product formulas, customer data and supplier information
- Pricing and sale promotion
- Business proposal
- Financial information
- Product costs

Employees must protect the nonpublic information from being publicized at all time.

You have a duty to protect the confidential information of the company from being publicized whether you are out of the office or out of your working hours or even when you are no longer ThaiNamthip employee.

You must keep or destroy the company information according to guidelines and suggestions for keeping data and document from Data Leakage Protection policy.

2.3.2 Privacy

The company respects personal information of its employees, business partners, and customers. We are bound to be responsible for using this information and must obey the current law of personal privacy. Employees that can access such information must : :

- Act in accordance with applicable laws
- Act in accordance with any relevant contractual obligation
- Collect, use and process such information only for legitimate business purpose.
- Limit access to such information only for those who have legitimate business for seeing the information and prevent unauthorized disclosure.

2.3.3 Communication via social media

As an employee of the company, your dialog to other parties must be polite and righteous. Please use your common sense and judgment when it comes to decision making and do not forward your content. Do not make any comment to inappropriate contents, photos, or links that may cause disgrace to the company. 4 Guidelines on using social media,

1. Do not Identify yourself as an employee of the company and please indicate in your personal information that "all opinions are personal". Do not use alias or misleading identity that may cause misunderstanding
2. Every information that you have posted on the internet is public and be cautious that our competitors may be watching.
3. Be responsible for the accuracy of your contents. They must not cause misunderstanding or disgrace to the company or other individuals.
4. Do not publish messages, photos, or videos that others make without giving credit to the owner.

3. Conflicts of interest

What will be spoken is the rules used to respond to the situation where there is a conflict of interest. However, it is impossible for this code of conduct would cover every possible event; therefore, you must use your judgment and common sense to consider what you will do next.

- 3.1 Outside investment
- 3.2 Business opportunity
- 3.3 Outside service, speeches, and presentation
- 3.4 Outside service as an officer or committee
- 3.5 Relatives and friends
- 3.6 Acceptance of gifts, meals and entertainment
- 3.7 Giving gifts, meals and Entertainment

3. Conflicts of interest

You must act with the best benefit for the company while you are performing your jobs. Conflict of interest will occur when your activity and personal relationship generate conflict or tend to conflict with your decision making for the best of company benefit.

If you are the one who is responsible for recruiting or contacting consultants or suppliers for the company. The benefit and personal relation must not conflict or tend to conflict with your decision making for the company best result. When you are recruiting consultants or suppliers, you must follow the company procurement policies and guidelines.

3.1 Outside investment

Avoid investment in customer, supplier or **competitor** business that may have effect or tend to interfere with your decision making process as the representative of the company.

3.2 Business opportunity

Executives or employees must not compete in business with the company. Sometimes, during your service as an executive or employee, one may receive information that has new business opportunity for oneself but there is conflict or competition with company current or future business. The executive or the employee must not operate such business unless receive official written approval from top management to confirm that the company has no interest in the business and it will not directly and indirectly effect to the company.

Deciding what is conflict of interest

In case that there is a possibility for the conflict of interest, please ask yourself as follows:

- Does your personal benefit conflict with that of the company?
- From other people's perspective both inside and outside the company, does your personal benefit conflict with that of the company?

Investing in mutual funds

You can invest in mutual funds or other types but you must not be in the position that influence those company management where there is conflict of interest with the operations of the company

3.3 Outside service, speeches and presentation

3.3.1 Acceptance for general outside services

You may accept other jobs from outside as long as they do not interfere with your capability and working hours for the company

3.3.2 Acceptance to be a lecturer or consultant as ThaiNamthip employee

You must fill in the Outside Service Approval Form (see the attached form CoC-02-00-2025: Outside Service Approval Form) and obtain prior written approval from your supervisor.

3.4 Outside service as an officer or committee

You may work as an officer or committee for companies, organizations or other institutes if you have written approval from the supervisor, and you must request an extension of this approval document if there are any changes

You do not need to have written approval in the circumstance:

- You work for other companies as an officer or committee as requested by the company.
- You work as an officer or committee for charity organizations, non-profit organization or commercial organizations of which the company gets benefit.

3.5 Relatives and friends

Employee relatives and friends can work or invest with customers, suppliers without conflict of interest or violate this code of conduct for business operations unless; :

- You have the authority to make decision to do business with other companies. For example, your wife works with supplier and you work in purchasing department that you have authority to decide to purchase with that supplier
- Your relative is a representative of the business partner. For example, you are a Key Account manager for company and your wife works as a purchasing manager for the Modern Trade. In both situations, you must have a written approval from your supervisor.

If your relative is an employee of a competitor, you must report your relationship to your Supervisor Besides, your personal relationship must not influence your ability to act for the best interest of company.

If you are uncertain whether your relationship would be a problem or not, please consult your supervisor

Who is considered to be “relatives and friends”?

Under this code of conduct, people as the following are considered to be relatives and friends :

- Spouse either same or different gender
- Parents
- Siblings
- Grandparents
- Descendants
- Members of the family who live in the same house
- Close friends
- Those who have mutual benefit

All of the above persons can be considered as relatives or friends. You must be cautious not to have such relationship interfere with your decision for the company best benefit.

3.6 Acceptance of gifts, meals and entertainment

Do not accept gifts, meals, or any other favors from customers and suppliers, especially when the situation and occasion of such act may compromise the decision making process for the best interest of company. You may accept gifts of which value are not exceeded 3,000 bath for seasonal or special occasions such as New Year, Christmas, Chinese New Year. The acceptance of gifts must not for personal benefit and you must follow the guidelines:

1. Appoint at least two persons in your office to record the receipt of gifts in Gift Register Form (CoC-03-00-2025: Gift Register Form) and send the gift list record to the Human Resources department
2. The highest rank executive in each department has a duty and responsibility to manage the gifts with transparency and traceability such as departmental raffle in

the office, central New Year raffle, donation to non-profitable organizations, the other offices or branches sharing etc.

3.7 Giving gifts, meals and entertainment

Providing any goods, meal, services or entertainment will be referred to as “business courtesy”. All should be related to business needs and should comply with local tradition or directed law. The intangible or tangible item must be in appropriate value and must not motivate unfair decision or conflict of company best interest. In case of special occasions such as New Year, Christmas or Chinese New Year, employee are allowed to give gifts under the planned budget and approved by a supervisor according to the company guideline. (CoC-04-00-2025: Gift-Reception Request Form)

4. Dealing with other parties with honesty

Relationship with external people are very important for our success; therefore, we must treat everyone with equality and legitimate.

- 4.1. Dealing with government
- 4.2. Dealing with customers, suppliers, and consumers
- 4.3. Dealing with competitors

4. Dealing with other parties with honesty

4.1 Dealing with **government**

In business operations, it is necessary to contact with government that is rather different than those in private sector. Therefore, there are certain regulations for appropriately dealing with the officials. You should request for suggestion from the company legal department. Do not offer anything to government officials, both directly or indirectly, in order to specially facilitate the company. Therefore, before giving any valuable items to government officials, you must have an approval letter in advance from you must be certain that the expense is appropriately recorded.

4.1.1 Anti-bribery

The law states that bribery to government officials is illegal. The company and its employees must obey the law and the code of conduct in order to retain the reputation and standard of the company. Those who break the law will be severely punished with imprisonment or fine, or both.

4.1.1.1 **Briberies to government officials are forbidden**

Bribery includes giving or offering some kinds of benefit to government officials in order to manipulate the officials' decision. For example, payment made to government officials to overrule auditing or to avoid taxes. Payment to government officials in other forms may be considered as bribery also.

4.1.1.2 **Employing government relatives or persons who are suggested by government officials**

Hiring members of government officials' family that may benefit to the company is another form of bribery. The relatives may be hired under these condition only:

- The person is hired using the standard and transparent process similar to every employee who is appointed with the same position.
- That position is appropriately approved with clear business objectives and is not a special position that is created to serve the person in particular.

4.1.1.3 **Giving certain gifts is acceptable**

Giving a gift to a government official can be done under limited conditions. To do that, you need to have an approval letter from HR Team only.

4.1.1.4 **The meaning of government officials**

According to the law, officials in governmental agencies such as Royal Thai Police, Royal Thai Army, Department of Local Administration, the Revenue Department, the Excise Department, the Marine Department, Department of Industrial Works, Department of Land Transport, Department of Lands, and etc. It is your responsibility to learn that the person who you are in contact is a government official. If you are uncertain, contact the legal department.

4.1.1.5 **Government official bribery**

Bribing government officials with money or any other things or entertainment in order to skip their duty or discretion process is considered a code of conduct violation.

4.1.2 Political activities

The company does not have regulations to prohibit employees to attend political activities as long as it is personal and legitimate. The guidelines for the political activities are

- The company will not compensate any loss that occurs due to participation in political activities.
- Your political preference must not interfere work.
- Do not use company working hour, trademark, or any assets for political activities.
- If you run or accept for any political position, you must get approval from your supervisor.
- You should assure that your customers and suppliers do not use the company trademark, reputation, and/or any assets for political activities.

4.2 Dealing with customers, suppliers, and consumers

The procurement, productions, and distributions are the company cores activities. Therefore, the company values on transparency, fairness, and traceable following the good governance. The company gives precedence with our customers, suppliers, and consumers. Therefore, the company equally treats business allies with respect and honesty.

- Do not do any activities that indicate discrimination, deceit, or mislead.
- Present the product and services with honesty.

The code of conduct for suppliers and customers The company believes that act in accordance to the code of conduct is the standard that helps improve the efficiency for suppliers and customers.

Therefore, those who are responsible for contacting suppliers and customers must indicate the condition in the agreement regarding this code of conduct for business.

4.3 Dealing with competitors

The relation between the company and competitors are very delicate. Use caution when treating competitors. Collecting information concerning the competitors must be done elaborately under the Competition law. The company competes with others fairly and under Thai Competition law. If you have any questions please consult with the legal department.

4.3.1 Seeking for information

The company encourages employees to share and use information concerning the competitors but such information must be retrieved legally and ethically. While the company gives precedence to protect confidential information, we also respect the right for protection of confidential information of others' companies.

Acceptable information seeking methods. Information collection and seeking from sources that disclose to publics or are properly retrieved ethically are acceptable. You may gather or use information from the following sources:

- Information that is given to governmental officials and disclose to publics
- Public speech by an executives
- Annual reports
- News or articles in journals or other published materials

You may ask for information of competitors from the third party or be given the information by the third party as long as he/she is not bound to contracts or the law that

4.3.2 Prohibited activities

The basic prohibition rules for prying information from business competitors :

- Do not participate in activities that are illegal or smuggling the information from business competitors including stealing, invasion, eavesdropping, hacking, violation of personal information, bribery, misleading, or going through unattended information.
- Do not take, disclose, or use the information of the business competitor that comes to you inappropriately since it is the violation of the agreement made between the third party and the competitor.

5. Dealing with society and environment

- The company commits to be a part of and responsible for society in quality, safety, occupational health, and environment seriously and continuously as well as developing the quality of life of people in the community using sustainable development.
- The company has business policies that mainly considers the environment and follows the law as well as the regulations regarding the environment that are currently enforced rigorously.
- The company encourages and supports the activity for society, environment and public health.
- The company encourages and supports activities regarding disaster relief, using assets and energy efficiently as well as the prevention of pollutions that result from the company activities.
- The company supports international human rights in the following:
 - Equality
 - Discrimination (nationality, religion, and gender)
 - Safety and good environment for workplace
- The company does not support the use of illegal labor and inhumane.

The company commits to develop sustainability by supporting its personnel to have potential, efficiency, morality, and ethics.

Addenda

- Managing with good governance
- Responsibility
- Investigation of potential violations
- Disciplinary actions
- Reporting violation of the code of conduct
- Signing off and acknowledgement
- Ethic Assessment
- Amendment
- Code of conduct violation reporting channel “EthicsPoint”
- Code of conduct violation reporting & investigation process
- Outside Service Approval Form
- Gift Register Form
- Gift-Reception Request Form

Glossary

- **Managing with good governance**

The objective of the code of business conduct is to guide all employees to the same direction when working in the company or dealing with others outside the company. As well as creating a clear working process that can be checked and controlled in order to work more efficiently and reliably for the entire company. This code of conduct does not cover all situations. Guidelines can be amended to comply with the existing laws or regulations indicated in the contract of which the company must follow.

- **Responsibility**

Management of this code of conduct is the responsibility of the Human Resources Department that are appointed by the management executives.

- **Investigation of potential violations**

The company gives precedence to the action that may violate the code of conduct. The company has a process to investigate with clarity and fairness for every related individual as well as keeping sources of information secret as indicated by the company guidelines.

- **Disciplinary actions**

Violations towards this code of conduct could lead to prosecution on the company both civil and criminal laws that may cease the company business and defame the company. The company has a disciplinary action for those who violate the code of conduct. He/she may also be punished for both civil and criminal laws.

- **Reporting the violation of the code of conduct**

The Human Resources Department is responsible for presenting and summarizing incidents of code of conduct violations, along with reporting other key information related to ethics, to the Audit and Risk Committee at least four times a year.

- **Signing off and acknowledgement**

Every employee must sign off a form (CoC-01-00-2016: Sign off Form) acknowledging that he/she has read the code of conduct for business and accepting to follow this code of conduct even if there would be changes to the code. Employee cannot make an excuse that he/she has not read the code or has not signed the form to not follow the code of conduct.

- **Ethics Assessment**

All employees are required to take the test once a year and achieve a passing score as determined by the company. Employees who do not meet the passing criteria are responsible for retaking the test until they achieve a passing score within two months from the date of their initial failure.

- **Amendment**

The Human Resources Department is responsible for reviewing, updating, and revising the Business Code of Conduct to ensure its relevance and appropriateness. Any updates or revisions must be approved by the Board of Directors.

- **Code of conduct violation reporting channel “EthicsPiont”**

1. Through online channels via the company's intranet and website.
2. Through the telephone channel at 1800-018-247



Outside Service Approval Form

CoC-02-01-2025

แบบฟอร์มขออนุมัติเรื่องทำงานนอกบริษัท
Outside Service Approval Form

ชื่อ _____ นามสกุล _____
Name Last name

ตำแหน่ง _____ หน่วยงาน _____ ฝ่าย _____
Position Business Unit Department

สถานที่ทำงาน _____
Workplace Location

☐ นอร์ทปาร์ค (North Park) ☐ โรงงานปทุมธานี (Pathumthani Plant)

☐ โรงงานรังสิต (Rangsit Plant) ☐ โรงงานขอนแก่น (Khonkaen Plant)

☐ โรงงานโคราช (Korat Plant) ☐ โรงงานลำปาง (Lampang Plant)

☐ สาขา (Branch) _____

เรื่องที่ขออนุมัติ/Requested Topic

☐ วิทยากร/ที่ปรึกษา/กรรมการ/อนุกรรมการ ให้กับผู้ก่อการภายนอก ในเวลาทำงาน **(โดยใช้น้ำสัปดาห์ก่อน)**
Being a(an) Lecturer/Advisor/Committee/Subcommittee to the outsiders during working hours **(with annual leave)**

☐ สถาบันการศึกษา/Educational institution
โปรดระบุชื่อสถานศึกษา, หัวข้อการสัมมนา, วันที่, เวลา, เป็นต้น
Please specify name of institution, seminar topic, date, time, etc.

☐ องค์กร/Organization(s)
โปรดระบุชื่อองค์กร, หัวข้อการสัมมนา, วันที่, เวลา, เป็นต้น
Please specify name of organization, seminar topic, date, time, etc.

☐ วิทยากร/ที่ปรึกษา/กรรมการ/อนุกรรมการ ให้กับผู้ก่อการภายนอก นอกเวลาทำงาน
Being a(an) Lecturer/Advisor/Committee/Subcommittee to the outsiders working hours

การใช้ข้อมูลของบริษัทไทยน้ำทิพย์/ThaiNamthip Information & Data Usage

☐ ใช้ข้อมูลของบริษัท โปรดระบุข้อมูลที่นำไปใช้
If any Thainamthip information and/or data is required, please specify details/document

☐ ไม่ใช้ข้อมูลของบริษัท
No information is required

ความถี่/Frequency

☐ ครั้งเดียว
One Time

☐ ประจำ
Regular basis

ลายมือชื่อผู้ขออนุมัติ/Requester _____

ตำแหน่ง/Position _____

วันที่ขออนุมัติ/Request Date _____

ลายมือชื่อผู้อนุมัติ/Approver _____

ตำแหน่ง/Position _____

วันที่อนุมัติ/Approval Date _____

หลังจากอนุมัติโปรดส่งข้อมูลกลับมาที่ฝ่ายทรัพยากรบุคคล เพื่อจัดเก็บเข้าแฟ้มพนักงาน
Once the form is approved, please turn in the form to HR department for filing.

หากข้อมูลมีการเปลี่ยนแปลงกรุณากรอกข้อมูลใหม่ และส่งกลับมาที่ฝ่ายทรัพยากรบุคคล
If there is any change of the information, please fill and turn in the form again to HR department.

Gift Register Form

Gift Register Form - แบบฟอร์มลงทะเบียนการรับของขวัญและการเลี้ยงรับรอง							CoC-03-01-2025	
หน่วยงาน/ แผนกที่รับ :			เทศกาล/ วาระพิเศษ :					
Receiving department/unit :			Festival/Special Occasion:					
ลำดับที่	วัน/ เดือน/ ปี	ชื่อผู้ให้	ตำแหน่ง	ชื่อบริษัทผู้ให้	ชื่อผู้รับ	สิ่งที่ได้รับ	จำนวน	วิธีการจัดการ
No	Day/Month/Year	Name of the provider	Position	Name of the provider company	Recipient's Name	What is received	Amount	Management methods
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
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16								
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Classified - Internal Use

Glossary

The definitions of words and phrases appear in this code of conduct for business are described here. If any of the words and phrases are still unclear, please ask from the Human Resources Department

Ethics

- Moral principles that determine an individual actions also apply to business. Acting in an ethical way involves distinguishing between “right” and “wrong” and then making the “right” choice.

Code of Conduct

- A written set of guidelines issued by an organization to its employees to help them conduct their actions in accordance with its primary values and ethical standards.

Information that cannot be publicized

- Information that is not revealed to public or cannot be access by public. This may include the personal information, innovation, contracts, strategic and business plans significant change in management team, new product launches, merging and acquisitions, technical regulations, pricing, business proposal, financial information, and product costs.

Competitor

- The word “competitor” is used when there is a conflict of interest or when we search their information. The competitor means any manufactures and distributors of non-alcoholic ready-to-drink beverages organizations or business agencies that manufacture and distribute non-alcoholic beverages.

Government official

- Official who works in government agencies, including lower range officials and employees who are under the supervision of the government. This word may extend to cover political parties and officials who work for political party. It also include those who apply for political positions

Supplier

- Those who sell products or services to the company. The definition for suppliers may extend to cover those who the company is considering to use its product or service, even though, it may not be chosen in the end.

Consumer

- A person who purchase a product or service for personal consumption.

Customer

- Organizations, business agencies, retail stores, and individual who the company has Business with.

Bribery

- Giving and offering valuables to governmental officials in order to sway the decision making of that official. In some countries, the definition for bribery may be broader than that defining here.

EthicsPoint

- An office that provides information concerning the code of conduct where employees can consult or report anything regarding the code.