

No. BGP-POL-04-2561

(Translation)

Announcement

Subject: **Whistle Blowing and Grievance Policy**

B.Grimm Power Public Company Limited and Subsidiaries



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Attachments:

1. Form and Report of Wrongdoing and Fraud
2. Sample of Investigation Report
3. Search Consent Letter
4. Grievance Form



1. Policy and Principles

B.Grimm Power Public Company Limited and subsidiaries (the “Company” or “B.Grimm Power”) conduct business responsibly, duly and transparently in compliance with the Corporate Governance policy and the Code of Conduct adopted by the Company. The Company believes that the employees must be treated fairly and expects that its employees shall behave professionally with integrity and strictly comply with the Company Group’s Code of Conduct. The Company is committed to protect its employees, operations and assets from any risks from any conduct which is violates the =Code of Conduct as well as from possible fraud, which may affect the Company’s reputation or shareholders’ equity. In this respect, the Company will not tolerate any wrongdoing and fraud in the Company and will imposing disciplinary actions on those committing such wrongdoing or fraud.

In order to enable the Company to efficiently implement such policy and principles, this Policy is set out for the main objectives as follows:

- 1.1 To establish reporting channels and encourage all employees and third parties to confidently provide the information and report of any wrongdoing or fraud occurred in the Company;
- 1.2 To establish the grievance channel in various issues due to the problems related to the employment conditions, working conditions, duty assignment and delegation, occupational health and safety, and any other issues regarding the business boundary;
- 1.3 To protect the employee who provides information, cooperation or assistances to the Company related to the wrongdoing and fraud from any threat including grievance due to the problems from the work performance under its duty, or is being treated unfairly, or unable to access to the facilitations or rights that should be available for the employees, to be freed from any threat, intimidations, change of work position, job description or workplace, suspension, termination or any other unfair treatment;
- 1.4 To establish transparent and fair practices for investigation of wrongdoing and fraud;
- 1.5 To suppress any wrongdoing and fraud which may arise in the organization, and to facilitate the finding and mitigation of damage from wrongdoing and fraud;
- 1.6 To resolve or mitigate the problems and grievances, complaint as well as termination of employee grievances including prevention and employee satisfaction and related parties which shall enable the Company to operate its business efficiently and effectively;
- 1.7 To promote good reputation and ethical values of the Company and employees.



2. Scope of policy

- 2.1 This policy shall apply to all employees of the Company and subsidiaries;
- 2.2 This policy addresses the wrongdoing and fraud (both exposed or suspicious one) concerning employees, suppliers of goods/ services, creditors, customers, trading partners, shareholders, directors and all groups of stakeholders in business relationships with the Company and/or subsidiaries;
- 2.3 This policy covers the complaints regarding the dissatisfaction or suffering of the employees related to failure to comply with the laws, rules and regulations, and employment conditions, job management, administrative supervision as well as any other circumstances as the case may be.

3. Definitions

Any statements or words contained in this Policy shall be defined as follows, unless indicated or described otherwise:

- a) “Employee” refers to the permanent employees, probationary employees and contract staff under the Company’s work rules and regulations and employment conditions;
- b) “Executives” refers to any managers or four executives inferior to the manager and all other positions equivalent to the fourth executive position, including such positions in Accounting and Finance Departments from the level of department managers and above or equivalent;
- c) “Directors” refers to the incumbent member in the Company’s Board of Directors;
- d) “Whistleblower” refers to the employee, executives, all groups of stakeholders of the Company and/or subsidiaries, namely, shareholders, customers, trading partners, creditors, commercial banks or financial institutions as well as those affected by the Company’s operations;
- e) “Grievance Petitioner” refers to the employee who is under the suffering distress due to the problems from the work performance under its duty, or is being treated unfairly, or unable to access to the facilitations or rights that should be available for the employees as well as any other circumstances, as the case may be;
- f) “Accused” refers to employee, suppliers of goods/ services, creditors, customers, trading partners, shareholders, directors and all groups of stakeholders in business relationships with the Company and/or subsidiaries;
- g) “Wrongdoing” refers to any actions of the employees or executives which violate to the Company’s Code of Conduct and work rules and regulations as well as the employment conditions of the Company, including the unavailability of facilitations or rights that should be available for the employees. Examples of wrongdoing are as follows:
 - Disclose the confidential information beyond the business purposes;
 - Disclose or use the Company’s trade or business secrets for personal interest or for the benefit of others;



- Acceptance of a serious conflict of interest for personal interest in the capacity employee or executive over the Company's interests;
 - Improper conduct for the personal interest of for the benefit of others;
 - Acceptance of or demand for valuable things from the contractors, suppliers or individuals who provide services or supply goods to the Company, including acceptance of secret commission or "facilitation payments";
 - Force, threat, inaction or discrimination which is unfair to employees, suppliers of goods/ services, creditors, customers, trading partners, shareholders, directors and other stakeholders, including third parties;
- h) "Fraud" refers to any actions or conduct in bad faith for the purpose to acquiring money or benefits or avoiding any obligations or committing any illegal actions and causing the damage to the Company. Examples of fraud are as follows:
- Counterfeit or unauthorized amendment of documents, contract agreements, cheques, bank drafts or bank accounts which are under the possession of the Company and subsidiaries;
 - Enter to the transactions or contractual obligations on behalf of the Company without authorization and for personal interest or benefit for others;
 - Enter to asset misappropriation by stealing or exploiting money, assets or office stationery items as well as destroy and relocate documents, assets or materials;
 - Enter to falsifying financial statement by omitting or intentionally misstating information in the financial reports.
- i) "Subsidiary" refers to the company with any of the following characteristics:
- (a) Company under control of a securities issuer;
 - (b) Company under control of a company under (a);
 - (c) Company under control of the company under (b) of any tier, provided that the ultimate control is vested in a company under (b).

4. Duties and Responsibilities

4.1 Employee

- 4.1.1 Employee shall have the duty to immediately report to their supervisors in the direct line function for acknowledgement and/or through the channel established in this Policy on any finding or suspicious based on reasonable cause of the occurrence of wrongdoing or fraud related to the Company, directors, executives and employees;

4.1.2 Employee may report a grievance for any matters due to the problems from the work performance under its duty, or is being treated unfairly, or unable to access to facilitations or rights that should be available for the employee;

4.1.3 Employee must provide cooperation and assistance for the management or relevant departments of the Company on the investigation of any wrongdoing or fraud.

4.2 Executives

4.2.1 Executives must serve good role models in compliance with the Code of Conduct as well as perform the duty to oversee and support those under their supervision to comply with the Code of Conduct;

4.2.2 Executives shall have the duty and responsibility to promote and ensure sufficient and effective internal control systems in order to prevent any wrongdoing and fraud in respect to works under their responsibilities including:

4.2.3 Understand the nature of any wrongdoing and fraud that may possibly be occurred within their divisions/departments/ sections; Aware of any unusual circumstances which indicate any wrongdoing and fraud. Executives shall have the duty to provide support and cooperation to the Internal Audit Department, the Investigation Committee and other related department which is involved with the investigation of any wrongdoing or fraud.

4.3 Internal Audit department

Internal audit department shall be initially responsible for conducting on a preliminary stage of the investigation of any wrongdoing or fraud as described in this Policy;

4.4 Investigation Committee

Investigation Committee shall have the duty and responsibility to conduct an investigation as well as gathering evidences and witnesses on undertaking any other arrangements to identify facts or prove whether the directors, executives or employee has committed any wrongdoing or fraud.

5. Provision of information on the wrongdoing and fraud

The Company deems that all employees shall have the duty and responsibility to report any finding of wrongdoing and fraud. In addition, the employee who is under the suffering distress due to the problems from the work performance under its duty, or is being treated unfairly, or unable to access to the facilitations or rights that should be available for the employees as well as any other circumstances as the case may be, such employee can also report a grievance to the Company in order to resolve the problem and assure the satisfaction of the employees and related



parties. Such reporting or provision of information must be conducted in good faith or based on the legitimate order according to the roles and duties and/or the laws. Any provision of false information or discrediting of others which causes damage to other persons or the Company, shall be subject to disciplinary punishment and legal actions decided by the Company. To report any information or grievance, the employee shall comply with the procedures as follows:

- 5.1 In case that the whistleblower or grievance-petitioner is the employee, should it come across or is suspicious based on reasonable cause in good faith of the occurrence of wrongdoing or fraud, or dissatisfaction is associated with employees, Company or subsidiaries. In case for the grievance to the Company, it shall be deemed the duty of the direct supervisor of employees to oversee and resolve the problem relating to the employment conditions and work performance conditions as well as any other matters relating to the work performance of for the subordinated employee under its supervision in order for the supervisor to consider, decide and find the solution in a timely manner. In case that the grievance of the employees is not solved, the employee shall be immediately reported to the Whistleblowing Unit as designated by the Board of Directors, whether verbally or in writing, using the Form of Wrongdoing and Fraud Finding/Report (Attachment 1) or the Grievance Form (Attachment 4). In this respect, the employee should not conduct any investigation or inquiry regarding the suspicious action, by himself or herself.

In case that the whistleblower is not the employee, should it come across or is suspicious based on reasonable cause in good faith of the occurrence of wrongdoing or fraud in relation to the Company or subsidiaries, the notification can be submitted through the channel as specified in Clause 5.2.

To report any wrongdoing or fraud, the whistleblower or grievance petitioner must disclose his or her name, address and telephone number. However, the whistleblower or grievance petitioner may choose whether to disclose or not to disclose his or her name to the Investigation Committee during the investigation stage, except for the case that the Company initiates the legal actions against the wrongdoer, in which case, the whistleblower is required to disclose his or her identity to provide information and serve as a witness in court proceedings.

If any whistleblower on the wrongdoing or fraud or the grievance petitioner, who refuses to disclose his or her identity while providing information regarding the wrongdoing or fraud before the investigation of such wrongdoing or fraud, the Company will not accept the matter to be considered and will not take any action on the information or the notified clue in any respects.

- 5.2 Unless it is not permitted by circumstances or the whistleblower is uncomfortable reporting such finding to the Whistleblowing Unit, the whistleblower can alternatively notify through the channels as follows:



Whistleblowing Unit as per the address as follows:

B.Grimm Power Public Company Limited

5 Huamark, Bangkapi

Bangkok 10240

or

E-mail: Whistle-blowing@bgrimmpower.com

In case that the high-ranking executive from Vice President (VP or department manager) level upwards or equivalent and above, or the Head of Internal Audit Department, or the Whistleblowing Unit, is involved in such wrongdoing or fraud, the notification must be submitted to the Chairman of Audit Committee or the Board of Directors.

- 5.3 For the supervisors or departments under Clause 5.1 and 5.2, upon receiving the notification on any wrongdoing or fraud, they must immediately report to the Internal Audit Department of the Company (or of the business unit to which they are reporting). The Whistleblowing Unit shall have the duty in preparing the register of complaint entry and shall submit the summary report of its complaint entry on wrongdoing or fraud to the Audit Committee on a regular basis of at least once in each quarter.

6. Investigation of Wrongdoing and Fraud

The investigation of wrongdoing and fraud must be conducted fairly without prejudice so as to identify facts and prove whether the accused has committed such reported wrongdoing or fraud and must protect the interests and reputation of the accused, staff and the Company.

The Internal Audit Unit shall have the duty and responsibility to initially evaluate and review such information in collaboration with the Legal Department, the Whistleblowing Unit and other related units of the Company or business unit. In the review of such information, the Internal Audit Department may review documents, information, e-mails and any other information of the Company or that which is relevant to the Company and make inquiries with the informants.

Once the review is completed and reveals that such information is valid to substantiate possible wrongdoing or fraud, the Internal Audit Department, in collaboration with the Whistleblowing Unit and the Legal Department, shall suggest that the Executive Committee appoint an Investigation Committee, unless such matter involves a violation of the code of ethics, in which case it must be reported to the Executive Committee for further investigation in accordance with the specified policy and requirements.

If the value of damages is expected to exceed 1 million Baht or such matter may affect the Company's reputation, the Head of the Internal Audit Department shall immediately report such matter to the Chairman of the Board of Directors, or the Chairman of the Executive Committee/the Chairman of the Audit Committee.



6.1 Investigation Committee

The composition, qualifications, powers and duties of the Investigation Committee shall be as follows:

6.1.1 Composition and Qualifications

The Investigation Committee shall be composed of at least three members and shall be chaired by an executive from the level of the Vice President (department manager) or the equivalent or above, and it shall include representatives from the Internal Audit Department, the Whistleblowing Unit and the Legal Department as members. Members of the Investigation Committee must be independent, knowledgeable and properly qualified for the matter to be investigated under this Policy, and must not:

- a) be the direct supervisor of the suspect.
- b) have any business or personal relationship with the suspect, other than the Company's employment.
- c) have any quarrel with the accused.
- d) have other reasons which may render the investigation unfair.

Moreover, an executive from the level of the Vice President (department manager) or the equivalent or above in charge of the unit in which wrongdoing or fraud is suspected may designate a representative who is independent of the suspect of such wrongdoing or fraud to provide support and information. The Investigation Committee may further invite specialists in different fields, on matter such as safety, information technology, and engineering, to also provide relevant information.

If the suspect of wrongdoing or fraud is a high-ranking executive, the Chairman of the Investigation Committee must hold a position higher than the person to be investigated, and a member representing the unit must be the topmost executive in that unit.

6.1.2 Power to Investigate

For the purpose of investigation, the Investigation Committee shall have the following powers and authorities:

- a) Investigate to find facts, evidence and witnesses in order to identify the truth for justice.
- b) Have free and unlimited access to various information of the related units of the Company.
- c) Make inquiries, and copy and/or remove files, cabinets or document storage devices of the Company in the possession of staff or various units, whether with or without notice to or request for prior consent from the responsible persons.
- d) Engage (subject to the Company's regulations) and seek cooperation or assistance from a third party to the extent necessary and appropriate.
- e) Appoint or remove any subcommittee members for the foregoing purposes and report such arrangements to the Investigation Committee.



The Investigation Committee shall have no power to impose any sanctions upon, dismiss or terminate any persons, but may suggest any disciplinary actions in the investigation report.

6.2 Investigation Procedures

The Investigation Committee shall conduct the investigation fairly regardless of position, years of service or distinction of the suspect of wrongdoing or fraud towards the Company.

6.3 Investigation Timeframe

The Investigation Committee shall conduct the investigation and complete the report on investigation results within 45 days from the date of receipt of the written letter of appointment.

If there is any necessary circumstance which renders it not possible to complete the investigation within the timeframe, the Investigation Committee shall report causes of such delay in order to request to the authorized personnel an extension of time for each period not exceeding 30 days.

6.4 Investigation Report

When the investigation is concluded, the Investigation Committee shall prepare and submit a report on investigation results to the person who is authorized, with his or her signature, to appoint the Investigation Committee, the Chairman of the Executive Committee, the Head of the Finance Department, the Head of the Accounting Department, the Head of the Internal Audit Department of the Whistleblowing Unit, the Head of the Legal Department and all parties concerned as applicable.

An investigation report should at least contain the following particulars: (Specimen Investigation Report per Schedule 2)

- a) Date, time and place where the wrongdoing or fraud is suspected to have occurred.
- b) Description or type of the wrongdoing and fraud.
- c) Amount and monetary value of property or any other items involved under suspicion (in the event of property loss or damage, the valuation shall be based on its original values as well as present values).
- d) Statement that there was fraud or negligence on the part of individuals, and whether or not such occurrence was reported to other relevant persons, e.g., police officers (and if so, specify details of such individuals and suspected acts, inaction or negligence).
- e) Whether such loss, damage or embezzlement is insured.
- f) Weak points in the internal control or noncompliance with the specified work flow, and suggested solutions to the problems.
- g) Conclusion of the investigation.



In addition, the Head of the Internal Audit Department shall report the investigation results to the Chairman of the Audit Committee at the following meeting.

7. Disciplinary and Legal Actions

The Company shall use such investigation report to consider taking further actions after the investigation is concluded, provided that such consideration shall be based on facts acquired from the respective sources, actual or potential damage to the Company, and further actions to be taken under law, which shall depend on the severity of facts and the matter, subject to the Company's Work Rules and Regulations and Employment Conditions.

7.1 Disciplinary Actions

7.1.1 The Company shall impose sanctions in accordance with the Company's Work Rules and Regulations and Employment Conditions, starting from verbal or written warning, then suspension, up to dismissal, should the staff be found guilty of such wrongdoing according to the investigation results.

Furthermore, the Company shall impose disciplinary actions on the supervisor or other staff concerned should they be found to have failed to perform duties under their responsibilities with due and sufficient care.

7.1.2 Disciplinary actions against the wrongdoer shall be imposed by the authorized personnel in accordance with the Company's authorization levels. Should the wrongdoer be a high-ranking executive from the level of the Senior Vice President or the equivalent or above, the Executive Committee shall impose sanctions in consultation with the Audit Committee of the Company.

7.1.3 Disciplinary actions (if any) shall be imposed on the wrongdoer within 30 days upon receipt of the investigation report.

7.2 Civil and/or Criminal Actions

In the case that wrongdoing or fraud gives rise to damage to the Company's property, reputation or image, or violates the laws, the Chairman of the Executive Committee shall be authorized to consider taking civil and/or criminal actions against the wrongdoer, in consultation with the Head of the Finance Department, the Head of the Accounting Department, and the Head of the Legal Department, and shall report the results of consideration to the Executive Committee.

If the wrongdoer is a high-ranking executive from the level of Senior Vice President or the equivalent or above, the Executive Committee shall consider taking civil and/or criminal actions against the wrongdoer, in consultation with the Company's Audit Committee, and shall report the results of consideration to the Board of Directors.



8. Protection of Informants

- 8.1 To protect the whistleblowers and informants who act in good faith, such information about the whistleblowers and concerned witnesses, namely, names or private information, shall be protected and treated as confidential in accordance with the Company's requirements regarding confidentiality classification and document security, which shall be accessible only to those in charge of reviewing the complaint. Those personnel to whom such information is made available shall have the duty to keep confidential such information, and complaint and documentary evidence of the complainant and informants, which shall not be disclosed to any unauthorized personnel, unless as required by law.
- 8.2 The Company shall not allow for any threat or harassment against staff who provide information concerning wrongdoing or fraud, including those who provide cooperation or assistance in the investigation, in good faith. The Company shall provide protection and prohibit staff or executives of the Company from terminating employment of, suspending, imposing disciplinary actions against or threatening to take any actions against any staff who provide information concerning wrongdoing or fraud. Such protection shall also include any unfair treatment, discrimination by improper means or actions that cause damage to a third party, including the situation that the third party files a lawsuit, testifies as a witness, gives statement, or provides any cooperation to the court or state agencies. Any violation thereof shall be subject to disciplinary actions and may be punished in accordance with the laws, should such violation be regarded as an offense under the laws.
- 8.3 The Company may provide special protection as appropriate, depending on the severity and sensitivity of the matter. Should a complainant be threatened or harassed, such occurrence shall be immediately reported to the Whistleblowing Unit. The Whistleblowing Unit shall act as the protector of the informants under this Policy.
- 8.4 Should a staff provide, in good faith, such information concerning wrongdoing or fraud, and the investigation subsequently find no wrongdoing per the complaint, the Company shall not impose any sanctions on such staff. However, should the investigation find no merits in the facts per the complaint, and such complaint be found to have been made with an intention of discrediting or causing adverse impact or providing false information, the Company shall consider imposing sanctions on such staff in accordance with the Work Rules and Regulations, starting from verbal or written warning, then suspension, up to dismissal, including legal actions.

9. Investigation Guidelines

The following guidelines are set out to ensure that the investigation shall be conducted transparently and fairly.

- 9.1 Suspension during Investigation



During the course of an investigation under this Policy, the Investigation Committee may suggest that the relevant supervisor from the level of the Vice President (department manager) or the equivalent or above, in consultation with the Company's Human Resources Department, give a suspension order to a staff member who is a suspect of wrongdoing or fraud in accordance with the Company's Work Rules and Regulations.

9.2 Document Review and Search

The Investigation Committee should gather evidence and review various documents to understand facts and the matter in its entirety and keep such documents safe prior to proceeding with the inquiry of witnesses.

If it is necessary to search any personal belongings of staff, e.g., wallet, handbag, to locate any documents or evidence, staff of whom a search will be conducted must sign a Written Consent Letter (Schedule 3), and should staff refuse to sign, such refusal shall be recorded as a remark.

9.3 Inquiry of Witnesses

9.3.1 Inquiry of witnesses is a procedure to obtain related information from the persons concerned.

Members of the Investigation Committee shall have the power to approach, contact and ask questions of other staff and personnel to obtain relevant information during the fact-finding. During the course of investigation, the Investigation Committee shall not be required to advise management and other managers of such contact with concerned staff during the fact-finding.

9.3.2 In the inquiry of witnesses, the suspect or any other persons may give written or tape-recorded statements. In each inquiry, representation by the Whistleblowing Unit and the Chairman of the Investigation Committee should be present.

9.3.3 Representatives of the Whistleblowing Unit or the secretary to the Investigation Committee shall carefully record the inquiry of witnesses, and the Chairman of the Investigation Committee and the person who gives such statement shall sign a memorandum of statement. Should the person who gives such statement refuse to sign, such refusal shall be recorded as a remark. The investigation may be tape-recorded.

9.3.4 The inquiry of witnesses should be conducted in a room dedicated for such purpose and without any threat and must be free from any accusations. Upon completion of the inquiry, the person who has been inquired of should sign a memorandum of statement to acknowledge that all inquiries must be kept confidential.



9.4 Inquiry of the Accused

The Investigation Committee should make inquiries of all suspects. The inquiry process is intended to allow each suspect to clarify facts and respond to the accusation from his or her side. This is the key to fact-finding in the interests of justice. Notwithstanding the suspects' cooperation in the investigation, such statements given by the accused must be recorded accurately and may be used to consider taking disciplinary or legal actions accordingly.

9.5 Influence over Investigation

All persons involved in the investigation must be well aware that they have the duty to assist in searching for the truth, and as such, they must not use their capacities to influence the investigation results.

10. Storage and Disclosure of Information

- 10.1 During the investigation, the Chairman of the Investigation Committee shall have the duty to take care of all documents, evidence and memoranda of statements provided, and once the investigation is concluded, the originals of the memoranda of statements and supporting documents, including tape-recorded statements, shall be forwarded to the Whistleblowing Unit for further storage.
- 10.2 The investigation report shall not be copied (whether by printing or by any other means) or made available to any other persons, except only to the persons as named in the report. Any request for the investigation report or a copy thereof shall be made in writing and submitted to the President, together with reasonable grounds.

11. Confidentiality

- 11.1 Those who have access to information concerning wrongdoing or fraud and the investigation must keep such information confidential and shall not disclose such information to any person, unless where such disclosure is necessary to perform duties or comply with the laws.
- 11.2 The investigation report shall not be disclosed to any persons. This is to avoid causing any damage to the reputation of a suspect, who may be subsequently found innocent, and to prevent any potential legal risks to the Company.
- 11.3 In response to questions from the press, investors and stakeholders should use the following statement, "I'm not in a position to discuss or disclose this matter" and refer to the Company's contact channels, e.g., Investor Relations Department or Public Relations Department.



12. Related Policies

To properly comply with this Policy, the following related policies should be studied and consulted in parallel:

- a) Corporate Governance Policy and Code of Conduct,
- b) Work Rules and Regulations and Employment Conditions of B.Grimm Power Public Company Limited and Subsidiaries, and
- c) The Company's authorization levels.

13. Questions Relating to this Policy

Any questions or queries relating to this Policy should be submitted to the Head of the Internal Audit Department or the Whistleblowing Unit of the Company or staff's business units.

14. Policy Implementation and Review

The Internal Audit Department of B.Grimm Power Public Company Limited shall have the duty and responsibility to monitor the compliance with this Policy and guidelines, and to regularly keep them updated and in line with the applicable requirements and laws as necessary and appropriate at least once a year.

The Board of Directors' Meeting No. 1/2018 held on 22 January 2018 has unanimously approved Whistleblowing and Grievance Policy.

-Signature-
(Mrs. Preeyanart Soontornwata)
President

