

บริษัท บีอีซี เวิลด์ จำกัด (มหาชน)

BEC WORLD PUBLIC COMPANY LIMITED

#### Directive

#### No. 008/2564

### **Anti-Corruption Policy**

As public media, BEC World Public Company Limited realizes that corruption can occur in any sector. Throughout the past years, the Company acted as medium in broadcasting information related with corruptions to raise public awareness on the importance of anti-corruption among Thai society. In respect to its business operation, BEC World Public Company Limited is committed to operate business on the foundation of fairness, honesty, fair competition, and in compliance with the principle of good corporate governance. The Company is also determined to fight against all forms of corruption and establish transparency standard throughout its business operations.

To ensure concrete practice, BEC World Public Company Limited therefore set up appropriate policies, scope of responsibility, practices, and regulations to prevent any forms of corruption that may occur within the business operations carried out by the Company and to provide clear guidance of practice to be followed by directors, executives, staffs/employees, subsidiaries, associated companies as well as business partners to ensure the same practice across the organization.

### This directive consists of the following policies:

- 1. Anti-corruption policy
- 2. Internal control and internal audit
- 3. Policy on gift giving, hospitality, and other expenses
- 4. Policy on charitable donation and sponsorship
- 5. Political support policy
- 6. Human resource management policy
- 7. Complaint and suggestion management policy



บริษัท บีอีซี เวิลด์ จำกัด (มหาชน)

# 1. Anti-corruption policy

As public media, BEC World Public Company Limited realizes that corruption can occur in any sector. Throughout the past years, the Company acted as medium in broadcasting information related with corruptions to raise public awareness on the importance of anti-corruption among Thai society. In respect to its business operation, BEC World Public Company Limited is committed to operate business on the foundation of fairness, honesty, fair competition, and in compliance with the principle of good corporate governance. The Company is also determined to fight against all forms of corruption and establish transparency standard throughout its business operations.

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### Definitions

- 1. Corruption means offering, requesting, or agreeing to offer assets or any other benefits, including offering of gifts or services, cash or non-cash items, or bribery of any forms to induce unethical action or lack of action or refrain from acting in the exercise of his/her duty from state officials or state agencies or representative of state agencies, and private agencies, unless otherwise permitted by laws, regulations, notifications, local customs, or business customs. This shall also include corruption in duty in terms of violation of law and ethics, or conflict with ethical standard.
- 2. Anti-Corruption means absolute non-tolerance toward all forms of corruption.
- 3. Facilitation Payment means any minor expenses unofficially paid to a state official or paid to facilitate for quicker process. This type of payment is not dependent on the discretion of state official and is lawfully acted by that state official and it is the right stated by law of which a juristic person is entitled to.
- Member of BEC World Public Company Limited means directors, executives, staffs, employees of BEC World Public Company Limited, including those who by duty are involved with BEC World Public Company Limited.



บริษัท บีอีซี เวิลด์ จำกัด (มหาชน) BEC WORLD PUBLIC COMPANY LIMITED

- 5. Executive means management at Business Unit Head level or higher.
- 6. Company means BEC World Public Company Limited.

## **Guideline and Responsibilities**

- Compliance with anti-corruption policy shall be applicable with the directors, executives, staffs/employees of BEC World Public Company Limited at every level, including those whose duties are involved with the Company.
- 2. All members of BEC World Public Company Limited must comply with anti-corruption policy, good corporate governance policy, political support policy, policy on charitable donation and sponsorship, policy on gift giving, hospitality and other expenses, complaint and suggestion management policy, BEC Group Code of Business Conduct, Employee Code of Conduct, and Thai laws concerning anti-corruption.
- Members of BEC World Public Company Limited shall not support corruption of any forms which include giving an offer or payment, demanding, accepting or permitting items of any value which express the intention of receiving, both directly and indirectly.
- 4. Members of BEC World Public Company Limited must avoid any actions that may be involved with corruption in the Company's transaction system as well as facilitation payment that may lead to corruption, and must not support any involvement with corrupted act committed by a third party and/or business partner, customer, advisor, agency, etc. for individual benefit or benefit of family members, friends, acquaintances, and shall inform any third parties to strictly follow the Company's anti-corruption policy and any other relevant polices.
- 5. Members of BEC World Public Company Limited must perform their duty with honesty, fairness, and integrity, and must not seek personal gains from the Company's name or businesses, including committing any act that may lead to corruption in duty or a serious offence or an act causing damage to the organization, and committing any inappropriate act during their duty, and seeking personal benefit or allowing others to seek benefit that may impair their fairness and honor in duty.
- 6. Any contact with state agency, state enterprise, private organization, and any other organizations must be carried out on the basis of transparency, honesty, and lawfully. Any processes carried out must be in accordance with the law and relevant rules and regulations as well as provided with clear and verifiable documentation.



- 7. Directors, executives, and staffs/employees must perform their duty in compliance with anticorruption policy. Directors and executives must act as role models and ensure their staffs/employees follow the Company's anti-corruption policy.
- 8. Staffs/employees must not neglect or ignore any act of corruption related to the Company or any act in violation of this policy. In such cases, the supervisors or the Audit and Risk Committee or responsible person must be notified. Staffs/employees must cooperate during investigation process as specified in complaint and suggestion management policy according to which protection shall be provided to the complainant.
- 9. The Company shall conduct investigation upon discovery of any act of corruption committed by a member of BEC World Public Company Limited. If found guilty, he or she will receive disciplinary actions as stated in complaint and suggestion management policy.
- The Company guarantees fairness and protection for all staffs/employees declining or reporting on corruptions related with the Company, including whistleblowers or complainants who are external parties in equal manner.
- 11. The Company has no measure for punishing members of BEC World Public Company Limited who declined any involvement with corruption and causing damage to the business of the Company.
- 12. The Company shall, on regular basis, provide knowledge and understanding among members of BEC World Public Company Limited, including subsidiaries and associated companies concerning compliance with anti-corruption policy and other related policies.
- 13. Anti-corruption policy shall be treated as part of the Company's human resource management, including recruitment, training, evaluation, and remuneration. Supervisors at every level must communicate and establish understanding among their staffs to ensure all business activities within their scope of responsibility and regulation are carried out efficiently and in compliance with this policy.
- 14. Office of Internal Audit and Risk Management is responsible for reporting audit/assessment results of the internal control system of BEC World Group, which also includes any potential risks resulting from corruption, to the executives and Audit and Risk Committee at least once a year to review risk management measures and maintain acceptable degree of risk and zero tolerance for corruption. The audit results shall be used as information for improvement and development of the internal control system as well as determining yearly audit plan.



บริษัท บีอีซี เวิลด์ จำกัด (มหาชน)

- 15. Executive is responsible for reporting audit results to Audit and Risk Committee or Corporate Governance Committee and/or Board of Directors in compliance with anti-corruption policy.
- 16. Audit and Risk Committee is responsible for reviewing financial and account reporting system, internal control system, internal audit system, including matters related with corporate governance policy and anti-corruption policy to ensure the business operations of BEC World Group is concise, appropriate, efficient, and in compliance with the determined policy. The committee is also responsible for reviewing risk management plan and policy to ensure it covers risks related with corruption and ensuring appropriate risk assessment and management processes are established.
- 17. Corporate Governance Committee is responsible for reviewing compliance with good corporate governance policy and reviewing the policy to ensure it is in line with relevant rules, regulations, and laws concerning corporate governance.
- 18. The Board of Directors is responsible for overseeing that the established anti-corruption policy is complied with in systematic and efficient manner to ensure that members of BEC World Public Company Limited follow the policy, including reviewing the appropriateness of the anti-corruption policy and other relevant polices at least once a year.

Effective from 19 March 2021.

(Mr.Somchai Boonnamsiri) Chairman BEC World Public Company Limited



บริษัท บีอีซี เวิลด์ จำกัด (มหาชน)

**BEC WORLD PUBLIC COMPANY LIMITED** 

# 2. Internal control and Internal audit

## Definitions

- Internal control means a process performed by the Board of Directors, management or any other persons to ensure reasonable confidence concerning operational efficiency, reliability of financial reporting, and compliance with relevant laws and regulations.
- Internal audit means a process of auditing reliability of the internal control system, documentation, and performance to build confidence among the executives, investors, and other stakeholders of the Company. The auditing process is performed by internal auditor.

### **Internal control**

The Company has set up reporting structure and appropriate responsibility designation authority in accordance with the table of authority, including assigning roles and responsibilities in accordance with the defined organizational structure and determining business goals to ensure all objectives are achieved. The Board of Directors is independent to administrative section and is responsible for overseeing and developing of internal control, as well as assigning duties and responsibilities for internal control to personnel by providing operation manuals to ensure the Company's objectives are accomplished and in compliance with internal control principles. These operation manuals contain key internal control systems as follows:

Name of Operational Manual	Procedure
1. Purchasing Operation Manual	1.1 Purchase requisition
	1.2 Purchase order
2. Procurement Operation Manual	2.1 Procurement of production and broadcasting
	equipment
	2.2 Procurement of supplies, assets, and others
3. Petty Cash and Advance Systems Operation	3.1 Procedure for petty cash and advance systems
Manual	
4. Finance Process for Expense Reimbursement -	4.1 Operation procedure
Cheque	4.2 Expense reimbursement procedure
5. Finance Procedure	5.1 Finance system procedure
6. Etc.	

<u>Remark:</u> Further details of operation manuals are available at the Company's intranet system under Banner (E-Manual)



บริษัท บีอีซี เวิลด์ จำกัด (มหาชน)

In addition, the Board of Directors has appointed Audit and Risk Committee pursuant to the criteria of the Securities and Exchange Commission and Stock Exchange of Thailand. The committee is responsible for auditing the accuracy and adequacy of the Company's financial report as well as appropriate and efficient internal control system and internal audit, ensuring compliance with securities and stock exchange laws, SET requirements and other relevant laws, and anti-corruption policy. The committee is also responsible for overseeing appropriate and comprehensive risk management.

The adequacy of the Company's internal control system and internal control concerning corruption risk are evaluated on yearly basis and reported to the Audit and Risk Committee and the Board of Directors. The Company has provided sufficient personnel to ensure efficient implementation and set up internal control system for monitoring the operations of subsidiaries and protecting the assets of the Company and subsidiaries from unlawful or unauthorized use by any director or executive.

### **Internal audit**

The Board of Directors has appointed the Office of Internal Audit and Risk as another division in the Company and prescribed its charter for supporting its performance. The Office of Internal Audit and Risk shall directly report its performance to the Audit and Risk Committee.

The Office of Internal Audit and Risk has prepared annual internal audit plan and shall conduct risk assessment of each department or process which also includes corruption related risks in order to analyze and determine internal audit plan in the aspects of compliance with relevant rules, regulations, operational performance, and preparing reports (both financial and non-financial).



บริษัท บีอีซี เวิลด์ จำกัด (มหาชน)

Internal auditor is responsible for auditing and assessing adequacy of the internal control system pursuant to the annual audit plan. Any material flaws observed from internal control related to operation or corruption aspects shall be reported and discussed with the management of concerned department to seek initial preventive measure or improvement which shall further be reported to the Audit and Risk Committee and the Board of Directors. In the event of urgent matters, it will be reported immediately and verbally discussed with the management of the concerned department to determine preventive measure or areas of improvement which shall further be reported to the Audit and Risk Committee and the Board of Directors.

Effective from 19 March 2021.

(Mr. Somchai Boonnamsiri) Chairman BEC World Public Company Limited



# 3. Policy on Gift Giving, Hospitality, and Other Expenses

This policy is part of anti-corruption policy to demonstrate that BEC World Public Company Limited conducts its business on the foundation of good corporate governance principle and transparency as well as equal treatment among all stakeholders in line with the defined anti-corruption policy and relevant laws and regulations. This policy provides a clear guideline to be followed by all directors, executives, and staffs/employees of BEC World Public Company Limited.

## Definitions

- Gift means money, assets, or any other benefits given as courtesy, personal preference, or remuneration, including other privileges, such as discount and service, which are not normally given.
- 2. Hospitality means expenses related to hospitality, travel, accommodation, food and beverages, entertainment or any other items of similar nature.
- 3. Normal business custom means festival holidays or important holidays during which gift giving can be included, as well as celebrated occasions for expressing congratulation, appreciation, welcoming, condolence, or providing assistance as part of social etiquette or business customs.

### **Guideline and Responsibilities**

- BEC World Public Company Limited has a policy for directors, executives, and staffs/employees to inform relevant external parties concerning non-acceptance of gifts and acceptance of gifts that may risk non-performance of duty is strictly prohibited. All directors, executives and staffs/employees must also comply with the defined anti-corruption policy.
- 2. Directors, executives, and staffs/employees must strictly comply with this policy. Directors and executives are responsible for overseeing and ensuring such compliance.
- 3. <u>Gift giving or hospitality</u> In the case where gift giving or hospitality cannot be avoided, the following conditions must be taken into consideration:
  - 3.1. Must be in accordance with normal business custom.



- 3.2. Must not be given for the intention of influencing, inducing or rewarding an individual/organization for personal gains, or as an exchange or hidden in order to unethically acquire assistance/benefits.
- 3.3. Must be given in the name of the Company or representative of the Company, and not personally.
- 3.4. Value of gift must not exceed THB 3,000 per item. In the case where gift of higher value is required as part of normal business custom, it must be reported and must always obtain approval from vice president or higher position in advance.
- 3.5. Place for hospitality must be appropriate and of reasonable price. Hospitality payment should be spent only as deemed necessary.
- 3.6. Disbursement must follow the rules and regulations of the Company including provided with clear and correct documentation and approved by authorized person in accordance with chain of command. The documents provided must allow for complete and accurate account recording.
- 4. <u>Accepting of Gifts</u> In the case where a director, executive or staff/employee received a gift without the opportunity to notify relevant party regarding non-acceptance of gifts or relevant party insisted on giving the gift or refused returning of gift after being notified of such policy, the following procedures shall apply:
  - 4.1. Gift is received as part of normal business custom and not worth more than THB 3,000.
  - 4.2. Gift is a kind of souvenir from the giver's organization or something that must immediately be eaten and can be distributed for use or eaten at the receiver's organization.
  - 4.3. In the case a gift is not a kind of souvenir from the giver's organization or a valuable item or something that can be distributed for further use, the following procedures shall apply:
    - 4.3.1. Prepare a document/record for accepting of gifts and in which clear details concerning type of gift and the name of the person or organization giving the gift must be identified. All gifts must be kept at workplace.
    - 4.3.2. Submit the document/record to CSR Division for collection and further proceeding.
    - 4.3.3. CSR Division collect the gift for donation at charitable events held by the Company and promote the activity to encourage participation from executives and employees at every level.
- CSR Division gather donation information for preparation of annual report on Corporate Social 10/21 Responsibility.



- 6. Office of Internal Audit and Risk is responsible for reviewing compliance with this policy and reporting audit results to the management and the Audit and Risk Committee in pursuant to annual audit plan.
- In case of doubt or uncertainty or guidance concerning compliance with this policy, see more details from "Anti-Corruption Policy" available on the intranet system or contact Compliance and System Development Division, Office of Internal Audit and Risk.

Effective from 19 March 2021.

(Mr. Somchai Boonnamsiri) Chairman BEC World Public Company Limited



# 4. Policy on Charitable Donation and Sponsorship

This policy is part of anti-corruption policy to demonstrate that BEC World Public Company Limited conducts its business on the foundation of good corporate governance principle and transparency as well as equal treatment among all stakeholders in line with the defined anti-corruption policy and relevant laws and regulations. This policy provides a clear guideline to be followed by all directors, executives, and staffs/employees of BEC World Public Company Limited.

### Definitions

- Charitable donation means giving of money, assets, or any other benefits for public interest and without expecting anything in return.
- Sponsorship means offering/accepting money, assets, or any other benefits to support social projects or activities.

#### **Guideline and Responsibilities**

- 1. BEC World Public Company Limited has a policy to allow directors, executives, and staffs/employees to make a donation or sponsorship only for charity purpose or for carrying out projects or activities that are truly serving social benefits.
- 2. Directors, executives, and staffs/employees must comply with this policy. Directors and executives are responsible for overseeing and ensuring such compliance.
- 3. Charitable donation and sponsorship must be in accordance with the following criteria:
  - 3.1. Name of responsible person and/or organization must be clearly specified and verifiable.
  - 3.2. Objective of donation or project or activity must be clearly stated and is considered to be beneficial to the society and not used as an excuse for bribery or other hidden objectives.
  - 3.3. Must be given in the name of the Company and not personally.
  - 3.4. Must be approved by authorized person in accordance with the defined chain of command respectively.



บริษัท บีอีซี เวิลด์ จำกัด (มหาชน)

- 3.5. Disbursement must follow the rules and regulations of the Company including provided with clear and correct documentation and approved by authorized person in accordance with chain of command. The documents provided must allow for complete and accurate account recording.
- 3.6. In the case where a foundation is associated with the Company, the guidelines stated in the operation manual of that foundation shall be applied.
- 4. When acting as a point of contact between government sector and private sector in accepting public donation in the event of natural disasters, it must be done on the basis of transparency, verifiability, and without any hidden interests.
- 5. Organizations making charitable donation or sponsorship must report details of the donation or sponsorship to CSR Division for preparation of CSR Report in the following year.
- Office of Internal Audit and Risk is responsible for reviewing compliance with this policy and reporting audit results to the management and the Audit and Risk Committee in pursuant to annual audit plan.
- In case of doubt or uncertainty or guidance concerning compliance with this policy, see more details from "Anti-Corruption Policy" available on the intranet system or contact Compliance and System Development Division, Office of Internal Audit and Risk.

Effective from 19 March 2021.

(Mr. Somchai Boonnamsiri) Chairman BEC World Public Company Limited



บริษัท บีอีซี เวิลด์ จำกัด (มหาชน) BEC WORLD PUBLIC COMPANY LIMITED

# 5. Political Support Policy

This policy is part of anti-corruption policy to demonstrate that BEC World Public Company Limited conducts its business on the foundation of good corporate governance principle and transparency as well as equal treatment among all stakeholders in line with the defined anti-corruption policy and relevant laws and regulations. This policy provides a clear guideline to be followed by all directors, executives, and staffs/employees of BEC World Public Company Limited.

## Definitions

- Political support means offering assets, money, items, or any other benefits to support political activities, politicians, political parties, individuals or organizations directly and indirectly involved in political activities, including taking part in political campaigns.
- Member of BEC World Public Company Limited means directors, executives, staffs, employees of BEC World Public Company Limited, including those who by duty are involved with BEC World Public Company Limited.

### **Guideline and Responsibilities**

- 1. The Company has a policy of being politically neutral and does not permit any support for political parties, politicians, individuals or organizations involved in political activities.
- Member of BEC World Public Company Limited has the right to participate in political activities under constitutional law and other related laws to support democracy under constitutional monarchy but must be done personally and not in the name of the Company.
- Member of BEC World Public Company Limited must remain cautious when taking part in political activities and refrain from using any assets of the Company as well as logo or symbols representing the Company.
- 4. Public relations concerning involvement in political activities and campaigns through social media or any other public media must only be done personally and not in the name of the Company.
- 5. As a public media, all news and information must be presented independently and impartially without any influence or in favor of any particular political party.



- 6. News presentation must respect political views of each individual and without impartiality or conflict to avoid social dispute.
- In case of doubt or uncertainty or guidance concerning compliance with this policy, see more details from "Anti-Corruption Policy" available on the intranet system or contact Compliance and System Development Division, Office of Internal Audit and Risk.

Effective from 19 March 2021.

(Mr. Somchai Boonnamsiri) Chairman BEC World Public Company Limited



# 6. Human Resource Management Policy

BEC World Public Company Limited recognizes the importance of human resource management as it plays a vital role in strengthening competitiveness and efficiency within the organization. Hence, human resource management policy of BEC World Group has been prescribed as follows:

#### 1. Labor Practices and Human Rights

Conduct human resource management in systematic manner and on the basis of equality, fairness, safety, and bettering the quality of life among employees to support the defined business management policy which is efficient and in line with good corporate governance principle.

#### 2. Recruitment and Selection of Employees

Implement a system which emphasizes equality and fairness, including incorporating processes for written assessment and interview to be conducted by a set of specialized and experienced committees and on the basis of transparency to assess knowledge, competency and skills of each individual based on the competency and core values required by the organization to select qualified personnel who is both "talented" and "virtuous".

### 3. Personnel Development

Implement Competency Based Development to constantly further enhance personnel competency and performance by providing personnel development programs to ensure they are equipped with appropriate level of knowledge, skills, and competence in line with career progression plan, including Talent Management Program to enable personnel the opportunity to fully demonstrate their capabilities and succeed in their profession, and Succession Planning to ready personnel for new generation of executives who will be succeeding in key positions.

### 4. Performance Management

Adopt Performance Management System as a vital tool for tangible improvement of performance in line with organizational goals. This includes having employees determine their work goals and performance/achievement indicators together with their supervisors, as well as implementing Coaching System and Performance Appraisal & Feedback by which a supervisor fairly evaluate the performance of their subordinates and give clear feedbacks to create motivation among employees



บริษัท บีอีซี เวิลด์ จำกัด (มหาชน)

with outstanding performance and seek ways for better improvement and performance management if failed to achieve the targeted goals.

## 5. Remuneration Management

Remuneration shall be fairly and appropriately determined and not lower than the criteria stipulated by law. In addition, remuneration shall be determined on the basis of Pay for Person, Pay for Performance, and Pay for Position and compared with that of external labor market as well as leading firms to ensure its appropriateness and competitiveness among other businesses of similar nature to attract new talents into the organization. Remuneration policy and annual raise shall also be determined by taking into consideration cost of living and operating results and must be in accordance with the Company's rules.

## 6. Internal Communication

The Company has in place a process to internally communicate its objectives, policies, work procedures as well as roles and responsibilities with the executives and employees at every level withing the organization, including providing diverse and appropriate communication channels to ensure it covers employees from every level, department, and areas, such as company's website, intranet, e-mail, HR newsletters, meetings, seminars, orientation, meet & greet, bulletin board, SMS, Line application, contact center, and People Champion.

## 7. Promotion of Moral and Ethics

Encourage employees to be a good person by upholding morality and strictly follow the rules and regulations, including establishing Code of Ethics and Employee Code of Conduct as well as measures and mechanisms to promote moral and ethics in practice.

# 8. Hiring of State Personnel/State Official to be Director, Executive, Employee, Worker, and Advisor of the Company

The Company has a policy to ensure compliance with the constitutional law and other laws and has remained politically impartial. The Company ensures its employees recognize their rights, duties, and freedom under the constitutional law and other relevant laws and does not allow any employees to assist or act in favor of any political parties or groups. In respect to hiring of state personnel/state official to be a director, executive, employee, worker, and advisor of the Company, a process for selection, employment approval, determination of remuneration, and monitoring has been established to ensure that such employment will not be in exchange for any advantages beneficial to the Company which can damage corporate image, credibility, and integrity.



In the case where such employment will result in gaining advantages or mutual exchange of benefits, HR supervisor shall be responsible for reviewing the employment to ensure it complies with this policy, and immediately reporting results to the Corporate Governance Committee if such employment occurred.

Effective from 19 March 2021.

(Mr. Somchai Boonnamsiri) Chairman BEC World Public Company Limited



บริษัท บีอีซี เวิลด์ จำกัด (มหาชน) BEC WORLD PUBLIC COMPANY LIMITED

# 7. Complaint and Suggestion Management Policy

This policy is part of anti-corruption policy to demonstrate that BEC World Public Company Limited conducts its business on the foundation of good corporate governance principle and transparency as well as equal treatment among all stakeholders in line with the defined anti-corruption policy and relevant laws and regulations. This policy provides a clear guideline to be followed by all directors, executives, and staffs/employees of BEC World Public Company Limited.

### Definitions

- Complaint management means a process for handling and investigating complaints, including protecting complainant or whistleblower who reports about corruption, illegal act, immoral act, incorrect financial reporting, defective internal control, and violation of personal rights.
- 2. Suggestion management means a process for handling suggestions which shall be used for further improvement of practice or policy to ensure more efficient compliance of anti-corruption policy.
- Urgent complaint means any complained or reported corruption-related matters that exceed THB 50,000 in value and/or have been reported on the news.

#### **Guideline and Responsibilities**

- Complainant or whistleblower can submit their complaint in writing together with evidence via various channels. Every information reported will be treated confidential and will not disclose the name of the complainant or whistleblower and source, unless required by law as follows:
  - Directly report the supervisor (only internal complainant)
  - Whistle Blowing Channel on website (www.becworld.com) under topic "Whistle Blowing Channel" and the system will directly send information to Audit and Risk Committee Chairman and President.
  - Submit a letter to Audit and Risk Committee Chairman via address BEC World Public Company Limited, 3199 Maleenont Tower, Rama IV Road, Klongton, Klongtoey, Bangkok 10110.



- 2. In the event a superordinate or Audit and Risk Committee Chairman and/or President received a complaint or whistleblowing and it is likely to be true, relevant department must be informed/assigned as deemed appropriate, such as Office of Internal Audit and Risk, Human Resources Office, etc. to conduct further investigation.
- 3. The department assigned to conduct investigation collects preliminary information to be presented to the President, the Audit and Risk Committee, and the Board of Directors in order to appoint an investigation team to be responsible for screening, following up on, and verify the facts within 15 workdays.

<u>In Urgent Case</u> present information to the Audit and Risk Committee and President to make an appointment for special meeting for appointing an investigation team to verify the facts within 5 workdays.

- 4. The investigation team verify the complaint by independently and uprightly investigating facts and report results to the Audit and Risk Committee and President within 15 workdays. The Company shall equally provide justice and protection of the complainant or whistleblower, whether it be internal or external party.
- 5. Audit and Risk Committee considers the facts and seeks appropriate ways to give response, including determining measures or guidelines for preventing damage or reoccurrence, and report it to the Board of Directors within 10 workdays following the receipt of such information.
- 6. The Board of Directors is informed of the results and give approval for the proposed measures or guidelines for anti-corruption and misconduct within 5 workdays following the submission of resolution from the Audit and Risk Committee.
- 7. Once the decision has been concluded and the suspected individuals in every level are found guilty, the Company shall enforce disciplinary actions in accordance with the Company's regulation concerning employee misconduct as well as related laws, and notify the complainant of the results via contact information provided.
- Suggestions concerning compliance with various policies or anti-corruption matters can be submitted in writing via:
  - Whistle Blowing channel on website (www.becworld.com) under topic "Whistle Blowing
    Channel" and the system will directly send information to Audit and Risk Committee Chairman
    and President.



10110.

o Submit a letter to Audit and Risk Committee Chairman via address BEC World Public Company Limited, 3199 Maleenont Tower, Rama IV Road, Klongton, Klongtoey, Bangkok

บริษัท บีอีซี เวิลด์ จำกัด (มหาชน)

The Audit and Risk Committee Chairman and/or President assigns the Office of Internal Audit and 9. Risk to collect the information and consult with relevant parties to seek approval for further improvement in terms of practice or policy at least once a year.

10. In case of doubt or uncertainty or guidance concerning compliance with this policy, see more details from "Anti-Corruption Policy" available on the intranet system or contact Compliance and System Development Division, Office of Internal Audit and Risk.

Effective from 19 March 2021.

(Mr. Somchai Boonnamsiri) Chairman **BEC World Public Company Limited**