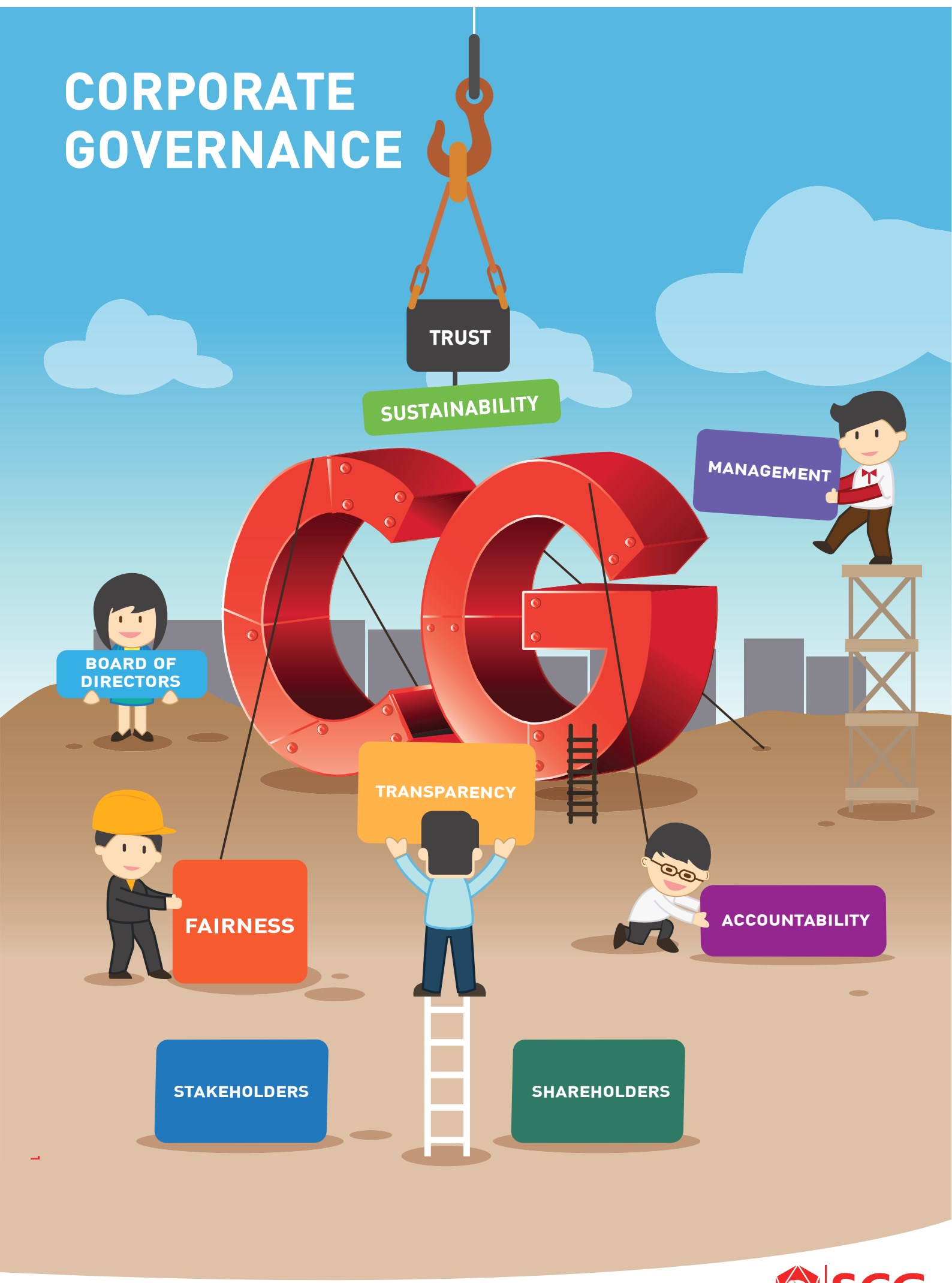
CORPORATE GOVERNANCE GUIDELINES, POLICIES AND SCG CODE OF CONDUCT

CORPORATE GOVERNANCE



SCG CORPORATE GOVERNANCE PRINCIPLES

2022 EDITION

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Message from the Board of Directors

SCG has continuously carried on its business for over 100 years under the thorough supervision of the Board of Directors to fulfill its commitment to just and responsible business conduct toward every stakeholder and adherence to the long-standing principles observed and practiced since the Company's establishment. All of this is achieved under the Code of Conduct, which is constantly reviewed and adjusted to reflect economic and social changes on the basis of balanced and sustainable growth.

The Board of Directors has deemed that the principle of Corporate Governance is a universally-accepted organizational management guideline that closely corresponds with SCG's core values and Code of Conduct. As such, the Company has compiled and employed various bodies of knowledge and practices relevant to organizational management in its business conduct, which is rooted in ethics, integrity, and social responsibility, as consistently practiced and passed down from generation to generation insofar as it is evident and accepted that such guidelines truly correspond with and achieve the same objectives as the principles prescribed by the SCG Corporate Governance. Therefore, these guidelines have been compiled in SCG Corporate Governance, first published in 2003.

Given the shifting social and economic landscape as well as the global climate of attempts to define guidelines and principles for organizational management that are in line with international corporate governance standards so as to create confidence in stakeholders and promote sustainable growth, the Board of Directors has approved a revision of the content of SCG Corporate Governance to keep it aligned with current changes. The revision is carried out in adherence to The Principles of Good Corporate Governance for Listed Companies 2012 stipulated by the Stock Exchange of Thailand, Corporate Governance Code for Listed Company 2017 stipulated by The Securities and Exchange Commission, and The Thai Institute of Directors Association as well as the ASEAN Corporate Governance Scorecard, which aims to elevate corporate governance of listed companies in ASEAN nations to international standards.

SCG aims to develop the organization as a model in Corporate Governance and has declared such a commitment in SCG visions because of its conviction that SCG Corporate Governance is a management system that will create fairness, transparency, return, and added values for shareholders in the long run as well as create confidence in every stakeholder and promote the Company's competitive capability for sustainable growth.

Air Chief Marshal Satitpong Sukvimol
Chairman of the Board of Directors

As an individual prospers in life through moral conduct,

so does a company through ethical practices.

Part 1

Introduction

Part 1 Introduction

Four Core Values of the Siam Cement Group (SCG)

The present prosperity, success, and stability of SCG are the result of conducting business according to its ethical core values – the ideals that have been held in high regard and put into practice by the Board of Directors, by management, and by staff at all levels. They are:

- **Adherence to fairness**
- **Dedication to excellence**
- **Belief in the value of the individual**
- **Concern for social responsibility**

Adherence to Fairness

It is the responsibility of SCG to ensure that all who come in contact with us are treated with equal fairness. For example:

- Customers who use our goods and services will obtain maximum benefit in terms of quality and cost.
- Shareholders will receive a proper rate of return on their investment.
- Employees will enjoy both appropriate compensation and a good standard of living.
- All groups of stakeholders will be fairly treated.

Dedication to Excellence

SCG is dedicated to right conduct and achieving the best results in all we undertake.

All employees and persons who come into contact with SCG recognize the total effort, knowledge, and skill we devote to constantly improving what we do. We strive to learn and pursue whatever we can to help us overcome obstacles and advance in the path of growth and sustainability. This dedication will generate the best results for both SCG and all stakeholders

Belief in the Value of the Individual

SCG is convinced that each of our staff constitutes our most valuable assets. SCG has managed to prosper through the efforts of our good and knowledgeable people, who have chosen to spend their careers with us. We select the most ethical and capable individuals we can find, and then enrich them to cope with challenges of our changing times. In return, we provide all our employees with security and a sense of belonging. With such care and concern between the Company and staff, little wonder that our personnel work so hard and skillfully for the progress of SCG.

Concern for Social Responsibility

SCG behaves as a good corporate citizen in all communities and countries where we operate. We diligently perform our social duties and responsibilities while engaging in activities to preserve natural resources and sustainability of the environment.

SCG Code of Conduct

Implementing the Code of Conduct

1. Persons Obliged to Observe the Code of Conduct

All employees of SCG are obliged to observe principles and guidelines stipulated in SCG Code of Conduct, and Directors shall serve as role models of such conduct.

2. Advice Concerning the Code of Conduct

1) Study principles and guidelines stipulated in SCG Code of Conduct, particularly in areas relevant to your roles and responsibilities.
2) Consult your supervisors or refer to the Code of Conduct consultation system if you are

not certain whether an action is in line with SCG Code of Conduct.

3) Communicate with colleagues and relevant parties to establish an understanding of practices prescribed in SCG Code of Conduct

4) Notify the Company upon encountering violations of SCG Code of Conduct via provided channels and cooperate in the fact-finding process.

3. Non-compliance with SCG Code of Conduct

- Non-compliance with the principles and practices stipulated in SCG Code of Conduct may result in disciplinary or legal actions, to be reviewed on a case by case basis, and may be liable to penalties as prescribed.
- In addition to non-compliance with SCG Code of Conduct mentioned above, any promotion of non-compliance, failure to report non-compliance, obstruction of fact-finding processes, and unfair treatment of informants also constitutes non-compliance with SCG Code of Conduct.

4. Responding to non-compliance with SCG Code of Conduct

SCG has put in place a whistleblowing system in accordance with international standards. If you are aware or encounter a case of non-compliance or if you have been affected by corruption or violations of laws, regulations, the company's articles of association, or its Code of Conduct, you may provide relevant information by following these steps:

- File a complaint via channels provided and ensure that the information is neither false nor submitted with malice intent, both of which will constitute a violation of human resources regulations.
- The Company has a procedure for handling complaints and providing protection to whistleblowers and informants.

5. Whistleblowing Policy

SCG has put in place a whistleblowing policy to ensure fair treatment of whistleblowers, informants, fact-finding committees, and investigation committees related to a case of corruption or violations of laws, regulations, the company's articles of association, or its Code of Conduct. The details are as follows.

1. If the whistleblower or informant reveals their name, the company will be able to notify them of progress and mitigate impact with greater ease and convenience.
2. SCG considers all relevant information confidential and will reveal only as much as necessary, taking into consideration the safety and possible consequences to the whistleblower, information sources, or parties related to SCG.
3. If the whistleblower feels that their safety is threatened or that they may affected, they may request appropriate protection measures from the company. The Company may prescribe protection measures without such a request if it appears that the whistleblower is likely to be affected or put in danger.
4. Those affected will receive compensation through an appropriate and fair process

Guidelines of SCG Code of Conduct

1. Human and Labor Rights

SCG aspires to conduct business with integrity and responsibility towards society and all stakeholders. Therefore, the Company recognizes the significance of respecting the human rights of every individual, treating everyone according to human rights principles, avoiding any action that constitutes a human right violation, as well as promoting human rights. This also includes the treatment of labor in accordance with human rights principles, labor laws, and relevant regulations on the basis of fairness.

Respect for human rights and fair treatment of labor apply to all direct business activities of SCG as well as the activities of its vendors and business partners in the business value chain and joint ventures.

2. Environment, Health, and Safety

2.1 Environment

SCG is committed to environmental conservation and management across its value chain. To this end, the Company encourages compliance with laws and its own policies on the environment and climate as well as requires the same level of environmental practices with SCG's environmental and climate policies as a baseline standard among all suppliers, direct and indirect service providers, key business partners, and business associates in, for instance, non-executive operations, external procurement, greenfield projects and renovation projects, agreement making, as well as mergers and acquisitions. SCG also cultivates consciousness about these issues among its employees and all parties involved in its business operations in order to promote compliance with related practices, incorporate environmental management into the organizational culture, and encourage concrete implementation.

2.2 Health and Safety

SCG places great emphasis on the health and safety of employees, suppliers, customers, communities, and stakeholders across the value chain, encompassing the manufacturing process, service and solution provision, as well as logistics and transportation, both in local and overseas offices. Health and safety impact assessment and risk management must be conducted before making any investment, entering into any joint venture, or initiating greenfield projects or renovation/improvement projects. All facilities, manufacturing processes, technology, machines, equipment, raw materials, services, logistics, and transportation must be taken care of to ensure the health and safety of all relevant stakeholders. In addition, health and safety awareness must be cultivated among employees and related parties to ensure compliance with relevant practices.

2.3 Safety of Products and Services

.SCG ensures that all products and services meet safety standards as stipulated by domestic laws, industrial standards, and relevant international standards as well as meet the specifications as agreed with the customer. This applies to the entire life cycle and value chain, from product design, manufacturing, transportation, storage, usage, and end-of-life management. Sufficient information, warnings, and instructions must be provided to ensure customer safety through the life cycle of a product and service. Particular attention must be paid to the safety of all products that SCG hires

others to produce, imports, or uses in sale promotion activities.

3. **Anti-Corruption**

SCG' s business should be conducted with stakeholders in correct, transparent, honest and traceable ways with no corruption. The business must comply with relevant laws and SCG's Anti- Corruption Policy ensuring it shall not cause condemnation or loss of reputation.

4. **Gifts and Entertainment**

Receiving and giving benefits including items of value, services, facilitating or entertainment with persons involved in business must be made in accordance with the customs of each locality or country and relevant laws, provided that the value of such is appropriate and it will not motivate an unfair decision making.

5. **Conflicts of Interest**

SCG is determined to do right things with an aim for excellence. Therefore, employees must aim to maximize SCG's benefits, comply with the laws and ethics, and avoid action creating conflicts of interest that may affect any decision.

6. **Political Activities**

SCG maintains political neutrality and does not support or make contributions, financial or otherwise, to any particular political party, political coalition, person with political influence, or political candidate on a local, regional or national level, either directly or indirectly. Nonetheless, SCG recognizes and respects the political rights of its employees as good citizens, as stipulated in the constitution, such as the right to express political opinions within the bounds of the law, vote, or join a political party.

7. **Handling of Information and Assets**

7.1 **Personal Information**

SCG respects the privacy of its customers, shareholders, employees, and other related parties. Any activity related to personal data, including the collection, use, and disclosure of such data, is carried out in such a manner that ensures that the rights of the data owner are fully protected in compliance with the law and SCG Privacy Policy.

7.2 **Recording, Reporting, and Storing Information**

SCG has realized the importance of internal information management. Recording and storing of information must comply with SCG's standard and be complete as prescribed by law. For storing, all employees are obligated to ensure that the information involved with their work remains safe and available for reference or use by SCG whenever needed.

7.3 **Buying and Selling Securities and Use of Inside Information**

Use of inside information which is material must be appropriately done considering impacts on all stakeholders and legitimacy. The information must not be used for personal or other people' s benefits.

7.4 **Use and protection of the Company's assets**

SCG has made efficient and full use of its assets and promoted the employees to protect them

from damage, loss or personal use for themselves and other people.

7.5 Use and Protection of Information Technology System

SCG desires that information technologies are used efficiently and safely according to SCG e- Policy to protect and preserve them from infringement or use without permission.

7.6 Use and Protection of Intellectual Property

SCG regards intellectual property as valuable assets to SCG. Employees must strictly follow established 'SCG Intellectual Property (IP) Policy' and protect SCG's intellectual property from unauthorized use or disclosure and must respect and not infringe other people's intellectual properties.

8. Information Disclosure and Communication

8.1 Information Disclosure

SCG' s disclosure of information is based on fairness, transparency and traceability. It must be ensured that the information is correct, current, clear, complaint with law on fair basis regardless of format as written and verbal, press conference or any other manner.

8.2 Communication

SCG' s communication including SCG brand communication to internal and external target, marketing communication of brands in SCG, use of SCG logo and communication via social media must be properly and accurately done considering fairness to every stakeholder and must not lead to damages to SCG. The Brand Communication Guidelines and SCG Social Media Policy should be strictly observed.

9. SCG's Transactions

9.1 Transactions between Companies in SCG

Any business or work that incurs related transaction between SCG group of companies must abide by the laws and regulations issued by state agencies; SCG's policies, practices, regulations, and the Delegation of Authority; and the principles and conditions relevant to each locality.

9.2 Transaction between SCG and External Parties

Transactions with external parties must be conducted properly, and comply with laws, regulations issued by state agencies and SCG's policy and must be strictly approved based on SCG's authority table. Moreover, it must be according to the conditions agreed upon, transparent and traceable. Avoid transactions that may cause trouble or damage to SCG or external parties.

10. Doing Business Abroad and International Trading

10.1 Doing Business Abroad

All of SCG business operation abroad including establishing a company, plant, office, branch, agent; trading with dealer; or doing acquisition overseas must comply with the laws and rules applicable in that country which SCG has invested and perform as good citizen in each locality. Moreover, such business operation must also take into account the circumstances, customs, traditions, and culture of each locality.

10.2 International Trading

Import and export of products or any transactions of SCG relating to foreign countries must strictly comply with relevant laws such as laws on import and export, customs act, product safety and consumer protection laws including relevant SCG's regulations and guidelines.

11. **Business Competition**

SCG is committed to fair business practices in compliance with the law and takes into account ethical trade practices when conducting business with its customers, suppliers and business partners, fair competition with other business operators, and trade competition laws of every country where SCG conducts business. In addition, SCG shall not engage in any act that may result in unfair trade or obstruct free competition and shall comply with its relevant policies and practices.

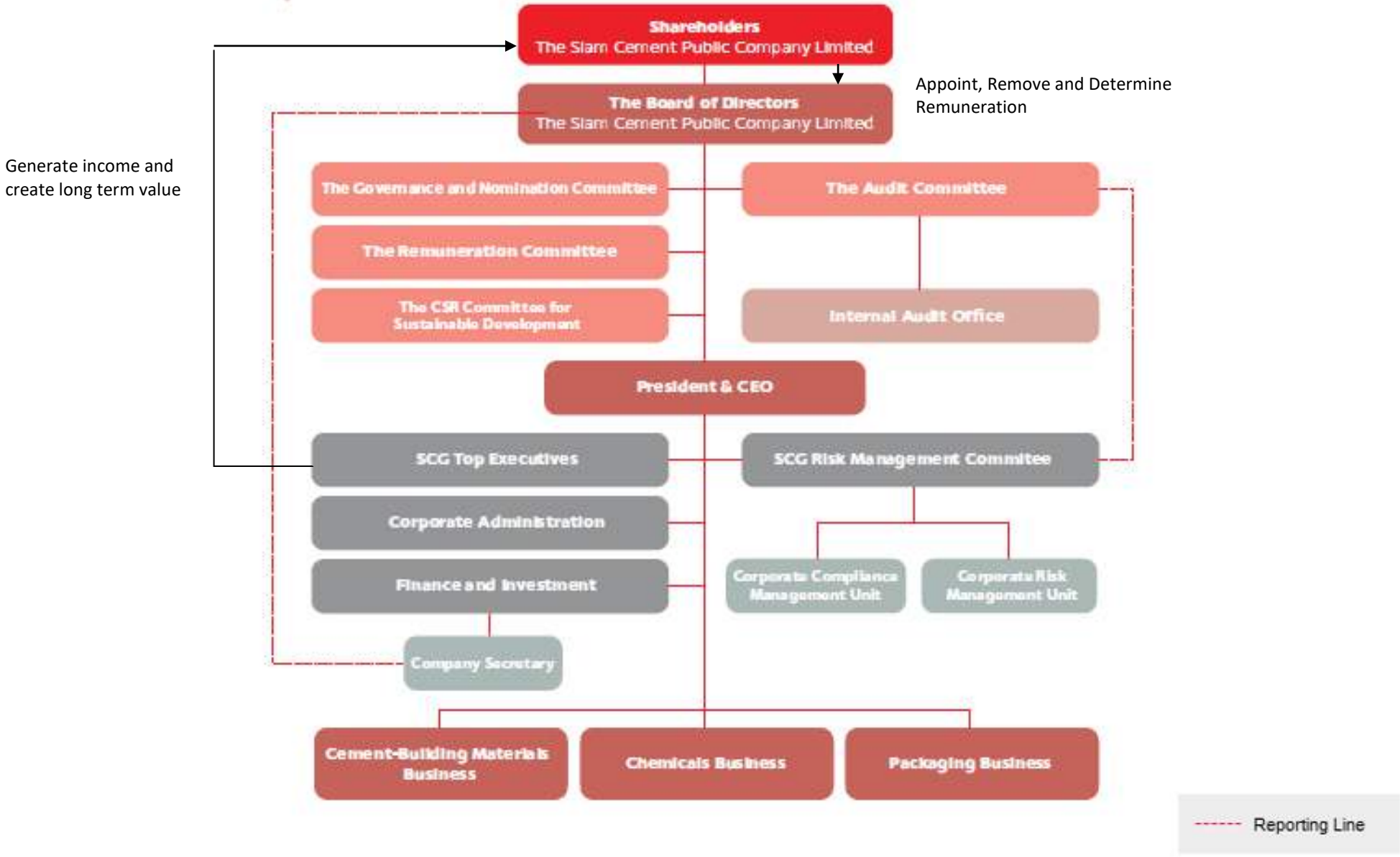
12. **Anti-Laundering Measures**

SCG complies with all guidelines and laws pertaining to the suppression of money laundering. SCG will not accept transfers or conversions of assets or support such actions insofar as they are related to criminal activities, and will prevent anyone using SCG as a channel or instrument for the dispersion or concealment of illegally obtained assets.

Part 2

Corporate Governance Structure, Policies and Guidelines

SCG CORPORATE GOVERNANCE STRUCTURE



Corporate Governance Policy

SCG operates its business with responsibility, transparency and fairness, observes the principles that have been practiced through generations and are outlined in SCG Code of Conduct, as well as operates on the basis of balanced and sustainable success, with the Company's Board and top executives serving as role models in adhering to SCG Code of Conduct and Corporate Governance principles.

SCG's corporate governance is considered an integral part of its business policy. The Governance and Nomination Committee is entrusted with overseeing SCG's corporate governance matters, encompassing the establishment of policy and guidelines as well as monitoring the performances of the Board of Directors and the Management to ensure their compliance with SCG's corporate governance policy. The Committee also monitors and evaluates the corporate governance practices as well as regularly reviews the guidelines to ensure their alignment with business operations and corporate governance practices on national and international levels. Moreover, corporate governance is specified as one of the main items on the agenda at the Board of Directors' meeting.

CHARTER OF THE BOARD OF DIRECTORS

(Revised as of October 26, 2022 by the Board of Directors' resolution)

The Board of Directors is the driving force of the organization. Its roles and duties are to set strategies and policies pertaining to business operation of the company. The Board of Directors must perform its duties responsibly, carefully, loyally, and in the best interest of the Company on the basis of social and environmental responsibility and fairness to all stakeholders under the principles of good corporate governance. In addition, the board plays an important role in overseeing and assessing the performance of SCG Management Committee and the President & CEO to ensure the accomplishment of SCG's action plan. The Board of Directors has thus resolved to adopt this Charter of the Board of Directors so that every director is aware of his/her duties and responsibilities and performs them correctly and completely, so as to create value to SCG, customers, stakeholders, and society as a whole in a sustainable manner.

1. **Scope of Duties**

   The duties of the Board of Directors are as follows:

   Take responsibility as the leaders who sustainably bring value to the Company's business

   1.1 Acting in a best interest of shareholders (Fiduciary Duty) by observing the following four main practices:

      1.1.1 Performing its duties with responsibility and all due circumspection and caution (Duty of Care).

      1.1.2 Performing its duties with faithfulness and honesty (Duty of Loyalty).

      1.1.3 Performing its duties in compliance with laws, objectives, Company's Articles of Association, the resolution of the board of directors, and resolutions of shareholders' meetings (Duty of Obedience).

      1.1.4 Disclosing information to shareholders accurately, completely, and transparently with verification and timeliness. (Duty of Disclosure).

1.2 Directing SCG's visions, missions, and business strategies, subject to annual revision and approval, to create value to SCG, customers, stakeholders, and society as a whole in a sustainable manner.

1.3 Directing the Company's operation in compliance with the laws, objectives, Articles of Association, resolutions of the Board of Directors and resolutions of Shareholders' Meetings in good faith and with care, prudence, and integrity to preserve the highest interests of the Company with fairness to all stakeholders.

1.4 Overseeing and developing SCG's corporate governance to keep it consistent with international standards to provide guidelines for business operations while monitoring to ensure compliance and being a role model in complying with the principles of good corporate governance and SCG Code of Conduct.

Define key objectives and business goals that promote sustainable value creation

1.5 Reviewing the major operating plan, budgets, business goals, and business policies and enhancing the capabilities of SCG to reach a globally competitive level.

Strengthen Board effectiveness

1.6 Defining and reviewing the structure of the Board of Directors, number of directors, proportion of independent director as well as Board diversity and director qualifications, including knowledge, expertise, experience, and specializations to align with SCG's business operations; and appointing the chairmen and members of sub-committees to assist and support the board's discharge of duties.

1.7 Assessing the performance of the Board of Directors annually by performing three types of assessments, namely that of the Board and its Sub-committees as a whole, that of each individual director as a self-assessment, and that of the chairman together with monitoring the assessment results of the Board and its Sub-committees which will be jointly deliberated by the Board of Directors as well as reviewing the assessment results of the Board and Sub-committees on a regular basis.

1.8 Overseeing and monitoring to ensure the selection and nomination process of a director is carried out transparently and the remunerations for directors and Sub-committee members are determined appropriately.

1.9 Devoting sufficient time to performing their duties, attending all meetings of the Board of Directors and Shareholders' Meetings, except in unavoidable circumstances. The directors who are unable to attend a meeting must notify the Chairman or the Secretary to the Board in advance of the meeting.

1.10 Developing their knowledge and competency related to their duties through courses or curricula related to directorial duties or seminars that enhance their knowledge.

Nominate top executives and encourage development of their skills, and manage the Company personnel

1.11 Reviewing top executive development plans and the succession plan for the President & CEO while overseeing to ensure the effective performance assessment of top executives on an annual basis and determining appropriate remuneration in line with the Company's operating results to provide both

short-term and long-term incentives.

Promote innovation and responsible business

1.12 Overseeing to ascertain shareholders' involvement in the decision making of SCG's important matters, respecting the rights of shareholders, ensuring the equitable and transparent treatment of shareholders and other stakeholders, establishing a clear process and channels for receiving and handling complaints from informants or stakeholders effectively and ensuring an opportunity for every stakeholder to contact or lodge complaints about potential issues directly to the Board of Directors.

1.13 Overseeing and monitoring IT management and the implementation of the IT security system.

1.14 Overseeing and monitoring the implementation of the Company' s strategies; overseeing and monitoring of each business unit' s and SCG' s overall performance by requiring their performance reports periodically; and setting policies to develop and improve the business operations with concern for safety, hygiene, social and environmental responsibility and development of SCG's employees.

Monitor the implementation of effective risk management and internal control systems

1.15 Specifying risk management policies and overseeing to ensure effective risk management systems and internal control together with reviewing and assessing the systems periodically and in the wake of a change in risk levels.

1.16 Encouraging staff at all levels to be conscious of ethics and morality and comply with SCG's principles of corporate governance, Code of Conduct and the Anti-corruption policy while overseeing the proper internal control system and internal audits to reduce the risk of fraud and abuse of authority and prevent any illegal act.

1.17 Monitoring and managing any potential conflicts of interest between the Company, the Management, the Board of Directors, or shareholders as well as overseeing to prevent misuse of SCG's assets and the entering into inappropriate transactions with persons connected with SCG.

Ensure disclosure and financial Integrity

1.18 Overseeing and monitoring the Company' s liquidity and debt service coverage together with emergency plans and mechanisms in case of problems arising.

1.19 Overseeing and monitoring to ensure that the preparation of financial statements and disclosure of material information are accurate, sufficient, and timely and are in compliance with the relevant regulations and guidelines.

Ensure engagement and communication with shareholders

1.20 Overseeing and supporting the creation of innovations that create value for SCG as well as all stakeholders. Acting with social and environmental responsibility, and ensuring that the Management manages and allocates resources effectively and efficiently.

In performing its duties, the Board of Directors may seek external consultation from independent consultants or experts in various fields, as deemed necessary and appropriate.

2. Scope of Authority of the Chairman of the Board of Directors

The Chairman of the Board of Directors has the following authority:

2.1 Sets Board meeting agenda in consultation with the President & CEO and oversees to ensure Board members receive accurate, complete, timely, and clear information prior to the meeting to assist in their decision making process.

2.2 Provides leadership and direction to the Board of Directors and chairs meetings of the Board.

2.2.1 Conducts a Board meeting according to the agendas, the Company's Regulations, and applicable laws.

2.2.2 Encourages and allocates sufficient time to each Board member to discuss and express their free and frank opinion with due circumspection and concern for all stakeholders.

2.2.3 Sums up the Board meeting resolutions and the actions to take clearly.

2.2.4 Sets up a Board meeting without the presence of the Executive Director.

2.3 Chairs meetings of shareholders according to the agendas, the Company's Articles of Association, and relevant laws by allocating time appropriately along with providing opportunities for shareholders to express their opinions equitably and ensuring that shareholders' inquiries are responded to appropriately and transparently.

2.4 Supports and be a role model in compliance with the principles of good corporate governance and SCG Code of Conduct.

2.5 Fosters a positive working relationship between the Board of Directors and the Management and supports the performance of the duties of the President & CEO and the Management in accordance with the Company's policy.

2.6 Oversees to ensure the transparent disclosure of information and management in the event of conflicts of interest.

2.7 Oversees to ensure the Board of Directors has appropriate structure and composition.

2.8 Oversees that the Board of Directors as a whole, Sub-committee members, and each individual director perform their duties effectively and efficiently.

3. Composition of the Board of Directors

The compositions of the Board of Directors are as follows:

3.1 The Board of Directors consists of not less than 9 but not more than 15 directors, each of whom shall be appointed and removed by shareholders' meeting. Not less than half of the directors shall be residents of the Kingdom.

3.2 The Board of Directors consists of independent directors which shall total up not less than half of the directors, representatives of major shareholders, and directors from SCG Management.

3.3 The Board of Directors shall elect one of their members to be the Chairman of the Board.

When a person is appointed as a director of the Company, the Company shall provide he/she with SCG's

director orientation and present to every new director a Director's Manual and various relevant information so that he/she acknowledges his/her roles and duties as a director of the Company.

4 Qualifications of Company Directors

4.1 Company directors must be qualified pursuant to the requirements set forth in the Public Limited Company Act and Company's Articles of Association, they must not have any trustworthiness according to Notification of the Office of Securities and Exchange Commission.

4.2 Company directors must have a capacity of leadership, wide-ranging vision, and knowledge of SCG's business.

4.3 Each company director must be able to perform his/her duty and express opinions independently, and be able to devote sufficient time to perform his/her duties.

4.4 Each company director must not hold directorship in no more than a total of four other listed companies apart from SCG on The Stock Exchange of Thailand.

5 Terms of Office

At the annual general meeting of shareholders, one third of the directors, or if their number is not multiple of three, then the number nearest to one-third must retire from the office. The director who has held office longest shall retire. However, a retiring director is eligible for re-election.

Apart from the vacancy upon the expiration under the Company's Articles of Association, a director shall vacate office when:

1) he/she is no longer qualified for the office according to the Company's Articles of Association or any laws and regulations.
2) he/she gives notice of resignation to the Board of Directors, which shall be effective from the date that on which the Company receives the resignation letter;
3) he/she has been absent from three consecutive regular meetings of the Board of Directors without leave of absence, and the Board of Directors has passed a resolution by a vote of not less than half of all the directors that he/she retire from his/her office;
4) The shareholders pass a resolution removing him/her from office in accordance with the provisions of the Public Limited Company Act;
5) the court so orders;
6) he/she dies.

In case of vacancies of all members in the Board of Directors, the said Board of Directors may perform any act in the name of the Board of Directors only in matters necessary until a new Board of Directors takes over.

In case of a vacancy in the Board of Directors for any reason other than the expiration of the director's term of office, the Board of Directors shall elect a person who is fully qualified as the substitute director at the next meeting of the Board of Directors, unless the remaining term of office of the said director is less than 2

months. The substitute director shall hold office only for the remaining term of office of the director whom he/she replaces.

6 Meetings of the Board of Directors

The Company has stipulated that there shall be at least 8 meetings of the Board of Directors per year. For each meeting, the main items of the agenda are to be clearly determined in advance. Special meetings may be called to consider important or urgent matters. The Chairman and the President& CEO will together determine the agenda and their matters to be considered at the meeting.

In calling a meeting of the Board of Directors, the Chairman or the Secretary to the Board of Directors, by order of the Chairman, shall serve a written notice calling for such meeting to the directors not less than 7 days prior to the date of the meeting. Where it is necessary or urgent, the meeting may be called by other methods and an earlier meeting date may be choosing.

In a board meeting, the Chairman of the Board of Directors or the chairman of the meeting may choose to conduct the meeting electronically according to defined criteria and methods to enable discussions and exchange of opinions among attendees who may not be in the same location.

7 Quorum

At a meeting of the Board of Directors at least half the number of directors must attend to constitute a quorum. In case the Chairman is absent or unable to perform his/her duty but the Vice-Chairman is present, the Vice-Chairman shall perform the duty on behalf of the Chairman. If there is no Vice-Chairman or such Vice-Chairman is not present at the meeting, or cannot perform his or her duties, the directors in attendance shall appoint one director to perform the duty on behalf of the Chairman.

Decision in the meeting shall be made by a simple majority vote. Each director is entitled to one vote. In the event of tie vote, the Chairman of the meeting shall have a casting vote.

Each director is entitled to one vote, but a director who has an interest in any matter shall not be entitled to vote on such matter.

In case of vacancies in the Board of Directors resulting in the number of directors being less than the number required for a quorum, the remaining directors may perform any act in the name of the Board of Directors only in matters relating to the calling of a shareholders' meeting to elect directors to replace all the vacancies, and that such shareholders' meeting shall be held within one month from the date the number of directors falls below the number required for a quorum.

8 The Board of Directors' Authorization

The Board of Directors is empowered to authorize various matters in accordance with the scope of authority stipulated by laws, the Company's regulations, Articles of Association, the Board of Directors charter, and the shareholders' meeting resolutions. Such matters include delegation of authority, defining and reviewing

corporate vision, mission, operating strategies, operating plans, risk management policy, annual budget and business plans, and medium-range business plan. Added to this is the defining of the target operating results, following up and assessing the operating results to ensure they are consistent with the plan, and overseeing capital expenditure, significant connected transactions, merger and acquisition, corporate spin-off, and joint venture deals.

9 Remuneration

The directors shall be paid a remuneration, the amount of which shall be fixed by the shareholders' meeting.

CHARTER OF THE AUDIT COMMITTEE

(Revised as of October 26, 2022 by the Board of Directors' resolution)

The business philosophy of the Siam Cement Public Company Limited ("the Company") is centered around "adherence to fairness, dedication to excellence, belief in the value of the individual, and concern for social responsibility." These form part of the ethical principles to which the Company has consistently adhered as guidelines for conducting business since its foundation, but in the form of traditions rather than in a systematic and official way until the Company compiled and codified them in writing into a Code of Business Ethics and an Employee Code of Conduct, effective since 1987.

Having an audit committee is a part of good corporate governance. The Board of Directors has, therefore, resolved to establish this Charter of the Audit Committee, based primarily on the Company's ethical guidelines and incorporating the relevant rules and laws.

1. Scope of Duties

The Audit Committee shall have the following duties:

Governance, risk management, operational supervision, and internal control

1.1 Ensuring that the Company has a system for financial reporting and disclosure of financial statements in accordance with financial reporting standards and promoting the development of financial reporting systems to be on par with international financial reporting standards.

1.2 Reviewing connected transactions, acquisition and disposition of assets, or transactions that may constitute conflicts of interest between the Company and its subsidiaries to ensure compliance with the laws and regulations of the Office of the Securities and Exchange Commission and the Stock Exchange of Thailand.

1.3 Ensuring that the Company has risk management, working, control, and supervision processes, for operations and information technology and maintaining effective communication network systems security in compliance with international standards.

1.4 Ensuring that the Company has an anti-corruption policy that is suitable and adequate for business operations as well as an anti-corruption system that complies with the guidelines of various

regulatory agencies, such as the Thai Private Sector Collective Action Coalition Against Corruption (CAC), the Thai Institute of Directors Association (IOD), and the National Anti-Corruption Commission, beginning with fostering awareness, conducting risk management and internal control, establishing a preventative work system, reporting misconduct, and auditing, all the way to advising and following up to ensure compliance with the Anti-corruption Policy; as well as conducting a final review of the self-assessment on anti-corruption measures after it has been reviewed and assessed by the Internal Audit Office.

1.5 Ensuring that the Company and its subsidiaries have control and follow-up processes for compliance with securities and exchange laws, rules, regulations, and other laws relevant to the business of the Company and its subsidiaries.

1.6 Ensuring that the Company and its subsidiaries have internal control systems in accordance with the guidelines of the Committee of Sponsoring Organizations of the Treadway Commission (COSO) and internal audit systems that are appropriate, effective, and on par with widely accepted international practices and standards as well as conducting a final review of the "Internal Control System Sufficiency Assessment Form" after it has been reviewed and assessed by the Internal Audit Office in order to ensure that the Company and its subsidiaries have adequate internal control systems and present it to the Board of Directors for consideration.

1.7 Ensuring that a policy is put in place for receiving complaints regarding fraud and misconduct that is appropriate and adequate for business operations; reviewing the results of fraud investigations and penalties; establishing internal preventative measures; and reviewing the internal processes of the Company and its subsidiaries regarding whistleblowing and receiving complaints.

1.8 Ensuring that the Company has a beneficial preventive work system to increase operational efficiency and effectiveness.

1.9 In the case that the subsidiary is a SET-listed company or the subsidiary has its own audit committee, the implementation of Clauses 1.1–1.8 in the subsidiary and any other companies within its group shall be supervised by the subsidiary's own Audit Committee.

Others

1.10 Selecting, recommending, appointing, or terminating independent auditors for the Company as well as proposing remuneration for and assessing the performance of the Company's auditors.

1.11 Arranging for the preparation of an Audit Committee Report for disclosure in the Company's annual report. The report must be signed by the Chair of the Audit Committee and contain opinions on various matters according to the regulations of the Stock Exchange of Thailand.

1.12 Reviewing and commenting on the performance of the Internal Audit Office, coordinating with the

auditor, and arranging for a meeting with the auditor and without the involvement of management at least once a year.

1.13 Approving the internal audit work plan and the budget and staffing of the Internal Audit Office as well as the appointment, removal, transfer, or termination of the Director of the Internal Audit Office.

1.14 Evaluating the independence of the internal audit unit based on the performance of duties and various reports, including the chain of command, and ensuring that an assessment of the performance of the Internal Audit Office is undertaken according to international standards.

1.15 Ensuring that an assessment as well as a self-assessment of the performance of the Audit Committee as a whole is undertaken annually and reviewing the Audit Committee Charter at least once a year for submission to the Board of Directors for approval.

1.16 Performing any other duties as required by law or as assigned by the Board of Directors with the approval of the Audit Committee.

The Audit Committee operates within the scope of duties and responsibilities determined by the Board of Directors.

The Board of Directors is directly responsible for the Company's operations and answers to shareholders, stakeholders, and individuals.

In performing its duties, the Audit Committee has the power to summon and compel the management, heads of departments, or employees of related companies to share their opinions, attend meetings, or hand over documents as deemed relevant and necessary as well as to seek independent opinions from any other professional advisors when deemed necessary at the expense of the Company.

2. **<u>Composition of the Audit Committee</u>**

The composition of the Audit Committee shall be as follows:

2.1 The Audit Committee shall be appointed by the Board of Directors.

2.2 The Audit Committee shall consist of at least three independent directors, at least one of whom must have sufficient knowledge and experience in accounting or finance to review the reliability of financial statements.

2.3 The Chair of the Audit Committee may be appointed by the Board of Directors or the Audit Committee.

2.4 The Audit Committee shall appoint the Secretary of the Audit Committee.

3. Qualifications of the Audit Committee

Members of the Audit Committee must be company directors who are qualified to be independent directors according to the definition specified by the Company and in compliance with the requirements of the Capital Market Supervisory Board and the announcements of the Stock Exchange of Thailand.

4. Term of office

An Audit Committee member's term of office is 3 years and expires on the date of the Annual General Meeting of Shareholders. However, upon the expiration of a committee member's term, reappointment may be considered as deemed appropriate by the Board of Directors. An Audit Committee member whose term has expired must remain in the position as an acting committee member until a replacement is appointed.

In the event that the term of office of every member in the Audit Committee expires at the same time, the members must remain in their positions as acting committee members for the time being until the new Audit Committee takes office.

In addition to the expiration of the term of office mentioned above, a member of the Audit Committee vacates office upon

1) Resignation
2) Failure to qualify as an Audit Committee member in accordance with this charter
3) Removal by the Board of Directors

A member of the Audit Committee wishing to resign from office must submit a letter of resignation in writing to the Chair of the Board of Directors. The resignation is effective from the day the letter is received by the Chair.

In the event that a member of the Audit Committee resigns or is removed from office before the expiration of the term of office, the Company must notify the SET immediately. The member of the Audit Committee who resigned or was removed from office has the right to inform the SEC and SET of the reasons for such action if so desired.

In the event that a position on the Audit Committee is vacated for reasons other than the expiration of the term of office, the Board of Directors must appoint an individual who is fully qualified and does not possess any characteristics prohibited by relevant laws as a replacement within three months of the position being vacated so that the Audit Committee has the minimum number of members required by law and the Board of Directors. The replacement Audit Committee member can remain in office only until the expiration of the term of office of the original member who was replaced.

5. Meetings

The Audit Committee must convene at least four meetings per year.

When calling an Audit Committee meeting, the Chair of the Audit Committee, or the Secretary of the Audit Committee by order of the Chair, shall notify the members of the Audit Committee in writing no fewer than three days before the meeting date, except in the case that an urgent meeting is called, in which case notification may be made via electronic or other channels, and a meeting date may be set within fewer than three days.

The Chair of the Audit Committee or the meeting chair can arrange to hold a meeting online so that attendees not present in the same location may still meet to discuss and express opinions with one another so long as the prescribed rules and procedures are followed.

The Audit Committee should hold meetings on various matters within its scope of duties.

6. Quorum

At each Audit Committee meeting, at least one-half of the total number of members on the committee appointed by the company must be in attendance to constitute a quorum. In the event that the Chair of the Audit Committee cannot be in attendance or perform duties, the committee members in attendance must appoint one attending member to chair the meeting.

The decisions of the Audit Committee meetings shall be made by majority vote.

Each member of the Audit Committee has one vote. In the event of a tie, the chair of the meeting shall have the casting vote. Any committee member who has a direct or indirect interest in a given matter is not eligible to decide or vote on such matter.

7. Minutes of the Audit Committee Meeting

The Secretary of the Audit Committee or person assigned by the Audit Committee has the responsibility of taking down the minutes of the meeting. The minutes must be approved by the Audit Committee, and the Audit Committee shall report the results of the meeting to the Board of Directors to keep the Board abreast of the activities of the Audit Committee.

8. Responsibilities of the Audit Committee

8.1 Upon being made aware that the auditor has discovered suspicious circumstances indicating that a Managing Director or a person responsible for the operation of the Company may have committed a violation of the Securities and Exchange Act, Section 281/2 Paragraph Two, Section 305, Section 306, Section 308, Section 309, Section 310, Section 311, Section 312, or Section 313, the Audit Committee shall conduct an audit and report the results of the preliminary audit to the SEC and the auditor within 30 days of being notified by the auditor.

8.2 In performing its duties, if the Audit Committee finds or suspects any of the following circumstances or actions which may have a significant impact on the financial position and performance of the Company, the Audit Committee shall report it to the Board of Directors for corrective action within the

timeframe that the Audit Committee deems appropriate:

(1) Conflict of interest

(2) Fraud or an anomaly or significant defect in the internal control system

(3) Violation of laws governing securities and exchange, SET regulations, or laws relevant to the company's business.

If the Board of Directors or the management fails to take corrective action within the timeframe specified by the Audit Committee, any member of the Audit Committee may report such circumstances or actions to the SEC or SET.

9. **Remuneration**

The Audit Committee shall receive remuneration according to the amount approved in the shareholders' meeting.

CHARTER OF THE GOVERNANCE AND NOMINATION COMMITTEE

(Revised as of October 26, 2022 by the Board of Directors' resolution)

The Governance and Nomination Committee is a part of good corporate governance. The duties of the Governance and Nomination Committee are to recommend practices and procedures concerning corporate governance of SCG to the Board of Directors, and also to identify qualified candidates to replace directors retiring at the end of their terms, or for other cases. The Board of Directors has thus resolved to adopt this Charter of the Governance and Nomination Committee so that every member of the Governance and Nomination Committee is aware of his/her duties and responsibilities and performs them correctly and completely.

1. Scope of Duties

The duties of the Governance and Nomination Committee are as follows:

1.1 Define the scope and policy of SCG's corporate governance and propose to the Board of Directors on a regular basis.

1.2 Make recommendations on the practice of SCG's corporate governance and give advice on corporate governance to the Board of Directors.

1.3 Oversee and monitor the performance of the Company's Board of Directors and the executive committee to ensure their compliance with SCG's corporate governance policy.

1.4 Review the practice of corporate governance within SCG to ensure it is appropriate for the Company's business operations and consistent with international best practices and make recommendations to the Board of Directors for further improvement and keeping it up-to-date.

1.5 Review the independence of the Board of Directors, as well as any potential conflicts of interest in the performance of its duties.

1.6 Review the appropriateness of retaining the directorship should there be any change in a director's qualifications.

1.7 Review and give advice to the Board of Directors on the structure, roles and responsibilities, and

practices of the Board of Directors and the Sub-committees. Review the suitability of the Charter of the Board of Directors and the committees, the Governance and Nomination Committee annually.

1.8 Define nomination and selection procedures and guidelines in accordance with applicable regulations and laws. Nominate qualified candidates for directorship to replace a director retiring at the end of their terms, or whatever the case may be, as well as nominate directors to sub-committees, to which authority and responsibilities are directly assigned by the Board of Directors, with the diversity of the board regarding knowledge, expertise, experience, and specializations beneficial to the Company taken into consideration, and submit a list of candidates to the Board of Directors and/or Shareholders' Meeting for approval.

1.9 Propose guidelines and methods for remuneration to be paid to the Board of Directors and the sub-committees appointed by the Board of Directors, including bonus and attendance fee.

1.10 Review, study, and track regularly the changes and trends in remuneration for the Board of Directors and sub-committees in order to propose for the approval of the Board of Directors.

1.11 Consider the remuneration of the Board of Directors, as compared to the remuneration offered by other listed companies operating in the same business, to ensure that SCG retains its leadership in that industry and to motivate them to foster the Company's continuing development.

1.12 Develop director development plans to enhance the knowledge and skills of directors and foster their understanding of the roles and duties of directors, business, economic conditions, standards, risks, the environment, information technology, as well as laws and rules relevant to SCG's businesses; and formulate the Board Skills Matrix, taking into account the diversity of the board to suit SCG's business operations.

1.13 Recommend methods for performance assessment of the Board of Directors, Sub-committees, and the Chairman on an annual basis as well as follow up and report the assessment results to the Board of Directors, allowing them to enhance their performance of duties and improve the directors' competency.

1.14 Report regularly a progress and performance results to the Board of Directors after every meeting of the Corporate Governance and Nomination Committee.

1.15 Review the performance appraisal of the Governance and Nomination Committee on a regular annual basis as a whole and as self-assessment.

1.16 Promote ethics, integrity, as well as compliance with SCG Code of Conduct and good corporate governance principles.

1.17 Perform other duties as assigned by the Board of Directors.

To fulfill its duties under its scope of authority, the Governance and Nomination Committee is authorized to call for and order the management, heads of offices or employees concerned to give opinions, attend meetings or submit necessary documents. In addition, the committee may seek external consultation from independent consultants or experts in various fields, as deemed necessary and appropriate, at the

Company's expense.

2. Composition of the Governance and Nomination Committee

The compositions of the Governance and Nomination Committee are as follows:

2.1 The Governance and Nomination Committee consists of not less than 3 members.

2.2 The members of the committee must be appointed by the Board of Directors.

2.3 The Chairman of the Governance and Nomination Committee may be appointed by either the Board of Directors or the Governance and Nomination Committee.

3. Qualifications of the Corporate Governance and Nomination Committee

3.1 Shall be Company directors.

3.2 Shall possess knowledge and good understandings on corporate governance.

3.3 Shall have wide-ranging vision, and keep updated continuously with changes of corporate governance internationally for further improvement of SCG's corporate governance policies.

3.4 Shall be able to independently perform his/her duties, express opinions, report on the performance of the assigned duties, and devote sufficient time to perform his/her duties.

3.5 The members of the Corporate Governance and Nomination Committee must be neutral in looking for and selection of persons qualified for nomination to hold the position of Company directors, replacing those whose terms of office expired or for other cases, and in preparation of sufficient biographical data of such persons for the consideration of the Board of Directors.

4. Terms of Office

The term of office of the members of the Governance and Nomination Committee is 3-year each, ending at the annual general meeting of shareholders. A retiring member is eligible for re-appointment.

Apart from the vacancy upon the expiration as aforementioned, a member of the Corporate Governance and Nomination Committee shall vacate office when:

1) he/she resigns;
2) he/she is no longer qualified for the office of the Corporate Governance and Nomination Committee, as specified in this charter;
3) the Board of Directors pass a resolution removing him/her from office.

If a member of the Corporate Governance and Nomination Committee wishes to resign, he/she shall give notice of resignation to the Chairman of the Company's Board of Directors. The resignation shall be effective from the date on which the Chairman of the Company's Board of Directors receives the resignation letter.

In case of vacancies of all members in the Corporate Governance and Nomination Committee, the said Corporate Governance and Nomination Committee may perform any act in the name of the Corporate Governance and Nomination Committee only in matters necessary until a new Corporate Governance and Nomination Committee takes over the duties.

In case of a vacancy in the Corporate Governance and Nomination Committee for reason other than expiration of the term of office, the Board of Directors shall elect a person who is fully qualified as a

substitute member of the Corporate Governance and Nomination Committee so that the number of members of the Corporate Governance and Nomination Committee remains in full as the Board of Directors had stipulated. The substitute member shall hold office only for the remaining term of office of the member whom he/she replaces.

5. Meetings

Meetings of the Corporate Governance and Nomination Committee are to be called whenever the Committee or the Chairman of the Committee sees fit. There must be at least 4 meetings per year.

In calling a meeting of the Corporate Governance and Nomination Committee, the Chairman or the Secretary of the Corporate Governance and Nomination Committee, by order of the Chairman, shall serve a written notice calling for such meeting to members of the Corporate Governance and Nomination Committee not less than 3 days prior to the date of the meeting. Where it is necessary or urgent, the meeting may be called via electronic or by other methods and an earlier meeting date may be choosing.

In a meeting of the Governance and Nomination Committee, the Chairman of the Governance and Nomination Committee or the chairman of the meeting may choose to conduct the meeting electronically according to defined criteria and methods to enable discussions and exchange of opinions among attendees who may not be in the same location.

The Corporate Governance and Nomination Committee should hold meetings to discuss matters within its scope of duties.

6. Quorum

At a meeting of the Corporate Governance and Nomination Committee, at least half the number of the members of the Corporate Governance and Nomination Committee must attend to constitute a quorum. In case the Chairman is absent or unable to perform his/her duty, the Corporate Governance and Nomination Committee shall appoint a member who is attending the meeting to perform the duty on behalf of the Chairman.

Decisions in the meeting shall be by a simple majority vote. Each member of the Corporate Governance and Nomination Committee is entitled to one vote. In the event of tie vote, the Chairman of the meeting shall have a casting vote. The member of the Corporate Governance and Nomination Committee who has an interest in any matter, he/she shall not be entitled to vote on such matter.

Resolutions of the Corporate Governance and Nomination Committee may be made without meeting, and shall be deemed valid as if they were made at the meeting, when all members of the Corporate Governance and Nomination Committee have adopted it by their signatures.

7. Remuneration

The Corporate Governance and Nomination Committee shall be paid a remuneration, the amount of which shall be fixed by the shareholders' meeting.

CHARTER OF THE REMUNERATION COMMITTEE

(Revised as of October 26, 2022 by the Board of Directors' resolution)

The Remuneration Committee is a part of a good corporate governance system. The duties of the Remuneration Committee are to recommend remunerations of the Board of Directors and its sub-committees, propose them to the Board of Directors for approval at the general meeting of shareholders, and recommend the compensation of top executives of SCG for the Board of Directors' approval. The Board of Directors has thus resolved to adopt this Charter of the Remuneration Committee so that every member of the Remuneration Committee is aware of his/her duties and responsibilities and performs them correctly and completely.

1. **Scope of Duties**

The duties of the Remuneration Committee are as follows:

1.1 Recommend the policy on SCG Management Remuneration including salary and annual bonus, in line with the Company's operating results and the performance of each SCG top executive. Whenever it deems appropriate, the Committee shall consider hiring of consulting firms to advise on project implementation.

1.2 Assess the performance of the President & CEO on an annual basis in order to determine his/her remuneration before proposing the Board of Directors for approval.

1.3 Assess the performance of each SCG top executive on an annual basis, based on the recommendation of President & CEO, in order to determine his/her remuneration before proposing the Board of Directors for approval.

1.4 Consider the salary structure, the annual budget for the salary increase and bonus of top executives including changes of wage and compensation of SCG top executives before proposing to the Board of Directors.

1.5 Review, study, and track regularly the changes and trends in remuneration for SCG top executives in order to propose for the approval of the Board of Directors.

1.6 Consider the remuneration of SCG top executives, as compared to the remuneration offered by other listed companies operating in the same business, to ensure that SCG retains its leadership in that industry and to motivate them to foster the Company's continuing development.

1.7 Recommend a succession plan of the Company's President & CEO and the top executives to the Board of Directors for consideration.

1.8 Report regularly a progress and performance results to the Board of Directors after every meeting of the Remuneration Committee.

1.9 Assess the performance of the Remuneration Committee and report the assessment results to the Board of Directors for acknowledgement.

1.10 Review and recommend for the Board of Directors' approval if there may be any alteration to the Charter of the Remuneration Committee in keeping it applicable and up-to-date.

1.11 Perform other duties as assigned by the Board of Directors.

To fulfill its duties under its scope of authority, the Remuneration Committee is authorized to call for and order the management, heads of offices or employees concerned to give opinions, attend meetings or submit necessary documents. In addition, the committee may seek external consultation from independent consultants or experts in various fields, as deemed necessary and appropriate, at the Company's expense.

2. **Composition of the Remuneration Committee**

The compositions of the Remuneration Committee are as follows:

2.1 The Remuneration Committee consists of not less than 3 members.

2.2 The members of the Remuneration Committee must be appointed by the Board of Directors.

2.3 The Chairman of the Remuneration Committee may be appointed by either The Board of Directors and The Remuneration Committee.

3. **Qualifications of the Remuneration Committee**

3.1 Shall be the Company directors.

3.2 Shall have wide-ranging vision, and keep updated with changes of the Company's performances for further improvement of SCG's guideline on remuneration determination.

3.3 Shall be able to independently perform his/her duties, express opinions, report on the performance of the assigned duties, and devote sufficient time to perform his/her duties.

4. **Terms of Office**

The term of office of the members of the Remuneration Committee is 3- year each, ending at the annual general meeting of shareholders. A retiring member is eligible for re-appointment.

Apart from the vacancy upon the expiration as aforementioned, a member of the Remuneration Committee shall vacate office when:

1) he/she resigns;
2) he/she is no longer qualified for the office of the Remuneration Committee as specified in this Charter;
3) the Board of Directors passes a resolution removing him/her from office.

If a member of the Remuneration Committee wishes to resign, he/she shall give notice of resignation to the Chairman of the Company's Board of Directors. The resignation shall be effective from the date on which the Chairman of the Company's Board of Directors receives the resignation letter.

In case of vacancies of all members in the Remuneration Committee, the said Remuneration Committee may perform any act in the name of the Remuneration Committee until a new Remuneration Committee takes over the duties.

In case of a vacancy in the Remuneration Committee for reason other than expiration of the term of office, the Board of Directors shall elect a person who is fully qualified as a substitute member of the Remuneration Committee so that the number of members of the Remuneration Committee remains in full as the Board of Directors had stipulated. The substitute member shall hold office only for the remaining term of office of the member whom he/she replaces.

5. **Meetings**

Meetings of the Remuneration Committee are to be called whenever the Committee or the Chairman of the Committee sees fit. There shall be at least 5 meetings per year.

In calling a meeting of the Remuneration Committee, the Chairman or the Secretary to the Remuneration Committee, by order of the Chairman, shall serve a written notice calling for such meeting to members of the Remuneration Committee not less than 3 days prior to the date of the meeting. Where it is necessary or urgent, the meeting may be called by other methods and an earlier meeting date may be choosing.

In a meeting of the Remuneration Committee, the Chairman of the Remuneration Committee or the chairman of the meeting may choose to conduct the meeting electronically according to defined criteria and methods to enable discussions and exchange of opinions among attendees who may not be in the same location.

The Remuneration Committee should hold meetings to discuss matters within its scope of duties.

6. **Quorum**

At a meeting of the Remuneration Committee at least half the number of the members of the Remuneration Committee must attend to constitute a quorum. In case the Chairman is absent or unable to perform his/her duty, the Remuneration Committee shall appoint a member who is attending the meeting to perform the duty on behalf of the Chairman.

Decisions in the meeting shall be made by a simple majority vote. Each member of the Remuneration Committee is entitled to one vote. In the event of tie vote, the Chairman of the meeting shall have a casting vote. The member of the Remuneration Committee who has a conflict of interest in any matter, he/she shall not be entitled to vote on such matter.

Resolutions of the Remuneration Committee may be made without meeting, and shall be deemed valid as if they were made at the meeting, when all members of the Remuneration Committee have adopted it by their signatures.

7. **Remuneration**

The Remuneration Committee shall be paid a remuneration, the amount of which shall be approved at the general meeting of shareholders.

CHARTER OF THE CSR COMMITTEE FOR SUSTAINABLE DEVELOPMENT

(Revised as of October 26, 2022 by the Board of Directors' resolution)

SCG pledges its commitment to carrying out socially-responsible activities to uplift the quality of life for the community and society where SCG has operations. Emphasis is placed on empowering communities to become more self-reliant and be able to keep pace with changes in a balancing manner. Thus, the Board of Directors has resolved to adopt this Charter of the CSR Committee for Sustainable Development (CSR for SD Committee) so that every member of the CSR for SD Committee is aware of his/her duties and responsibilities and performs them correctly and completely.

1. **Scope of Duties**

   The duties of the CSR for SD Committee are as follows:

   1.1 Define the policy, strategy, goal, direction and budget for socially-responsible activities and propose to the Board of Directors for approval on a yearly basis.

   1.2 Govern and provide advice on the strategy to ensure the effective and efficient implementation of policy and plan.

   1.3 Ensure the engagement with shareholders on SCG's corporate social responsibility activities.

   1.4 Follow up to ensure that the policy implementation is effectiveness according to policies, target setting and plans by the Company's Board of Directors and the CSR for SD Committee.

   1.5 Report regularly a progress and performance to the Board of Directors after every meeting of the CSR for SD Committee.

   1.6 Review the performance appraisal of the CSR for SD Committee and report the performance results to the Board of Directors.

   1.7 Review and recommend the revision of the Charter of the CSR for SD Committee to the Board of Directors for approval in order that the Charter retains its appropriateness and up-to-date.

   1.8 Perform other duties as assigned by the Board of Directors.

   To fulfill its duties under its scope of authority, the CSR for SD Committee is authorized to call for and order management, heads of offices, or employees concerned to present opinions, attend meetings, or submit necessary documents. In addition, the CSR for SD Committee may seek external consultation from independent consultants or experts in various fields, as deemed necessary and appropriate, at the Company's expense.

   The expenses related to the performing duties of the CSR for SD Committee shall be paid by the Company.

2. **Composition of the CSR Committee for Sustainable Development**

   The compositions of the CSR for SD Committee are to be as follows:

   2.1 The CSR for SD Committee consists of not less than 3 members from the Board of Directors and 3 members from SCG Management. The President of SCG shall be presumed as a member of the CSR for SD Committee by position.

   2.2 The members of the CSR for SD Committee shall be appointed by the Board of Directors.

   2.3 The Chairman of CSR for SD Committee may be appointed by either the Board of Directors and the CSR for SD Committee.

3. **Qualifications of the CSR for SD Committee**

   3.1 Shall be Company directors or executives as may deemed appropriate by the Board of Directors.

   3.2 Shall possess knowledge and good understandings on socially-responsible practices and sustainable development.

   3.3 Shall have wide vision, and keep updated continuously with international movement towards responsible practices and sustainable development for further improvement of SCG's CSR for sustainable development policy.

   3.4 Shall be able to independently perform his/her duties, express opinions, report on the performance of the assigned duties, and devote sufficient time to perform.

4. **Terms of Office**

   The term of office of the members of the CSR for SD Committee is 3-year each, ending at the annual general

meeting of shareholders. Nevertheless, a retiring member is eligible for re-appointment.
Apart from the vacancy upon the expiration as aforementioned, a member of the CSR for SD Committee shall vacate office when:

1) he/she resigns;
2) he/she is no longer qualified for the office of the CSR for SD Committee, as specified in this charter;
3) the Board of Directors passes a resolution removing him/her from office.

If a member of the CSR for SD Committee wishes to resign, he/she shall give a notice of resignation to the Chairman of the Company's Board of Directors. The resignation shall be effective from the date on which the Chairman of the Company's Board of Directors receives the resignation letter.
In case of vacancies of all members in the CSR for SD Committee, the said CSR for SD Committee may perform any act in the name of the CSR for SD Committee only in matters necessary until a new CSR for SD Committee takes over the duties.

In case of a vacancy in the CSR for SD Committee for reason other than expiration of the term of office, the Board of Directors shall elect a person who is fully qualified as a substitute member of the CSR for SD Committee so that the number of members of the CSR for SD Committee remains in full as the Board of Directors had stipulated. The substitute member shall hold office only for the remaining term of office of the member whom he/she replaces.

5. **Meetings**

Meetings of the CSR for SD Committee are to be called whenever the Committee or the Chairman of the Committee sees fit. There must be at least 4 meetings per year.

In calling a meeting of the CSR for SD Committee, the Chairman or the Secretary of the CSR for SD Committee, by order of the Chairman, shall serve a written notice calling for such meeting to members of the CSR for SD Committee not less than 3 days prior to the date of the meeting. Where it is necessary or urgent, the meeting may be called via electronic or by other methods and an earlier meeting date may be choosing.

In a meeting of the CSR for SD Committee, the Chairman of the CSR for SD Committee or the chairman of the meeting may choose to conduct the meeting electronically according to defined criteria and methods to enable discussions and exchange of opinions among attendees who may not be in the same location.
The CSR for SD Committee should hold meetings to discuss matters within its scope of duties.

6. **Quorum**

At a meeting of the CSR for SD Committee at least half the number of the members of the CSR for SD Committee must attend to constitute a quorum. In case the Chairman is absent or unable to perform his/her duty, the CSR for SD Committee shall appoint a member who is attending the meeting to perform the duty on behalf of the Chairman.

Decisions in the meeting shall be made by a simple majority vote. Each member of the CSR for SD Committee is entitled to one vote. In the event of tie vote, the Chairman of the meeting shall have a casting vote. The member of the CSR for SD Committee who has an interest in any matter, he/she shall not be entitled to vote on such matter.

Resolutions of the CSR for SD Committee may be made without meeting, and shall be deemed valid as if they were made at the meeting, when all members of the CSR for SD Committee have adopted it by their signatures.

7. **Remuneration**

The CSR for SD Committee is dedicated to perform duties without remuneration.

CHARTER OF THE INTERNAL AUDIT OFFICE
(Revised as of August 11, 2022 by Audit Committee's resolution)

This charter has been prepared for the purpose of establishing the mission, scope of work, authority, and duties and responsibilities, as well as the operational guidelines and practices, of the Internal Audit Office of the Siam Cement Public Company Limited and ensuring understanding among the Board of Directors, the Management Committee, and employees of all levels of SCG on the following issues in summary:

Mission
To augment and protect the value of the organization by providing risk assurance and recommendations with impartiality.

Objectives
Article 1 To render assurance services and consulting services independently and impartially.
Article 2 To help SCG's business operations meet the established objectives through the assessment and improvement of the effectiveness and efficiency of the risk management system, internal control, and corporate governance process using a systematic and structured approach.

Duties and Responsibilities
The Internal Audit Office shall have the following duties:
Governance, risk management, operational supervision, and internal control

1. Ensuring that financial reports are prepared in accordance with Thai and international financial reporting standards; that there is a process for preparing account records and evidence thereof that are accurate, complete, transparent, and reliable; and that there is sufficient disclosure of information in the notes to financial statements, as well as considering the impact of changes in accounting standards and the selection of accounting policies for the Audit Committee.
2. Reviewing connected transactions, acquisition and disposition of assets, or transactions that may constitute conflicts of interest to ensure compliance with the laws and regulations of the Office of the Securities and Exchange Commission and the Stock Exchange of Thailand.
3. Assessing the risk management system and encouraging companies under SCG to perform risk management in accordance with international standards so as to identify and efficiently manage key risks; establishing appropriate key risk indicators and risk signals; and ensuring the correctness and effectiveness of procedures for operation, risk management, control, governance, and information and communication network security in compliance with international standards.
4. Assessing the effectiveness of initiatives to foster awareness; reviewing risk assessment, internal control, preventive work system development, and auditing; providing suggestions for establishing preventive measures and guidelines; and reviewing self-assessments on anti-corruption measures to ensure compliance with the guidelines of various regulatory agencies, such as the Thai Private Sector Collective Action Coalition Against Corruption (CAC), the Thai Institute of Directors Association (IOD), and the National Anti-Corruption Commission; as well as proposing a review of the Anti-corruption Policy to the Audit Committee to ensure suitability and compliance with the relevant laws and regulations.
5. Auditing the work process to ensure accordance with good corporate governance.
6. Auditing control and compliance processes in accordance with securities and exchange laws, rules, regulations, and other laws relevant to the Company's business.
7. Assessing the internal control system to ensure that the significant business activities of SCG are conducted with an appropriate and adequate internal control system to prevent substantial damage and assessing the overall internal control system of the audited companies in accordance with the guidelines of the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
8. Auditing fraud and complaints to ensure compliance with laws and regulations, establishing guidelines for the rectification and prevention of fraud, and proposing a review of policy for receiving complaints of fraud and misconduct to the Audit Committee to ensure suitability and adequacy for business operations.
9. Establishing and developing a preventive system and audit method to foster beneficial preventive operations in companies under SCG and add value to the organization in a way that fulfills the objectives effectively and efficiently and complies with the Company's rules and regulations as well as laws governing securities and exchange and other relevant laws.

Others

10. Proposing the appointment of the Company's auditor to the Audit Committee and the remuneration thereof, coordinating with the auditor regarding the exchange of information relevant to the audit, and attending a meeting with the auditor without the presence of management at least once a year.
11. Preparing the Audit Committee Report for the Chair of the Audit Committee to review and sign for disclosure in the Company' s annual report.
12. Planning and proposing the budget and staffing of the Internal Audit Office to the Audit Committee for approval.
13. The Director of the Internal Audit Office is responsible for seeking out the opinions of independent advisors of other professions at the expense of the Company should such consultation be necessary for the benefit of considering and providing comments on the Company's operations.
14. Arranging for an annual performance assessment of the Audit Committee and its members.
15. Reviewing the Charter of the Internal Audit Office to ensure consistency with the Charter of the Audit Committee at least once a year for submission to the Board of Directors for approval.
16. Performing any other duties as required by law or as assigned by the Board of Directors or the Audit Committee.

Scope of Audit

The Internal Audit Office is responsible for the internal auditing of the Company and its subsidiaries according to the consolidated financial statements of SCG. In the case that the subsidiary is a SET-listed company or has its own audit committee, internal auditing of the subsidiary and any other companies within its group will be undertaken by the subsidiary's own Internal Audit Office with supervision by the Company's Internal Audit Office via various reports submitted by the subsidiary. Joint ventures and other companies will be audited upon assignment by the Audit Committee or the senior management of each business or in the case of unusual events to ensure that SCG's risk management, internal control, and corporate governance systems are sufficient, efficient, and aligned with the established objectives. The Internal Audit Office also participates in proposing improvements in all aspects, such as administrative control, profit opportunity, and reputation and image in the following ways:

1. Identifying risk factors and undertaking risk assessment and appropriate risk management.
2. Ensuring appropriate and efficient internal audit by
    - 2.1 Providing accurate and reliable information on finances, administration, and significant operations in a timely manner;
    - 2.2 Complying with policies, standards, and regulations, including relevant laws and rules;
    - 2.3 Operating with efficiency and effectiveness;
    - 2.4 Procuring assets economically and using them effectively under adequate supervision and prevention.

Audit Authority

The Director of the Internal Audit Office and the auditors are authorized to gain access to any information, work system, and personnel of SCG related to the audit as deemed necessary and appropriate. It is the duty of the management at all levels in companies under SCG to support the work of the Internal Audit Office to meet the objectives of the audit and ensure the utmost benefits to SCG.

Any document and information received or obtained by the auditors will be kept confidential and will not be disclosed to any other party without permission from relevant authorities unless the disclosure is required by the law.

Reporting and Follow-Up of Audit Results

1. The Director of the Internal Audit Office is responsible for ensuring through supervision and management that the audit has been performed according to the audit plan and arranging for the audit reports to be prepared and presented to the SCG Management Committee and Audit Committee. As for administration work, the Director of the Internal Audit Office will report to the Vice President – Finance and Investment.
2. The Director of the Internal Audit Office is responsible for establishing and supervising a system for following up on the results of the audit and creating a preventive work system.

Independence and Impartiality

1. Audit activities, including scope, process, time frame, and the content of audit reports, must be independent from any influence to ensure that the performance of the audit is effective and fulfills the objectives and the audit plan.
2. The Director of the Internal Audit Office and the auditors must have neutral, unbiased, and unprejudiced attitudes and avoid conflicts of interest.
3. The Director of the Internal Audit Office and the auditors should recuse themselves from auditing work for which they were previously responsible. If a senior auditor or auditor provides assurance of activities they were responsible for in the past year, this action may be regarded as compromising impartiality.
4. In the event that independence or impartiality is compromised, details of the circumstance should be disclosed to the relevant parties as deemed appropriate. The nature of the disclosure depends on the nature of the circumstance constituting a compromise of impartiality.

Qualifications of Internal Auditors

1. Possess knowledge, ability, and expertise in performing audit work.
2. Possess knowledge and understanding of the principles of good corporate governance, risk management, laws, regulations, rules, and ordinances; information technology auditors must also have knowledge of IT control and techniques for IT auditing.
3. Continuously develop professional knowledge and competence and the effectiveness and quality of internal audit work.
4. Possess good interpersonal skills, be courteous, listen to the opinions of others, and provide recommendations which are beneficial and in line with international standards to SCG.
5. Be independent and have no stake in the matter being audited.

Code of Ethics

Internal auditors must perform their duties in accordance with the Internal Auditor Code of Ethics, which consists of the following five factors:

1. Integrity
2. Objectivity
3. Confidentiality
4. Competency
5. Transparency

Standards of Professional Practice

The Internal Audit Office must perform its duties in accordance with international standards for the professional practice of internal auditing.

Part 3

Policies related to Compliance with SCG Corporate Governance

Part 3: Policies related to Compliance with SCG Corporate Governance Principles

3.1 Policies and Guidelines on the Responsibilities of the Board of Directors and the Management

Policy on Director Qualifications and Nomination

1. **Principle**

In accordance with SCG Corporate Governance Principle, director nomination and selection is of paramount importance as the Board of Directors plays a critical role in formulating strategies and business directions for the sustainable growth of SCG. As such, the Board of Directors has deemed it appropriate to establish a Policy on Director Qualifications and Nomination.

2. **Policy on Director Qualifications and Nomination**

The Board of Directors must be composed of Directors who have all qualifications and possess none of the prohibited characteristics prescribed by the law and the Company's Article of Association, and should consist of a diverse range (Board Diversity) of skills, experiences, knowledge, and expertise beneficial to the Company without any discrimination on the grounds of gender, age, ethnicity, nationality, religion, country of origin, cultural background and tradition, including the proportion of independent directors and women directors must be appropriate and in accordance with the good corporate governance principles, so to enable to the Company to achieve its objectives and business goals and promote a management system guided by SCG Corporate Governance Principle in order to bring about fairness and transparency as well as the ability to generate returns and added values in the long term to shareholders and inspire trust in all stakeholders, all of which will lead SCG towards sustainable growth.

3. Director nomination

The Board of Directors has entrusted the Governance and Nomination Committee with the task of nominating qualified candidates for directorship to replace Directors retiring by rotation or under other circumstances to the Board of Directors and/or the meeting of shareholders for appointment. The Governance and Nomination Committee selects candidates from a pool of qualified individuals with expertise from various disciplines who possess leadership, a breath of vision, integrity and ethics, clear and unblemished career records, as well as the ability to express opinion independently, without any discrimination on the grounds of nationality, ethnicity, gender, and cultural background.

In 2020, in the nomination of qualified candidates to replace directors due to retire by rotation in 2020, the Governance and Nomination Committee selected the qualified candidates without discrimination based on gender, age, ethnicity, nationality, country of origin, skin color, religion, cultural background, or customs, consisting of those nominated by the Company's directors and those listed as IOD's chartered directors, consistent with the Company's policy on director qualifications and nomination.

In addition, the following key components were also taken in the nomination of directors.

3.1. Required qualifications of individual directors

The Governance and Nomination Committee should consider and prescribe a set of qualifications of individual candidates for directorship, such as:

- Integrity and accountability
- Ability to make informed judgments
- Maturity, firmness, and the ability to listen well and express independent opinion
- Commitment to principles and professionalism
- Other qualifications as the Governance and Nomination Committee deems vital

3.2 Required knowledge and expertise of the Board of Directors

The Governance and Nomination Committee should prescribe a set of knowledge and expertise requirements for the Board of Directors and formulate a Board Skill Matrix to help inform the selection and nomination of qualified candidates. These requirements should encompass knowledge and areas of expertise that will enhance the ability of the Board of Directors to formulate strategies and policies as well as ensure their effective implementation, such as:

- Accounting and finance
- Organization and human resources management
- Risk management
- Crisis management
- Industry knowledge
- International marketing
- Vision and Strategic planning
- Environmental, Social and Governance (ESG) Experience
- Knowledge and specializations in areas that the Governance and Nomination Committee believes will become critical in the next 3-5 years, such as E-commerce, Research and Development, and Merger and Acquisition, Technological Skills, Cybersecurity, Data Management, Retail Business, Supply Chain, Health and Safety, and Experiences in Regional and International Organization Management

3.3 Diversity of the Board of Directors

In addition to the two aforementioned factors, the Governance and Selection Committee may consider prescribing other qualification requirements relevant to the diversity of the Board of Directors, such as gender, age, ethnicity, nationality, religion, country of origin, cultural background and tradition.

4. Nomination of Current Directors

If the Governance and Nomination Committee nominates current directors, their performance should be considered.

Nomination and Selection Process of New Directors

As leaders of the organization, directors have crucial roles, duties, and responsibilities. To ensure that the nomination and selection of directors follows clearly defined steps and is characterized by systematicity, transparency, and alignment with the Company's policy on director qualifications and nomination as well as SCG Corporate Governance Principle so as to obtain candidates who with qualifications, expertise, skills, and experiences in accordance with the Company's strategies, the Board of Directors, on the suggestion of the Governance and Nomination Committee

Rules and Procedures for the Election of Directors

1. Prior to the Annual General Meeting of Shareholders, the Governance and Nomination Committee proposes to the Board the names of persons to replace directors to be retired by rotation. The nominees will then be listed for consideration for election during the Meeting. All shareholders have an equal right to propose other candidates. Authority to select directors' rests with shareholders.
2. A shareholder shall have one vote for each share he holds or represents.
3. At the election of Directors, the shareholders shall vote for each individual candidate nominated for Directors, but not exceeding the number of Directors required for that election. The vote shall not be distributed.
4. The candidates shall be ranked in descending order from the highest number of votes received to the lowest, and shall be appointed as directors in that order until all of the director positions are filled. If the votes cast for the candidates in descending order are tied, which would otherwise cause the number of directors to be exceeded, the chairman of the Meeting shall cast the deciding vote.

Qualifications of Independent Directors of the Company

The Company's qualifications for independent directors were revised on July 26, 2019 to be more stringent than those prescribed by the Capital Market Supervisory Board. The Company's qualifications of Independent Directors are as follows:

1. Shall not hold shares exceeding 0.5% of the total number of voting shares of the Company, its parent company, subsidiary, associate, major shareholder or controlling person, including shares held by related persons of such independent director.
2. Shall neither be nor have ever been a director with management authority, employee, staff member, advisor who receives a salary or is a controlling person of the Company, its parent company, subsidiary, associate, same-tier subsidiary company, major shareholder or controlling person unless the foregoing status has ended not less than 2 years prior to the date of becoming a director. Such prohibitions shall not, however, include cases where the independent director previously served as a government officer or an advisor to a government agency which is a major shareholder or controlling person of the Company.
3. Shall not be a person related by blood or legal registration as father, mother, spouse, sibling, or child, including spouse of child of other directors, of an executive, major shareholder, controlling person, or person to be nominated as director, executive or controlling person of the Company or its subsidiary.
4. Shall neither have nor have ever had a business relationship with the Company, its parent company, subsidiary, associate, major shareholder or controlling person, in a manner that may interfere with his/her independent judgment, and neither is nor has ever been a significant shareholder or controlling person of any person having a business relationship with the Company, its parent company, subsidiary, associate, major shareholder or controlling person, unless the foregoing relationship has ended not less than 2 years prior to the date of becoming an independent director.

   The term 'business relationship' in the preceding paragraph shall include any normal business transaction, rental or lease of immovable property, transaction relating to assets or services or granting or receipt of financial assistance through receiving or extending loans, guarantees, providing assets as collateral, and any other similar actions, which result in the applicant or his/ her counterparty being subject to indebtedness payable to the other party in the amount of 3% or more of the net tangible assets of the

applicant or twenty million baht or more, whichever is lower. The amount of such indebtedness shall be calculated according to the method for calculation of value of connected transactions under the Notification of the Capital Market Supervisory Board governing rules on connected transactions mutatis mutandis. The consideration of such indebtedness shall include indebtedness incurred during the period of 1 year prior to the date on which the business relationship with the person commences.

5. Shall not be nor have ever been an auditor of the Company, its parent company, subsidiary, associate, major shareholder or controlling person, and not be a significant shareholder, controlling person, or partner of an audit firm which employs auditors of the Company, its parent company, subsidiary, associate, major shareholder or controlling person, unless the foregoing relationship has ended not less than 2 years prior to the date of becoming an independent director.
6. Shall not be nor have ever been a provider of any professional services including legal advisor or financial advisor who receives service fees exceeding 2 million baht per year from the Company, its parent company, subsidiary, associate, major shareholder or controlling person, and not be a significant shareholder, controlling person or partner of the provider of professional services, unless the foregoing relationship has ended not less than 2 years prior to the date of becoming an independent director.
7. Shall not be a director appointed as representative of the Board of Directors, major shareholder or shareholder who is related to a major shareholder of the Company.
8. Shall not undertake any business in the same nature and in competition with the business of the Company or its subsidiary, nor be a significant partner in a partnership or director with management authority, employee, staff member or advisor who receives salary or holds shares exceeding 1% of the total number of shares with voting rights of another company which undertakes business in the same nature and in competition with the business of the Company or its subsidiary.
9. Shall be able to attend meetings of the Board of Directors and make independent judgment.
10. Shall not have any other characteristic that limits his or her ability to express independent opinions regarding the Company's operations.
11. Shall be able to look after the interests of all shareholders equally.
12. Shall be able to prevent conflicts of interest.
13. Shall not have been convicted of violating security or stock exchange laws, financial institution laws, life insurance laws, general insurance laws, anti-money laundering laws or any other financial law of a similar nature, whether Thai or foreign, by an agency with authority under that certain law. Such wrongful acts include those involved with unfair trading in shares or perpetration of deception, fraud, or corruption.

After being appointed as an independent director with all qualification items 1-13 specified above, such independent director may be assigned by the Board of Directors to make decisions relating to business operations of the Company, its parent company, subsidiary, associate, same-tier subsidiary or any juristic person which may have a conflict of interest on the basis of collective decision, whereby such actions of the independent director are not deemed partaking of management.

In case that the appointed independent director is the person who has or used to have a business relationship, or provision of professional services at a value exceeding the specified amount under item 4 or 6, the Company shall be granted an exemption from such prohibition of having or having had a business relationship or provision of professional services at such excessive value, provided that the Company has obtained an opinion of the Board of Directors indicating that after a consideration in accordance with Section 89/7 of the Securities and Exchange Act, the appointment of such person does not affect the performance of duties and the giving of independent opinions, and that the relevant information is disclosed in the notice of shareholders' meeting under the agenda of the appointment of an independent director.

Policy on the Target Share of the Independent Directors on the Board

To strengthen the board composition on the principles of transparency, diversity and sufficient number of independent directors in order to ensure the Board capacity in overseeing the interest of the Company and every shareholder equitably, the Board of Directors has determined that the proportion of independent directors shall not be less than half of total number of the board members.

Policy on Limitation of the Number of Listed Companies Where Directors May Hold Directorship

To encourage the Company's directors to dedicate their time to fulfilling their duties efficiently, the Board of Directors has stipulated that each director shall hold directorship in no more than a total of four other listed companies apart from SCG on The Stock Exchange of Thailand.

Policy and Guidelines on SCG Top Executive's Directorship in Organizations outside SCG

The Board of Directors has established a policy allowing the President & CEO and the Company's management to hold a directorship in companies that are not SCG subsidiaries or associates or to spend the Company work hours carrying out directorships for external institutes for the three following organizations:

(1) Governmental organizations that are not established for the benefit of a political party, in which their service represents their cooperation with the authorities and contribution to the general public.

(2) Private organizations that are established for the benefit of the general public such as the Federation of Thai Industries, the Thai Chamber of Commerce, the Thailand Management Association, etc.

(3) Private organizations that are established for trading purposes but present no conflicts of interest with SCG and do not consume time to the extent that it is disadvantageous for the Company.

The President & CEO is to propose a directorship in other companies or external institutes for approval from the Board of Directors. As for management employees, the proposal must be submitted for approval in accordance with the Company's Approval Authority, in which case the proposal will be reviewed with consideration to the Company's intent to ensure that its employees demonstrate determination and effort and dedicate their working hours to their duties at the Company to the best of their ability, as well as adhere to the ethical guidelines regarding conflicts of interest, whereby employees do not engage in a conduct that constitutes a competitive with the Company's business. The approval of directorships or the use of the Company's working time on duties in external institutes/companies depends on the Company's judgment and is reviewed on a case-by-case basis. In this regard, the Company has informed relevant management employees of the aforementioned policy and process.

Policy on Attendance at the Board of Directors Meetings

To encourage regular board meeting attendance, the Board of Directors has stipulated that each year's board meetings shall be attended by no less than 80 percent of the directors on average and each director shall attend at least 75 percent of the meetings held each year.

Should there arise any circumstances that cause a director to be unable to attend a board meeting, the said director shall inform the chairman of such necessity for absence at the first opportunity and prior to that meeting.

Board meeting attendance under this policy includes meetings via electronic media provided to enable directors who are in different locations to discuss and express their opinions.

The Formulation of a Systematic Director Training and Development Plan

Today's business operations are grappled with intense competition and rapid change of the market and technology. In response to the circumstances and to maintain SCG's growth in a sustainable manner, the Board of Directors, as the leader of the organization, shall continuously enhance their skills, knowledge, competence. The Board of Directors deems it appropriate to establish a structured training and development program for directors in writing as follow:

Step	Activity	Responsible/approval persons	Time frame
1	Determine the number and proportion of directors with skills, knowledge, competence, and experience required by the Company. The requirement shall be in accordance with SCG's vision, medium-term business plan, goals, and strategies, including corporate governance, relevant regulations, and laws.	The Governance and Nomination Committee	May to June
2 2.1 2.2	Self-assessment on the following: Skills, knowledge, competence, and experiences according to the Board Skill Matrix The need to develop knowledge and experience in the matters that support SCG's operations and directors' duty performance	Directors	July to August
3 3.1 3.2	Prepare the following information: Training records and panel discussion participation of each director. A table comparing the number/proportion of directors with skills, knowledge, competence, and experience required by the Company vs. the existing ones.	The secretary to the Governance and Nomination Committee	November to December
4	Provide training and development program for directors by focusing on areas the directors are	The secretary to the Governance and Nomination	November to December

Step	Activity	Responsible/approval persons	Time frame
4.1 4.2	lacking or directors' topics of interest, as follows: The program for the Board of Directors, e.g., providing a collection of interesting and useful information, arranging a seminar to foster opinion exchange, and organizing a visit or exhibition within SCG. The program designed for each director such as providing training or seminars organized by external agencies	Committee proposes to the meeting of the Governance and Nomination Committee for consideration before seeking approval from the Board of Directors	
5	Proceed with the approved plan	The secretary to the Governance and Nomination Committee	January to December next year
6	Evaluate the performance of the program and seek feedback from the directors for further improvement	The secretary to the Governance and Nomination Committee	November to December next year

Insider Trading Policy

In the operation of SCG, the Company's directors, executives, employees, and related parties must review and be informed of information that may affect securities prices and cannot be disclosed to shareholders, investors, or the general public. Therefore the use of insider information requires utmost management to prevent any leakage, misuse, or unfair advantage, which is not only illegal but may also affect the reputation of SCG.

As SCG has several guidelines on insider information management across various documents, such as SCG Code of Conduct, SCG Corporate Governance Principle, SCG Employee Regulations, and other compliance measures, and in 2017, the Board of Directors has approved the compilation of relevant practices and guidelines and the formulation of this insider trading policy in writing for every SCG director, executive, and employee to adopt and communicate accurately.

Definitions

- SCG means Siam Cement Public Company Limited and its subsidiaries according to the consolidated financial statements of Siam Cement Public Company Limited.
- Securities means securities are listed on the Securities Exchange of Thailand or international Securities Exchange, including but not limited to treasury bills, bonds, bills, shares, debentures, investment units which

are instruments or evidence representing the rights to the property of a mutual fund, certificates representing the rights to purchase shares, certificates representing the rights to purchase debentures, certificates representing the rights to purchase investment units, derivative and any other instruments under the Securities and Exchange Act B.E. 2535 (and its amendments) **("Securities Act")** or the Office of the Securities and Exchange Commission **("Office of SEC")**.

- Insider Information means the information which has not yet been disclosed to public whose material content could influence changes in securities prices or values.

Policy

1. SCG is committed to complying with laws relevant to insider trading in every country SCG operates or plans to conduct business.
2. Any SCG director, executive, employee, or any external party who is privy to or is in possession of insider information through their duties:
   2.1 maintain insider information of SCG with due care and safe in order to prevent its leakage.
   2.2 not disclose insider information of SCG whether directly or indirectly to any other person not being engaged with assigned work in order to prevent usage of insider information for benefits of such person or others.

   This is because such actions may affect the prices or value of the securities of SCG's listed companies or other listed companies related to the insider information or may influence investment-related decisions.
3. Any director, executive, employee, or any external party who is privy to or is in possession of insider information through their duties must not purchase or sale securities related to insider information that has not been publicly disclosed, which would create an unfair advantage over other traders who are not aware of such information.
4. Any director, executive and employee working in the division relating to insider information must comply with the Blackout Period measurement as prescribed in this policy to prevent them from the risk of wrongful use of insider information.
5. SCG must implement a security system to prevent leakage of insider information that it will not be used for purchasing or selling securities for his or her own benefits or others.
6. The directors, executives and employees of SCG have their own duties to strictly comply with their charters, SCG Code of Conduct, SCG Corporate Governance Principles, Delegation of Authority, related disclosure policies of SCG, Guideline for the Use of Inside Information as well as the rule of using "Securities Act" and Public Limited Companies Act B.E. 2535 (and its amendments) and other applicable rules.
7. Any director, executive and employee of SCG who does not comply with this policy and Insider Trading Guideline is considered breaching of code of conduct and breaking discipline and subject to punishment including those prescribed by laws if it is breach of laws.

Blackout Period Measurement

The Company's directors, executives including persons holding an executive position in accounting or finance at a divisional manager or equivalent level, employees of the offices relating to insider information including their spouse

or cohabiting couple knowing insider information are prohibited from trading the securities of the Company or other listed companies relating to insider information during a period of one (1) month before disclosure of any quarter and annual financial statements and within 24 hours after such disclosure.

Moreover, the Company's directors, executives, employees of the offices relating to insider information including their spouse or cohabiting couple knowing insider information of the Company or other listed companies relating to insider information are prohibited from trading the securities of said companies until after 24 hours from the time of disclosure of all said insider information to public.

Reporting of Holding and Changing of Holding of Securities and Derivatives

1. The Company will provide knowledge to the board of directors and executives of the Company including persons holding an executive position in accounting or finance at a divisional manager or equivalent level regarding their duties on preparing, disclosing and submitting the reports on their holding and changing of holding of securities and derivatives, and their spouse or cohabiting couple and minor children including the holding of securities and derivatives, and the change to such holding, by a juristic person whose shares exceeding 30 percent of the total voting rights are held by the board of directors and executives of the Company, the spouse or cohabiting couple, and minor children of such persons to the Office of SEC according to Securities Act, Notification of the Securities and Exchange Commission and applicable notifications of Capital Market Supervisory Board including punishment according to relevant laws.
2. The board of directors and executives of the Company including persons holding an executive position in accounting or finance at a divisional manager or equivalent level of the Company must prepare, disclose and submit the reports on holding and changing of holding of their securities and derivatives and their spouse or cohabiting couple and minor children including juristic persons under Securities Act, Notification of the Securities and Exchange Commission and applicable Notification of the Capital Market Supervisory Board to the Company Secretary before every submitting to the Office of SEC in a form and within the following periods:
   2.1 within seven (7) working days from the date of purchase, sale, transfer or acceptance of transfer of securities or derivatives in the case where the person with the duty to report is a director or an executive of the Company, and in accordance with all of the following regulations:
      (a) the Company shall report the names of the directors and executives through the Directors and Executives Information System according to the method specified by the Office of SEC in the Notification of the Office of SEC concerning Forms and Methods for Reporting or Changing the Information of Company Directors and Executives;
      (b) the persons with the reporting duty report shall report purchase, sale, transfer or acceptance of transfer of securities or derivatives before having their names listed in the Directors and Executives Information System under (a).
   2.2 within three (3) working days from the date of purchase, sale, transfer, or acceptance of transfer of securities or derivatives in any case other than 2.1.

Maintaining and Protecting Usage of Insider Information

Insider information is deemed a valuable information. Using insider information jointly must be made within assigned duty and responsibility only. Disclosing insider information to public including communicating any

information relating to insider information must be agreed by the President & CEO or Vice President-Finance and Investment & CFO or authorized persons only.

3.2 Policies and Guidelines on the Organization Management

Compliance Policy

The Board of Directors has approved the formulation of this compliance policy as guidance for SCG's compliance in the operation and proper decision making. Every SCG employee is expected to fulfill their duties with honesty, integrity and reliability, and in their operation to follow the company's four Core Values, namely "Adherence to Fairness, Dedication to Excellence, Belief in the Value of the Individual and Concern for Social Responsibility" , as well as to strictly adhere to best practices in accordance with SCG Code of Conduct. Furthermore, they are also expected to strive to be good citizens of every country where SCG operates to prevent risks that may arise and affect SCG, its directors, executives and employees or undermine the confidence of all stakeholders. Therefore, SCG has issued the following compliance policy.

1) Each SCG director, executive and employee shall strive for full compliance with the laws, regulations, orders, articles of association, contractual obligations, business ethics, policies, operational standards, best practices and public commitments in every country where SCG operates.
2) Compliance with domestic and international laws is of paramount importance that every SCG director, executive and employee shall respect and comply. Any illegal transactions are thus unacceptable.
3) Regulatory compliance constitutes part of the duties that each SCG director, executive, and employee shall fulfill actively, by initiating communications and fostering correct understanding, issuing compliance guidelines and ensuring correct implementation, as well as raising awareness and further fortifying SCG's culture of honesty, integrity and strengthening compliance.
4) SCG focuses on the implementation of a compliance management system in the operation to ensure compliance with the laws and key public commitments as prescribed by SCG Risk Management Committee or each business unit, by managing efficient compliance procedures in the operation and constantly improving such procedures to correspond with both internal and external business environment and any changes that may occur.
5) Any SCG employee who reports or provides information on an act that is or may constitute a violation of any law or key public commitment will be protected in accordance with SCG Whistleblowing Policy.

Policy for the Appointment of Directors and Executives to Subsidiaries

1. Rationale

The appointment of directors and executives of a subsidiary to oversee and manage its operation is a key governance mechanism that ensures the subsidiary complies with SCG's policy, goals, vision, medium-term business plans, and strategic growth plans efficiently. As such, the Board of Directors approved the formulation of the policy for the appointment of directors and executives to subsidiaries.

2. The policy for the appointment of directors and executives to subsidiaries

The appointment of directors and executives to a subsidiary should be carried out with due consideration to ensure that the appointed person is qualified and knowledgeable and possesses work ethics, a sense of responsibility, and leadership qualities, all of which will enable them to manage the subsidiary efficiently, create long-term returns and added value for shareholders, inspire confidence in all stakeholders, promote proper auditing and the system of checks and balances in the subsidiary, as well as support the sustainable implementation of the company's policies.

3. The authority to appoint directors and executives to subsidiaries

The Board of Directors has assigned the President & CEO of SCG and/or the President & CEO of each of SCG's core businesses to appoint and transfer the company's representative to the Board or an executive position in a subsidiary as deemed appropriate. Such an appointment or transfer shall be in compliance with relevant conceptual frameworks and the aforementioned policy and shall be reported to the Board of Directors as stipulated in the authority manual.

4. The roles and responsibilities of the persons to be appointed as directors or executives in subsidiaries

1) They shall be fully qualified and shall not possess prohibited characteristics stipulated by relevant laws or requirements.
(2) They shall possess knowledge, competency, and experience beneficial to business operations and suitable for their duties and responsibilities.
(3) They shall demonstrate leadership and a breadth of vision necessary for the driving and achievement of objectives of SCG's subsidiaries.
(4) They shall be able to make rational decisions in line with corporate governance guidelines and SCG Code of Conduct.

5. The selection of the persons to be appointed as directors or executives in subsidiaries

The selection of persons to be appointed as directors or executives in subsidiaries should take into consideration their business size and complexity according to the following criteria:

(1) For a subsidiary which is a holding company with assets worth over 10,000 million baht:
An appropriate number of members of SCG's Management Team shall be selected for directorship in the subsidiary, taking into consideration diversity as well as checks and balances. The list should at the very least include SCG's Vice President –Finance and Investment & CFO and may also include no more than one executive officer in Level M4 from SCG.

(2) For a subsidiary which is a holding company with assets worth over 10,000 million baht:
The President & CEO and/or Vice Presidents of the business unit holding shares in the subsidiary shall be appointed as directors. No more than two executive officers in Level M4 may also be appointed to the subsidiary as directors.

(3) For a subsidiary which is an operating company with assets worth over 10,000 million baht:
Members of SCG's Management Team shall be selected for directorship in the subsidiary. The list should at the very least include SCG's Vice President –Finance and Investment & CFO, along with the President & CEO

and/or Vice Presidents of the business unit holding shares in the subsidiary. Executive officers from Level M4 upwards from the aforementioned business unit may also be appointed to the subsidiary as directors.

(4) For a subsidiary which is an operating company with assets worth 1,000-10,000 million baht:
The President & CEO and/or Vice Presidents of the business unit holding shares in the subsidiary shall be appointed as directors. Executive officers in Level M3 upwards may also be appointed to the subsidiary as directors.

(5) For a subsidiary which is an operating company with assets worth under 1,000 million baht:
The President & CEO and/or Vice Presidents of the business unit holding shares in the subsidiary shall be appointed as directors. Executive officers in Level M2 upwards may also be appointed to the subsidiary as directors.

In addition to the criteria above, the appointment of such persons shall also take into consideration other unique characteristics and conditions of each subsidiary, such as:

(1) The status of the company that involves complex or high-risk criteria or requirements, such as the status as a public company listed in the Stock Exchange of Thailand or an overseas stock exchange
(2) The shareholding percentage in the subsidiary with other joint venture partners, in which case requirements specified in the joint venture agreement shall be taken into account
(3) Legal requirements of the country in which the subsidiary operates or is established

6. The roles and responsibilities of the persons appointed as directors or executives in subsidiaries

(1) They shall ensure the subsidiary's compliance with relevant laws, rules, regulations, and requirements, effective management, and adherence to SCG's corporate governance principles, code of conduct, and anti-corruption policy, as well as other policies of SCG and policies that correspond with those of SCG.
(2) They shall provide guidance for the establishment of the subsidiary's strategic directions, policies, and business plans to ensure their alignment with SCG's directions as well as promote the adoption of additional innovation and technology to enhance the subsidiary's competitiveness.
(3) They shall report the subsidiary's operating results and performance to SCG in an accurate, complete, and timely manner, especially material transactions that may affect the subsidiary's financial standing and operating results and any transactions other than its ordinary business transactions with significant impact on the subsidiary.
(4) They shall oversee the subsidiary's business operations to ensure efficiency and appropriately manage SCG's return on investment in the subsidiary

SCG Risk Management Policy

Objective

SCG prioritizes enterprise risk management and has thus implemented risk management that both meets international standards and is integrated into the Company's business operation in order to be able to appropriately and promptly identify business risks and opportunities, keep risk levels within its risk appetite, seek opportunities to create added value to the organization, meet stakeholders' expectations, and support sustainable business conduct guided by good corporate governance.

Scope of application

SCG Risk Management Policy applies to Siam Cement Public Company Limited (henceforth "the Company") and

its subsidiaries listed in its consolidated financial statements.

For subsidiaries that are listed companies or operate under different rules of another country, the policy may be adapted and applied as deemed appropriate.

Risk management policy

1. The Board of Directors is responsible for supervising corporate risk management. The Audit Committee is assigned to monitor and review risk management processes to ensure effectiveness and efficiency as well as identify material corporate risks. The committee is also tasked with ensuring appropriate assessment and management. The Management is assigned to manage SCG's risks and report outcomes to the Audit Committee and the Board of Directors respectively on a regular basis.
2. The Management is assigned to define risk management policy, frameworks, and processes in compliance with international standards for organization-wide implementation and integration into business decision making; ensure efficient and effective risk management at every level, from policy formulation, execution, and decision making for investments; and promote and develop state-of-the-art IT systems for use in the Company's risk management processes.
3. Directors are assigned to oversee risk management and that all executives and employees of SCG are risk owners and responsible for identifying, analyzing, and assessing opportunities and impacts of risks and opportunities; formulating balanced business and risk management strategies; managing business continuity under efficient and effective resource allocation; as well as regularly monitoring, reviewing, and reporting the efficiency of risk management and warning signs. All executives and employees shall also comply with the risk management policy, frameworks, and processes formulated by SCG.
4. Risk management is to be cultivated as part of the organizational culture, and employees' risk management knowledge and capabilities are to be continuously developed.
5. The risk management policy is to be regularly revised, taking into account material changes that affect the Company.

Connected Transaction and Related Party Transaction

The Board of Directors emphasizes the need for careful review and consideration before granting approval for related-party transactions, connected transactions, or transactions that may cause conflict of interest. SCG Code of Conduct has set forth a policy regarding such transactions as follows:

1. **Transactions between the Company and Its Subsidiaries**

SCG comprises a large number of companies whose businesses are bound to conduct transactions with one another in such ways as providing services, trading raw materials and products, or providing financial support, technical assistance, human resources, etc. In doing business or performing duties that constitute related-party transactions between SCG's companies, all employees and parties concerned are required to comply with the law, the rules and regulations of government agencies, the rules and scope of authority set forth by SCG, as well as to any criteria or conditions prescribed by local communities.

2. **Transactions with Outside Entities or Other Companies**

All transactions with external entities must be conducted in strict compliance with the criteria

and procedure prescribed by the law, regulations issued by governmental agencies, and relevant policies of SCG, and must be approved in accordance the scope of authority prescribed by SCG. In addition, such transactions must be conducted in compliance with the terms and conditions as agreed upon in a straightforward, transparent, and accountable manner. Any transactions that may cause damage to SCG or an external party must be avoided.

The Company has formulated Stakeholder Engagement Policy and guidelines for treatment of stakeholders, under which the Company must comply with frameworks for honest trade competition, determine appropriate and fair purchase prices, consider the appropriateness of the prices, quality, and services obtained, as well as be able to provide reasonable explanations upon being audited.

In addition, the Company has formulated guidelines and procedures for approving related- party transactions, connected transactions, and transactions that may cause conflicts of interest. Executives shall disclose to the Company in advance whether they hold any stakes involving potential conflict of interest, and the Company, in turn, shall review relevant transactions. If the transactions require approval, the management shall propose the matter to the Board of Directors or at the Shareholders' Meetings, and shall disclose the information to investors in a transparent manner. The directors or management with conflict of interest shall not be allowed to participate in the process of considering the approval.

3. **Policy and Trends Regarding Future Related-Party Transactions**

Future related-party transactions of the Company will be regular trade transactions. In accordance with the Company's policy, the price mechanism of the market will be used in trading and negotiation, and there will be no transfer of interest between the Companies and its subsidiaries or related parties.

4. **Connected Transactions**

The Company strictly follows a policy to comply with the Notification of Capital Market Supervisory Board Re: Rules on Connected Transactions and the Notification of the Board of Governors of the Stock Exchange of Thailand Re: Disclosure of Information and Other Acts of Listed Companies Concerning connected transactions, as well as laws, regulations, notifications or orders relating to the execution of related party transactions.

Anti-corruption Policy

SCG conducts its business with integrity and is committed to responsibility towards society and all stakeholders in accordance with corporate governance principles, SCG Code of Conduct, as well as its stakeholder engagement policy and guidelines. In 2012, SCG became a member of Thailand's Private Sector Collective Action Coalition Against Corruption (CAC) to demonstrate its intent and determination to combat all forms of corruption.

In order to provide clear guidelines for business operations and develop the Company into an organization of sustainability, SCG has reviewed the previously issued Anti-corruption Policy and implemented this revised Anti-corruption Policy to ensure that SCG has in place a policy that defines responsibilities, guidelines, and appropriate operational requirements to prevent corruption in all of SCG's business activities and that all decisions on business operations potentially incurring risk of corruption are considered and executed with due circumspection.

Anti-corruption Policy

SCG personnel are prohibited from engaging in or accepting any form of corruption, both directly or indirectly. This shall apply to all businesses in every country and all agencies involved. Compliance with this policy shall be regularly reviewed. Relevant operational guidelines and requirements shall also be revised to ensure alignment with changes in business, rules, regulations, and legal requirements.

Duties and Responsibilities

1. The Board of Directors is responsible for establishing an anti-corruption policy and putting in place effective anti-corruption systems in order to ensure that SCG personnel recognize the significance of anti-corruption efforts and cultivate an anti-corruption mindset as part of SCG's organizational culture.
2. The Audit Committee is responsible for overseeing the presence of appropriate and sufficient Anti-corruption Policy for business operations and reviewing financial and accounting reporting systems, internal control systems, internal audit systems, and risk management systems to ensure their compliance with international standards as well as their prudence, suitability, currency, and effectiveness. The Audit Committee is also in charge of handling submission of information regarding corruption involving SCG personnel, conducting fact-finding investigations, presenting the matter to the Board of Directors to determine disciplinary action or solutions, as well as giving consultation and ensuring compliance with this Anti-corruption Policy.
3. SCG's President, Management Teams, and executives are responsible for implementing the Anti-corruption Policy by putting in place relevant systems and promoting the policy as well as communicating it to all employees and related parties. They are also in charge of reviewing the suitability of relevant systems and guidelines to ensure alignment with changes in business, rules, regulations, and legal requirements.
4. The Internal Audit Director is responsible for reviewing risk assessment and offer recommendations on the formulation of corruption risk prevention procedures and approaches to present to the Audit Committee and the Board of Directors. The Internal Audit Director is also responsible for auditing and reviewing operations to ensure their compliance with policies, guidelines, authority, procedures, laws, and requirements of regulatory agencies and make certain that SCG's control systems are suitable, prudent, and sufficient for combating corruption and handling potential corruption risks. Outcomes of such audits and reviews shall be reported to the Audit Committee.

Anti-corruption Guidelines

1. SCG personnel shall follow the Anti-corruption Policy and SCG Code of Conduct and avoid any direct or indirect involvement with corruption.
2. SCG personnel shall not neglect to take action upon detecting an act involving SCG that can be construed as corruption. It is their duty to notify their supervisors or responsible persons of such incident and give full cooperation in the fact-finding investigation. Should there be any inquiries or questions, they may consult their supervisors or persons designated to oversee compliance with SCG Code of Conduct through various channels provided.
3. SCG shall ensure fairness and provide protection to SCG personnel who refuse to engage in corruption or report corruption cases related to SCG through a protection procedure which is intended for those who follow the Anti-corruption Policy, file complaints, or cooperate in reporting corruption as defined in the Whistleblowing Policy.
4. SCG recognizes the importance of educating and fostering an understanding among third parties whose

duties involve or may impact SCG on matters where compliance with the Anti-corruption Policy is required.

5. SCG strives to foster and maintain an organizational culture with zero tolerance against corruption in transactions with both public and private sectors.
6. SCG's Risk Management Committee is responsible for preemptively assessing potential corruption risks. The Internal Audit Office has put in place appropriate and efficient audit processes and internal control systems for processes, finance, accounting, record keeping, and others, which are subject to regular review.
7. SCG shall comply with laws related to anti-corruption in Thailand and every country where it conducts business.
8. SCG shall consider taking appropriate action to ensure that its agents, contract counterparties, or any person acting on behalf of SCG are informed of the principles set forth in this Policy.

Rules of Practice

1. This Anti-corruption Policy shall also apply to human resource processes, including nomination or selection, promotion, training, evaluation, and remuneration. Supervisors at all levels shall communicate the policy to staff so that they can apply it to business activities within their scope of responsibility and supervise its implementation to ensure efficiency.
2. Any implementation of the Anti-corruption Policy shall be in compliance with guidelines set forth in SCG Code of Conduct, SCG Corporate Governance Principles, stakeholder engagement policy and guidelines, as well as relevant rules and operational handbooks, and additional guidelines to be formulated in the future.
3. To ensure clarity regarding activities involving high risks of corruption, SCG personnel shall exercise caution and comply with SCG Code of Conduct and guidelines as follows:

   3.1 Gifts and Hospitality

   Any offering or accepting of gifts and hospitality shall comply with SCG Code of Conduct.

   3.2 Donations or sponsorships

   Any offering or accepting money or assets for donations or sponsorships shall be transparent and legal. It must be made certain that such donations or sponsorship shall not be used as a pretext for bribery.

   3.3 Facilitation Payment

   All facilitation payment to government employees is prohibited.

   3.4 Political Contributions

   (1) SCG shall maintain political neutrality and shall not act in the interest of or provide financial or other support to political parties, political coalitions, political figures, or political candidates, either directly or indirectly, either at the local, regional, or national level.

   (2) SCG personnel shall strictly comply with SCG Code of Conduct in relation to political action.

   3.5 Hiring of government employees (Revolving Door)

   The hiring of government employees who may create a conflict of interest is prohibited or noncompliance with laws and regulations.

   3.6 Business relations and procurement with public and private sectors.

Any offering or accepting of bribery is prohibited in all business activities. Any dealing with public and private sectors shall be transparent, honest, and in compliance with relevant laws.

Communication and Training

1. SCG shall communicate and disseminate the Anti-corruption Policy to SCG personnel through various channels, such as orientation for new directors and employees, training sessions or seminars, as well as internal public relations within SCG's workplaces and electronic systems. SCG shall also periodically communicate to SCG personnel various forms of corruption, risks of being involved in corruption, and how to submit information. This is to ensure that SCG personnel acknowledge and implement the policy.
2. SCG shall communicate and disseminate the Anti-corruption Policy as well as SCG's whistleblowing channels to the public, subsidiaries, associates, and stakeholders via various channels, such as websites, annual reports, and annual registration forms, to foster an understanding and support anti-corruption efforts.
3. SCG personnel who have any inquiries about this policy may consult their supervisors, secretary to the Audit Committee, or the Internal Audit Director.

Disciplinary Action

SCG personnel who fail to comply with this policy are subject to disciplinary action and may also be subject to legal punishments if they commit an offense under the law.

Whistleblowing Measures and Channels

SCG has established mechanisms for whistleblowing, complaint handling, and the processing of cases related to violation of laws, rules, and SCG Code of Conduct or to behavior of SCG personnel that may be suspicious of corruption. SCG has also prescribed appropriate whistleblower protection measures according to the Whistleblowing Policy to provide a clear guideline and enhance the efficiency of complaint handling.

Disclosure Policy

SCG's information disclosure has been consistently guided by fairness, transparency, and accountability, in accordance with the principle of corporate governance. As the Board of Directors deemed it appropriate, relevant guidelines were compiled, and SCG's disclosure policy was formulated in written form for the first time on October 21, 2008 to assure its shareholders, investors, stakeholders, and the general public that SCG's disclosure of information is clear, accurate, compliant with the law, and equitable.

As there have been amendments to laws relevant to disclosure, the Board of Directors has approved the revision of SCG's disclosure policy to keep it aligned with these developments.

Policy

1. SCG is committed to complying with laws relevant to disclosure in every country SCG operates or plans to conduct business.
2. SCG must disclose material non-public information accurately, completely, and with utmost caution so as not to distort its essence, in accordance with relevant laws, criteria, standards, and practices of agencies concerned. The disclosure must also be timely and fair to make certain that shareholders and

investors receive sufficient information for decision making equitably and can easily access the information. To this end, the information may be disclosed through SCG's official channels or other channels defined by related agencies as deemed appropriate. Caution must be exercised with regard to the time of disclosure.

In addition, SCG must clearly define persons authorized to disclose material non-public information and their scope of authority, so that material information of the Company is disclosed through one channel to ensure consistency and prevent potential confusion. SCG employees are prohibited from disclosing material non-public information under all circumstances unless assigned by the President and CEO, Executive Vice President, or Vice Presidents, or Presidents of the Business Groups of SCG.

3. Disclosure of material public information must be clear and complete to prevent potential confusion. Furthermore, any related additional information that will be provided must be clear and consistent with the disclosed information to prevent any misunderstanding about the latter.
4. Disclosure of forward-looking information must be conducted with utmost care to prevent any misunderstanding of the essence of the information, and the conditions or assumptions that inform the prediction must be set forth clearly. The source and accuracy of the information must be verified before it can be used in analyses and forecasts.
5. Non-material information must be disclosed on the basis of truthfulness and without an intent to mislead others with regard to facts about financial statements, operating results, and security prices. In addition, it must not be disclosed in such a manner that leads others to conceive that security prices are increasing or decreasing.
6. Disclosure of material information or other related information requires utmost caution. SCG must not disclose such information before the date of disclosure to the Stock Exchange of Thailand and the general public.
7. SCG must put in place information disclosure systems to ensure transparency, clarity, accuracy, timeliness, and sufficiency of information for investment-related decisions.
8. To ensure compliance with this policy, SCG Code of Ethics, SCG Code of Conduct, and the Company's antitrust guidelines shall also be applied.
9. Non-compliance with this policy is considered a violation of SCG Code of Conduct.

Investor Relations Code of Conduct

The Siam Cement Public Company Limited has compiled this Investor Relations Code of Conduct to establish guidelines for correct and proper practices to which investor relations officers (IROs) can adhere. The Code of Conduct details fundamental principles regarding information disclosure, inside information protection, fair and equitable treatment of stakeholders, and integrity, all of which are consistent with SCG Corporate Governance and form a basis on which added value can be created and the Company can inspire confidence in its shareholders, investors, the general public, and every stakeholder.

The Investor Relations Code of Conduct comprises four main principles as follows:

1. Disclosing information material to investment decisions accurately sufficiently and timely
2. Handling and protecting inside information
3. Disclosing information fairly and equitably

4. Performing duties with integrity

1. **Disclosing information material to investment decisions accurately, sufficiently and timely**

1.1 Disclose information material to investment decisions accurately, sufficiently, and in a timely fashion in accordance with the rules and regulations of the authorities concerned such as the Securities and Exchange Commission (SEC) and the Stock Exchange of Thailand (SET).

1.2 Exercise their discretion and caution in disclosing information and refuse to divulge trade secrets or information that may compromise the Company's competitiveness.

1.3 Disclose information in a regular and clear manner and exercise caution to prevent misunderstanding or misinterpretation. In addition, they mustprovide both positive and negative facts, ensure sufficient detailsfor a clear understanding, and recognize that a disclosure of complete information will enable information receivers to better approximate and predicttheCompany's current and future performance.

1.4 Clarify facts to the general public in a timely manner in accordance with the rules and regulations of the SET and relevant authorities upon the surfacing ofrumors, news leaks, inaccurate understanding among stakeholders, or any information about the company that may significantly influence investment decisions or the price or value of the Company's securities.

1.5 Do not disclose inaccurate information or information that is conjectural or predictive in nature, either verbally or in written forms, prior to public disclosure with the intention to manipulate the purchasing of the Company's shares.

1.6 Do not provide negative or slanderous information about the Company's competitors or stakeholders.

1.7 Establish information dissemination channels or sources to ensure equitable disclosure of information.

2. **Handling and protecting inside information**

2.1 Do not use inside information which is material and not yet to be publicly disclosed for IROs' own interest or the interest of others and must not disclose such information until it has been publicly disclosed in accordance with relevant rules and regulations.

2.2 Comply with laws, rules, regulations, and the Company's policies related to handling of inside information. Material information that may affect performance should be disclosed through channels provided by the SET before it is relayed to any specific investorgroup.

2.3 Adopt a "Quiet Period" of at least two weeks prior to the disclosure of the Company's financial statements, during which IROs will not host a meeting or provide analysts and investors with information or answer questions related to the Company's short-term performance.

3. **Disclosing information fairly and equitably**

3.1 Host activities for different stakeholder groups as deemed appropriate to offer opportunity to each group for equal and fair access to information and ensure that no group is placed in a disadvantageous position or has their investment opportunities compromised.

3.2 Provide channel with equal opportunity for all stakeholders to contact and make enquiries and must not extend special privileges to any particular group of stakeholders.

3.3 Disclose promptly the information presented in exclusive meetings such as roadshow and analyst presentations on the Company's websites and channels provided by the SET after such meetings so that it becomes publicly available.

3.4 Treat each stakeholder group as the followingguidelines:

(1) Investors

- Treat all investors, retail or institutional, equally.
- Provide opportunity to retail investors for the same level of access to data as analysts and institutional investors.

- Do not discriminate in accepting one-on-one meetings with institutional investors or investor groups.

(2) Analysts

- Offer analysts from every securities company equal opportunities to attend analyst meetings arranged by the Company.
- Do not give any gift or reward to analysts with the intention to influence them to write analysis for the Company or write reports on the Company solely in a positive light.
- Respect the report and opinion of analysts. Should such a report of opinion includes or provides inaccurate information, IROs may offer clarifications.

(3) Media

- Give opportunity to the media for equal access to accurate, clear, and pertinent information.
- Do not disclose information that is about to be publicly disclosed in the media to any specific media outlet in advance.
- Do not give any gift or reward to analysts with the intention to influence them to write groundless news or articles for the Company.

(4) Regulators

- Cooperate in providing vital and appropriate information when requested by regulators.
- Do not give any gift or reward to regulators with the expectation of special treatment in return.

(5) Internal parties

- Host activities occasionally so that the executives of the Company can meet different stakeholder groups as deemed appropriate.
- Report to the Board of Directors and the executives all useful information that helps add value to the Company such as results of investor relations activities, opinions of analysts and investors, and capital market sentiment.
- Communicate the Company's Investor Relations Code of Conduct to employees with responsibilities relating to investor relations so as to establish a uniform practice consistent with that of IROs.

(6) Other stakeholders

- Disclose information to other stakeholders accurately, sufficiently, timely, and equitably. Should a disclosure be necessitated for certain business operations, utmost caution must be exercised to safeguard confidentiality.

4. **Performing duties with integrity**

4.1 Do not receive gifts or reward that may be construed as personal incentives or gain.

4.2 Avoid actions that constitute conflicts of interest with the Company such as the use of the Company's assets or information for personal gain.

4.3 Do not exploit their relationship or information obtained as IROs to seek personal gain.

4.4 Comply with SCG policies and Code of Conduct and report to supervisors should noncompliance of the Investor Relations Code of Conduct arise.

Human Right Policy

SCG aims to conduct business with ethics holding on to responsibility to society and all groups of stakeholders based on Good Corporate Governance principle and SCG Code of Conduct. For human rights protection, SCG has

strictly complied with laws and is committed to human rights respect in accordance with internationally accepted standards especially giving support to and complying with Universal Declaration of Human Rights: UDHR, United Nations Global Compact: UNGC, United Nations Guiding Principles on Business and Human Rights: UNGP and the International Labor Organization Declaration on Fundamental Principles and Rights at Work: ILO. Moreover, SCG also commit to manage Human Rights according to Code of Conduct and other company-specific statement of commitment.

To ensure that SCG's business is free from human rights violation, the Board of Directors of The Siam Cement Public Company Limited considers, therefore, it is appropriate to define the Human Rights Policy and Guidelines to prevent violation of human rights in every activity of SCG's business (direct activity) including suppliers/ contractors in business value chain and joint ventures.

Scope of Application

This Human Rights Policy and requirements is applicable to all activities of SCG) employees, direct business activities, products and services(where SCG has management control such as own operations, companies 100% owned by SCG, subsidiaries and joint ventures.

SCG expects business partners, such as associate companies or other investments where SCG does not have overall control, as well as contractors, suppliers and others to uphold and comply with this Policy.

Definition Terms in the Human Rights Policy

"Human Rights" are rights inherent to all human beings, regardless of physical or mental status, race, nationality, national or social origin, ethnicity, religion, gender, language, age, skin color, education, social status, culture, tradition or any other status as stipulated by laws of each country and treaty each country has commitment to. Human rights include the rights to life and liberty, freedom from slavery and torture, human trafficking, harassment, forced labor and child labor, freedom of expression, freedom of association and right to collective bargaining, the right to work and working hours, the right to education, equal remuneration and other rights such as personal data protection, occupational health and safety, minorities in local community and community rights. Everyone is entitled to these rights, without discrimination in accordance with diversity and inclusion.

"Discrimination" is defined as the act and the result of treating people unequally by imposing unequal burdens or denying benefits, instead of treating each person fairly on the basis of individual merit. Discrimination can also include harassment.

"Harassment" is defined as a course of comments or actions that are unwelcome, or should reasonably be known to be unwelcome, to the person towards whom they are addressed. Non-sexual harassment includes but is not exclusive to mobbing and bullying, while sexual harassment includes a sexual component.

"Vulnerable Group"means a "population within a country that has specific characteristics that make it at a higher risk of needing humanitarian assistance than others or being excluded from financial and social services such as women, disability person, children, indigenous people, migrant workers and people, LGBTQI+ , third-party contracted labor, contractors and community.

" SCG" means the Siam Cement Public Company Limited and subsidiaries of the Siam Cement Public Company

Limited based on consolidated financial statements.

Human Rights Policy

The Board of Directors, executives, management and employees at all level shall be aware of importance of, respect human rights of every aspect of everyone including social and community, laws of each country and treaty each country is committed to and:

- treat everyone following human rights principle on equal basis without discrimination,
- avoid any act considered violation of human rights,
- support human rights protection,
- support communication, dissemination, education, creation of understanding, defining direction, monitor and provide any support to any related parties.

Guidelines

1. Everyone shall pay respect to human rights and treat each other with respect and honor on equality basis to all stakeholders and vulnerable groups without considering differences in physical or mental status, race, nationality, national or social origin, ethnicity, religion, gender, language, age, skin color, education, social status, culture, tradition or any other status.
2. Care must be taken when performing duty to prevent any risks in human rights violation in business and committed to preventing all forms of harassment both sexual and other forms of harassment. SCG is committed to non-discrimination, anti-harassment and zero-tolerance policies against all forms of harassment)including sexual and non-sexual harassment(and discrimination dictate that any allegations are taken seriously and handled confidentially and sympathetically. If allegations are confirmed, remedial action, disciplinary action, dismissal, or legal action will be taken.
3. Everyone shall support communication, dissemination, education, creation of understanding, defining direction, and provide any support to employees, suppliers/ contractors in the business value chain and those in the joint ventures to join the business with ethics respecting human rights and treating everyone based on the human rights principle in this policy and regularly check for understanding. Training for all employees and relevant parties on human rights including discrimination and harassment in the workplace shall be provided.
4. Everyone shall monitor and provide any support to protect human rights. They shall monitor human rights respect, not ignore or pay attention when finding any action matching human rights violation relating to SCG. Report must be made to supervisor or people of responsibility on this issue. Such person shall give cooperation to any inquiry or investigation of truth. In case of any doubt or question, such person shall consult his supervisor or people of responsibility via the assigned channels.
5. Provide up-to-date and effective grievance mechanism and escalation process for reporting incidents, fairly treat and protect any whistleblower who reports a violation of the human rights of an individual related to SCG by implementing whistleblower protection measures to protect all whistleblowers and informants involved as stipulated in SCG Whistleblower Protection Policy.
6. Continuously develop and conduct a Due Diligence Process covering new investment or mergers and

partnership in order to identify human rights risks and impacts and potentially affected all group of stakeholders, plan for corrective and preventive actions on addressing, preventing, and managing human rights violations in accordance with a unified organization-wide risk management framework which cover related industry and country specific issues, and to track and monitor the situation. Also, appropriate mitigation and remediation plan shall be set for human rights violation case.

7. SCG is determined to create and maintain corporate culture aiming to respect human rights according to this Human Rights Policy.
8. Any person who violates the human rights and in cases of discriminatory behavior or harassment of which is also acting against SCG Code of Conduct shall be undertaken corrective action or be considered disciplinary penalty as defined by SCG and may be subject to legal punishment if the act is against the law.
9. SCG is committed to communicate, report and disclose human rights implementations, mitigation and remediation including incidents of discrimination and harassment to the public in a complete and transparent manner.
10. Regularly review human rights policy taking into account the changes that are significant to the organization.

SCG Privacy Policy

SCG respects the privacy of customers, shareholders, SCG's employees, and persons relevant to SCG. To ensure that the rights of said persons shall be protected under the Personal Data Protection Act (PDPA), the Board of Directors of The Siam Cement Public Company Limited has thus resolved to issue the SCG Privacy Policy so that SCG can have clear and proper guidelines, mechanisms, governance measures, and management for personal data.

1. Scope of Application

   This Privacy Policy is applied to SCG, SCG 's employees, and any person relating to personal data processing as instructed by or on behalf of SCG.

2. Definitions

   2.1 Processing means any operation performed on personal data such as collecting, recording, organizing, structuring, storing, editing, retrieving, disclosing, forwarding, disseminating, transferring, combining, erasing, and destroying.

   2.2 Personal Data means information that relates to an individual and thus makes it possible to identify the individual, either directly or indirectly, such as name, surname, e-mail, phone number, IP Address, image, nationality, religion, political opinions, Genetic data, and Biometric data.

   2.3 Data Subject means any natural person who can be directly or indirectly identified by

personal data.

2.4 Data Controller means a natural person or a juristic person that is authorized to make decisions concerning personal data processing.

2.5 Data Processor means a natural person or a juristic person which carries out operations

concerning personal data processing as instructed by or on behalf of the Data Controller.

2.6 SCG means The Siam Cement Public Company Limited and its subsidiaries according to the consolidated financial statements of The Siam Cement Public Company Limited.

3. Privacy Policy: Personal Data Protection Governance

3.1 SCG shall issue the structure of personal data governance so as to define

proper methods and measures, in compliance with laws, as follows:

(1) Setting up Organizational Structure and clearly defining roles, missions and responsibilities of relevant departments and persons, so as to establish governance mechanisms, control, responsibility, operation, implementation, and monitoring of personal data protection measures in compliance with laws and SCG Privacy Policy;

(2) Appointing SCG Data Protection Officer (SCG DPO) with roles and duties as specified in SCG Privacy Policy.

3.2 SCG shall issue policies, standards, guidelines, procedures, and other documents relating to personal data protection in alignment with the law and SCG Privacy Policy.

3.3 SCG shall issue Policy Management Process to oversee that SCG Privacy Policy is being constantly adhered to.

3.4 SCG shall regularly carry out training for SCG's employees so that the employees will recognize the importance of the Privacy Policy, and to ensure that all of SCG's relevant employees are well-trained, understand personal data protection, and adhere to SCG Privacy Policy.

4. Privacy Policy: **Personal Data Processing**

4.1 SCG, as a data controller and data processor, shall conduct personal data processing in a fair and transparent manner in compliance with laws while taking into account the accuracy of such personal data. The determination of scopes and objectives of personal data processing as well as the period of time personal data shall be stored, shall be carry out as necessary under lawful objectives and SCG's business practices. In addition, SCG Packaging shall sufficiently maintain confidentiality, integrity, and security of personal data.

4.2 SCG shall issue a process and oversee to manage personal data at every step to comply with laws and SCG Privacy Policy.

4.3 SCG shall issue and retain Records of Processing (RoP) for recording transaction and any activity relating to personal data processing in compliance with laws. In addition, Records of Processing shall be revised should there be any change of transactions or relevant activities.

4.4 SCG shall issue clear process to ensure that notice of objectives, and accumulation and details of personal data processing (Privacy Notices), as well as seeking consent from the data subjects are in compliance with laws. Governance measures for and validation of the said issues shall also be implemented.

4.5 SCG shall establish mechanisms for personal data validation and personal data correction.

4.6 In the case where SCG send, transfer, or allow any other person to use personal data, SCG Packaging shall have an agreement with data receivers or users to define rights and duties in compliance with laws and SCG Privacy Policy.

4.7 In the case SCG send or transfer personal data abroad, SCG shall proceed in accordance with laws.

4.8 SCG shall destroy personal data when it is due in compliance with laws and SCG's business practices.

4.9 SCG shall assess risks and set measures to prevent risks and reduce effects which may occur with personal data processing.

5. **Privacy Policy: Data Subject Rights**

SCG shall provide measures, channels, and means so that the data subject are able to exercise their rights as stipulated by laws, and shall record and assess the response to data subjects' rights of access.

6. **Privacy Policy: Personal Data Security**

6.1 SCG shall sufficiently set forth personal data security measures, and prevent the personal data leaks and the use of personal data without permission.

6.2 SCG shall issue the Privacy Incident Management Policy and Incident Response Program so as to promptly identify and handle privacy incidents.

6.3 SCG shall provide notification process for data subjects, government officers, data controllers (in case SCG is the data processor or joint data controller), and other persons in compliance with laws.

7. **Privacy Policy: Personal Data Protection Compliance**

7.1 SCG shall provide monitoring process in case there is any amendment of laws, and regularly keep personal data protection compliance up-to-date and compliant with laws

7.2 SCG shall regularly review and revise the policy, standards, guidelines, procedures, and other documents relevant to personal data protection in order to keep them up-to-date, and compliant to the law and situation in each period.

8. **Roles, Duties and Responsibilities**

8.1 Board of Directors have roles duties, and responsibilities as follows:

(1) Oversee that the structure for personal data governance and internal control concerning SCG are set forth to ensure compliance with laws and SCG Privacy Policy.

(2) Oversee and support SCG Packaging to carry out personal data protection with efficiency and compliance to laws.

8.2 Privacy Committee

Risk Management Committee shall be appointed to act as the Privacy Committee, which have roles, duties, and responsibilities as follows:

(1) Set up the structure for personal data governance, relevant internal control, Privacy Incident Management Policy, and Incident Response Program so as to promptly identify and handle privacy incidents.

(2) Assess the efficiency of compliance with SCG Privacy Policy and report the assessment results to the Board of Directors on a regular basis at least once a year, as well as supervise to ensure that any risk relating to personal data is properly handled and that proper risk management practices are implemented.

(3) Define and review the standards and guidelines so that SCG's operation complies with laws and SCG Privacy Policy.

(4) Appoint SCG Data Protection Office)SCG DPO(

8.3 The executives have roles, duties, and responsibilities to supervise departments in_charge of overseeing compliance with SCG Privacy Policy and promoting awareness among SCG 's employees.

8.4 SCG's DPO has roles, duties, and responsibilities as stipulated by laws, include:

(1) Regularly report data protection status to the Privacy Committee and provide feedbacks so as to keep SCG's personal data protection up-to-date and compliant with the law

(2) Giving advice to SCG's employees regarding compliance with laws and SCG Privacy Policy.

(3) Supervise the operations of divisions in SCG to comply with laws and SCG Privacy Policy.

8.5 SCG employees have roles, duties, and responsibilities as follows:

(1) Comply with SCG Privacy Policy, standards, guidelines, procedures, and other documents relevant to personal data protection.

(2) privacy incidents, and non-compliance with laws and SCGP Privacy Policy to superior.

9. Punishment for Non-Compliance with SCG Privacy Policy

Non-compliance with SCGP Privacy Policy might be guilty of misconduct and lead to disciplinary actions, including punishments as specified by laws.

Intellectual Property Policy

Definitions

- Intellectual property refers to patents, petty patents, copyrights, trademarks, trade secrets, knowledge, circuit diagrams, geographical indications, or any rights in connection with the aforementioned items.
- SCG refers to

1. The Siam Cement Public Company Limited
2. Subsidiaries of the Siam Cement Public Company Limited, which includes Subsidiaries defined pursuant to consolidated financial statements of The Siam Cement Public Company Limited.

- Company refers to any company within SCG.
- Employee refers to any Permanent employees under the employment agreement, probationary employees, and employees under special employment agreements and companies in SCG in every country where SCG operates.
- Business Associate refers to any person or group or legal entity with whom SCG has to deal in the normal course of business, including the government, state agencies, state enterprises, private-sector organizations, etc.

Objectives

1. To inform SCG employees and organizational units of the practice guideline concerning the intellectual property for further implementation.
2. To inform business associates of the practice guidelines concerning intellectual property and SCG expects business associates to implement the said guideline in their business practices.

Scope

This policy applies to all employees and all organizational units within SCG.

Principles

SCG Intellectual Property Policy is based on the following guiding principles:

1. SCG respects the law and adheres to the principles of good governance in the management of the intellectual property
2. SCG fosters innovation and technology development for continuous and sustainable utilization.
3. SCG employs a system of rewards, appreciation, and encouragement to boost employees' engagement with processes for the creation of intellectual property.

1. Organization Structure

SCG establishes a department dedicated to overseeing the management of the intellectual property and related laws to promote the intellectual property management

2. Awareness Promotion of Intellectual Property

2.1 SCG promotes and supports the education of intellectual property among employees.

2.2 Employees must obtain education of intellectual property to gain knowledge, understanding for effective implementation.

3. Intellectual Property and Innovation

3.1 Employees must respect the ownership rights of other creators

3.2 SCG attaches great importance to the use of the intellectual property as key tool for innovation creation

3.3 SCG owns intellectual property rights regardless of whether or not it seeks the legal protection for the creation which employees have invented as follows:

)1(The creation developed under the employment contract or an employment contract with the purpose of facilitating the creation unless the employment contract is specified otherwise.

)2(Creation using methods, statistics, or reports employees can use or access as an employee under the employment contract, even if the employment contract is not related to the creation.

3.4 SCG rewards employees to promote innovation creation and establish fairness in line with applicable laws or regulations.

4. Protection of Intellectual Property

4.1 SCG provides appropriate protection of intellectual property.

Employees are responsible for providing cooperation and assistance in preserving the rights and obtaining the protection of the rights of the Company.

4.2 Employees understand the protection of trade secrets and adhere to the said policy.

4.3 Employees with relevant duties must perform a legal demonstration of rights and protections in accordance with appropriate intellectual property provisions on their work, products, services, logos, or advertisements.

5. Use of Intellectual Property

5.1 SCG promotes the proper use of intellectual property, which is in line with the business situation.

5.2 SCG determines the valuation of intellectual property for the benefit of licensing or assigning rights to individuals or entities, both internal and external.

5. 3 SCG establishes relevant guidelines and procedures for the licensing, transfer, purchase, or sale of intellectual property rights, including any other commercial uses for the benefit of intellectual property management in accordance with business strategy, research, and business planning.

6. Intellectual Property Monitoring and Auditing and Law Enforcement

6.1 SCG has organized a monitoring and auditing process of intellectual property, products, and services to ensure appropriate action for preventing damage to the business and the Company's reputation, and others.

6.2 SCG will take appropriate legal action if any violation or activity is found, which may lead to an infringement of intellectual property rights.

6.3 Employees are responsible for cooperating and supporting the monitoring and auditing process of intellectual property, products and services according to Clause 6.1.

7. Partnership Between SCG and Business Associate

Employees involved in the matters shall administer intellectual property in relation to each type of contract or agreement in an appropriate manner. Examples of an intellectual property contract or agreement that may be specified in the contract or agreement are confidentiality, proper information disclosure, intellectual property

ownership, the exercise of intellectual property rights, and benefit-sharing.

3.3 Policies and Guidelines toward Stakeholders

Stakeholder Engagement Policy

SCG has always paid close attention to the engagement of stakeholders. This is evident from the corporate philosophy of engaging in business based on morality and responsibility to society as well as being a good citizen, implementing the code of conduct as a basis of work of all employees, employing the good corporate governance as a principle of management and exercising the sustainable development of SCG.

Along with the changing of the society, environment, and business conditions, groups of stakeholders are more complicated and carry higher expectations of fair treatment and demand participation in the expression of opinions, process of decision-making, and governance of affected issues. The engagement of stakeholders is thus more important than ever. SCG, therefore, provides "SCG Stakeholder Engagement Policy" in writing as a clear guideline for SCG employees in conducting business so as to offer shareholders long-term value added and more concerns to the impact over SCG stakeholders.

Definition of Stakeholders

Stakeholders are persons or groups of persons who are directly or indirectly affected by a business operation of SCG, as well as those who may have interests in a business operation of SCG, or abilities to influence over the outcomes of a business operation of SCG such as customers, employees, communities, shareholders, business partners, government agencies, intellectual leaders, etc.

Stakeholder Engagement Policy

SCG is committed to acting as a good citizen of society, especially in every community where SCG has business operations. It honours the rights of stakeholders and treats them fairly, listens to their opinions and concerns, builds understanding with stakeholders, encourages co-operation constructively in matters that interest stakeholders, and takes part in developing society and environment so that SCG continues developing its business sustainably.

Guidelines for the Engagement of Stakeholders

1. Determining, Identifying, and Analyzing Stakeholders

   Clearly determine, identify and categorize stakeholders taking into consideration the connection with each business unit in order to be able to analyze the risks and impacts, direct or indirect, incurred to each group of stakeholders comprehensively and clearly by bearing in mind that each group of stakeholders has its own set of perspectives and expectations. Different strategies and priorities of implementation thus need to be formulated for each respective group.

   Determine material sustainable development issues that affect decision making, operations, and operational effectiveness of SCG or stakeholders. In the formulation of business strategy formulation, identify the relationships and materiality of issues to SCG and stakeholders.

   Develop stakeholder maps to identify stakeholders and relevant parties in SCG and to understand the perspective of stakeholders, potential impacts, and expectations of each stakeholder group. These stakeholder maps will be used in designing means of responding to the needs of stakeholders as well as appropriate strategies and communication methods that will sustainably influence the operation of SCG.

   Good relations with stakeholders should be initiated from the very beginning, that is, from the planning stage, so that plans can be adjusted or work procedures can be revised on time.

2. Adopting Communication Strategies

Closely communicate and persistently build understanding with stakeholders in order to gain correct perception and lead to good relationship with and trust from stakeholders by adopting particular communication strategies, methods, formats, and procedures suitable to each group of stakeholders, situation, duration, and local culture. This may be determined by the degree of damage or the possible impact incurred from negligence or inaction.

3. Disclosing Information

Disclose information accurately, explicitly, transparently, and comprehensively in order to assure that the stakeholders received sufficient, consistent, and timely information. For example, the disclosure of useful information should be done at the appropriate time, stated the real purpose of information and assured that there is a transparent process of reporting information to stakeholders However, in disclosing information, one should consider a factor of appropriateness and follow SCG Disclosure Policy.

4. Encouraging Participation

Encourage stakeholders to participate in matters that affect them; provide channels for receiving suggestions, problems, and complaints from stakeholders; give priority; welcome opinion and exchange views (Stakeholder Dialogue) constructively in order to perceive ideas, expectations, and needs of stakeholders. In doing the Stakeholder Dialogue, one must recognize that differences of stakeholders may affect the opinions, e.g. age, gender, education, experience, attitudes, etc. Moreover, one should provide preliminary information prior to discussion, report outcomes of the discussion, disseminate reports to participants, and collect information systematically. SCG should also consider participating in giving opinions and identifying problems or obstacles to those having roles in regulating rules and orders which could have a widespread economic, social, and environmental impact.

5. Managing risks related to stakeholder engagement

Anticipate, identify, and prioritize risks related to stakeholder engagement in order to prepare plans to ensure a creative exchange of opinion with stakeholders. Risks that should be considered include reluctance to participate, fatigue, dissatisfaction with SCG's responses, presence of reserved stakeholders among those who prefer to share their opinion, presence stakeholders who intentionally obstruct an exchange of opinion, presence of stakeholders who have not received information, presence of stakeholders who do not have leverage, technical problems, and conflict among stakeholder groups.

6. Reviewing and reporting

Inspect and assess stakeholder engagement systematically to continuously enhance stakeholder engagement; develop action plans; foster cooperation between stakeholders and related parties in SCG, track the cooperation development process, and report to stakeholders. In addition, SCG must also disclose the overall results of its stakeholder engagement to the public, including obtained results, impact, and operation scopes, as well as demonstrate the relations between benefits from stakeholder engagement and SCG's operations.

The Duty of the Management

The duty of the management is to ensure efficient and effective stakeholder engagement operations in accordance with the policy by providing suitable resources, such as budgets and sufficient knowledgeable and skilled responsible individuals, and by putting in place systems of taking suggestions from stakeholders, compiling information, monitor progress, and conducting assessment. Information on stakeholder engagement will be integrated into the Company's corporate governance, strategies, and management at every level to create acceptance and develop sustainable business practices across the organization.

Policies and Practices Toward Stakeholders

SCG has established policies and practices for 12 groups of stakeholders as guidelines for its business operations, added value creation, and sustainable development, as detailed below.

Policies and Practices Toward Stakeholders

SCG places great importance on its shareholders, who are owners of the business. Accordingly, the executives and employees as well as the Board of Directors, which itself represents shareholders, are committed to carrying out business in line with the principles of good corporate governance and SCG's own business philosophy to ensure maximum benefits and long-term economic value for shareholders. To ensure proper treatment of shareholders, the company has set forth the following guidelines, pledging:

1. To operate in accordance with SCG's corporate vision and corporate governance principles with honesty and prudence, and without conflict of interest, while creating good returns for every shareholder in a sustainable manner.
2. To respect the rights of shareholders and provide equitable and fair treatment to every one of them. Accordingly, to not perform any act that might violate or restrict the rights of shareholders.
3. To provide shareholders the right to propose the agenda of the Annual General Meeting of Shareholders and to nominate any qualified person to be a director with sufficient time in advance.
4. To provide shareholders with all significant details concerning the Shareholders' Meeting and the Meeting agenda items to be considered by the shareholders with sufficient time in advance.
5. To prevent the directors, executives, and employees in the involved departments as well as their spouses and children from making use of inside information for their own benefit or that of others before disclosure to the public.
6. To assign independent directors to take care of minor shareholders and to receive complaints or suggestions from shareholders through easily accessible channels established by the Company.
7. To establish efficient measures for internal control, internal audit, and risk management.
8. To disclose the Company's significant information, financial reports, and operating results on an accurate, complete, timely, transparent, and reliable basis through easily accessible channels to consistently keep shareholders abreast of the Company's operating performance.

Policies and Practices Toward Employees

SCG firmly believes that employees are its most valuable assets and a vital contributing factor to the Company's success. As a consequence, the Company treats employees fairly with respect to human rights in accordance with SCG's human rights policy and with concern for their needs. The goals are to foster a good relationship between the Company and employees, to promote ongoing development of employees' skills and potential, and to provide job security and career advancement. The guidelines for practice toward employees are as follows:

1. To recruit employees through a fair and efficient selection system and employment conditions to find "smart and ethical" employees having strong qualifications and integrity to join the Company.
2. To treat employees with sensitivity and fairness while paying due respect to their personal rights, protecting these rights from being violated. Likewise, to support and respect the right of employees to express their opinions independently.

3. To provide channels for employees to file grievances and report any act of impropriety in violation of the SCG Code of Conduct as well as to protect the complainant from retribution or penalty related to filing a complaint (Whistleblowing Policy).
4. To provide employees in every field of work and at all levels sufficient and continuous professional development appropriate for their duties and responsibilities and to instill ethical awareness into every employee.
5. To promote and encourage working as a team to create unity and to raise employees' awareness about work discipline.
6. To evaluate employees' performance and provide fair remuneration on the basis of the suitability, capability, and competence of each individual. The Company is also committed to providing fair and appropriate benefits to employees. The benefits will be constantly improved to keep them on a par with those of leading companies in the same industry.
7. To raise awareness and promote employees' occupational health and safety while maintaining a congenial work environment that enables employees to feel like being part of a family.
8. To operate in compliance with internationally accepted occupational health and safety standards as well as environmental management standards.
9. To encourage employees to find a balance between family life and work.
10. To provide channels where important information can be disclosed to employees to keep them informed of the operations and operating results of all SCG business units.

Policies and Practices Toward Customers

SCG pledges to ensure that customers for SCG products and services receive maximum benefits and complete satisfaction in terms of quality and fair price. Likewise the company pledges to develop and maintain a sustainable relationship with customers. The practice guidelines are as follows:

1. To deliver products and services that address the needs of consumers and the general public and to play a part in contributing to better quality of life and the sustainable development of society.
2. To constantly drive innovation and research & development to generate high quality, high value-added products and services that meet the needs of customers in multiple ways.
3. To develop environmentally-friendly products and services with a focus on resource- efficiency, energy-efficiency, recyclability, and long life of service.
4. To produce safe, reliable products and services as well as to give accurate and adequate information about them to customers.
5. To store customers' information safely and systematically and refrain from abusing the information.
6. To set the prices of products and services at reasonable rates.
7. To implement a quality management system that matches international standards.
8. To set up a customer support office to provide product information, advice, and solutions to problems, while also handling complaints, to ensure customers' highest satisfaction.

Policies and Practices Toward Suppliers

SCG always obeys fair competition standards and strictly complies with all contractual obligations, the SCG Code of Conduct, and all promises to suppliers. The guidelines are as follows:

1. To determine and establish fair and reasonable prices by taking into account the

reasonableness of the offered prices, quality, and service levels and to be able to provide appropriate reasons during any audit.

2. To pay suppliers accurately and on time.
3. To establish clear procurement regulations.
4. To operate business sustainably and transparently by complying with all the terms and conditions agreed upon in a transaction and treating all involved parties equitably and fairly.
5. To refrain from demanding or accepting any improper benefits from its suppliers.
6. To pay regular visits to suppliers to exchange ideas and listen to their suggestions or advice on improvement.
7. To support procurement of eco-friendly and community products.
8. To refrain from purchasing products from suppliers that violate human rights or intellectual property law.
9. To refrain from disclosing information of suppliers to others without their prior consent.
10. To refrain from dealing in any business with any supplier that carries out illegal acts or acts against public order and good morals.
11. To provide support and encourage suppliers to adopt the principle of sustainable development through social and environmental responsibility in their business operations, in accordance with SCG Supplier Code of Conduct.

Policies and Practices Toward Business Contractors

SCG assists its contractors with respect to human right standards, environment, work safety, and remuneration. Furthermore, the Company is resolved to develop the capabilities and knowledge of contractors both related to work and beyond to enable them to work more efficiently. The guidelines are as follows:

1. To determine appropriate and fair remuneration and ensure that the amount of remuneration paid by the contractors to their workers shall not be less than the wage rate stipulated by law.
2. To promote safety awareness among contractors and oversee a safe work environment in their operations.
3. To open up opportunities for contractors to meet with SCG executives to listen to their opinions and concerns so they can work more efficiently to achieve goals.
4. To encourage contractors to develop their knowledge to ensure maximum work efficiency.
5. To provide support and encourage contractors to adopt the principle of sustainable development through social and environmental responsibility in their business operations, in accordance with SCG Supplier Code of Conduct.

Policies and Practices Toward Joint Venture Partners

SCG respects the rights of joint venture partners and treats every partner equitably and fairly. It also promotes fair treatment of relevant parties in accordance with the Company human rights policy. In addition, the Company works collaboratively with joint venture partners to ensure that the joint ventures achieve the shared goals. The relevant guidelines are as follows:

1. To collaborate with joint venture partners in supporting and strengthening the joint venture operations.

2. To encourage the exchange of ideas and suggestions with the joint venture partners and to jointly define the business plans to ensure the sustainable growth and development of the joint ventures.
3. To monitor the operations of the joint ventures in order to ascertain that they comply with the law and the sustainable development approach.
4. To work with the joint venture partners in allocating profits from the joint ventures in a fair and transparent manner.
5. To refrain from taking advantage of the joint venture partners in any way.

Policies and Practices Toward Creditors

SCG has a policy to treat its creditors equitably, fairly, and transparently with commitment to strictly comply with all terms and conditions agreed upon. The guidelines are as follows:

1. To enter into contract with all types of creditors legally, equitably, fairly, and transparently without taking advantage of the contract party.
2. To refrain from resorting to dishonest means or concealment of any information that might harm the Company's creditors.
3. To strictly abide by any term or condition stated in any contract entered into with all types of creditors accurately and straightforwardly.
4. To repay loans and interest in full to all types of creditors on time as agreed upon.

Policies and Practices Toward the Community

SCG conducts business with respect to human rights, commitment to fairness to all stakeholders, and concern for social responsibility. The Company provides constant support to activities that contribute to improving the quality of life and development of the communities and societies in which SCG operates both in Thailand and the ASEAN countries. The Company encourages its employees and other concerned parties to be good citizens contributing to communities and society. The guidelines are as follows:

1. To support and provide needed assistance to society and communities, especially the communities surrounding SCG's plants.
2. To preserve the environment nearby the communities and to control and manage waste from the production process and general consumption as well as contamination released into the atmosphere through the use of efficient technology and close monitoring.
3. To promote and support the carrying out of activities/projects designed to develop the potential and capabilities of youths in the areas of education, science, technology, sports, and art as well as instilling ethics and morals into young people so they are both smart and ethical individuals.
4. To support activities/projects dedicated to providing immediate assistance to those affected by disasters and to improve the potential and quality of life of people in society through various efforts such as career development, and building strong communities to enable people to become self-reliant sustainably.
5. To support medical and public welfare activities/projects to enable people in local communities and society at large to have better health and better quality of life.
6. To promote and support activities in the areas of art, cultural heritage preservation, and

sustaining religion as appropriate.

7. To provide support to foundations and charitable organizations to help and provide opportunities to the disenfranchised in society, empowering them to lead better lives. This support also extends to organizations carrying out activities beneficial to human resources development.
8. To open up opportunities for communities and other stakeholders to take part in the activities/projects, to voice their opinions and suggestions, or to file complaints as a result of SCG's operations, with the goal of allowing industry and the community to coexist sustainably.

Policies and Practices Toward Government Agencies

SCG places great importance on government agencies as stakeholders of the Company. Guidelines for engaging in transactions with government agencies are defined in SCG Code of Conduct to allow employees to proceed appropriately and in compliance. The Company also cooperates with government agencies, providing technical assistance and support for various activities. The guidelines are as follows:

1. To strictly abide by applicable laws and regulations and keep in mind that laws, regulations, cultures, and traditions in each locale may have different conditions, procedures, or practices.
2. To refrain from influencing government officers to abet and collude in improper acts.
3. To build a body of knowledge in community development for government agencies such as local administration organizations.
4. To provide support to activities undertaken by government agencies.
5. To participate in meetings to share ideas, and to provide technical assistance on a continuous basis.
6. To receive visits from government agencies.
7. To receive comments, suggestions, or complaints from government agencies.

Policies and Practices Toward the Media

SCG stresses the importance of disclosing information to the media so they can communicate the information to the public accurately and rapidly. The guidelines are as follows:

1. To disclose information to the media equitably. The information must be accurate, clear, and right to the point.
2. To communicate information on a quick and timely basis.
3. To provide opportunities for the media to meet and talk with high-ranking executives.
4. To facilitate the media to get in contact with the Company.
5. To establish good relationships with the media through various activities such as plant visits to allow the media to observe the production process and plant management as well as obtain accurate first-hand information.

Policies and Practices Toward the Civil Society Sector, Academia, and Opinion Leaders

SCG conducts business with concern for social responsibility and all stakeholders. In addition to full and accurate disclosure of information, the Company is open to comments and suggestions from every part of the civil society sector to ensure a shared approach to operating business sustainably alongside social and community development. The guidelines are as follows:

1. To disclose information regarding business operations transparently and verifiably.

2. To disclose information in the annual report, sustainability report, articles and news releases, as well as in the form of electronic documents and information.
3. To carry out business with concern for impact on the environment and the community and to encourage involved persons to take part in protecting the environment.
4. To collaborate with the agencies concerned to foster a relationship with the community and promote community involvement.
5. To receive comments, suggestions, or complaints from the concerned parties to find means for collaboration and to meet the needs of all stakeholders.

Policies and Practices toward Competitors

SCG has a policy to treat competitors fairly within the framework of honest competition. The Company is committed to carrying out business fairly in compliance with the law and SCG Code of Conduct and with concern for trade ethics and antitrust laws. The guidelines are as follows:

1. To operate under a fair competition framework and applicable laws ethically and transparently and to refrain from taking advantage of competitors unlawfully.
2. To refrain from obtaining confidential information through fraudulent or improper means.
3. To refrain from violating the intellectual property rights of competitors.
4. To refrain from attacking and destroying competitors' reputations by defaming them with any false statement.
5. To promote and support free trade and avoid entering into any agreement with competitors that may reduce or restrict competition.

Diversity and Inclusion Policy

SCG recognizes the significance of respecting human rights of every individual, ensuring equitable treatment to all without discrimination, and adhering to ethical business conduct as stipulated in SCG's Human Rights Policy, which includes respect for diversity and inclusion.

To ensure a diversity and inclusion practice that respects human rights, the Board of Directors of The Siam Cement Public Company Limited has deemed it appropriate to develop the Diversity and Inclusion Policy and Guidelines, applicable to all operations involved in SCG's products and services as well as all business activities of SCG)direct activity(, including those of its business partner in the business value chain and joint ventures.

Definition Terms in the Diversity and Inclusion Policy

Diversity refers to individual differences in physical attribute, mental ability, race, nationality, country of origin, ethnicity, religion, gender, language, age, skin color, education, social status, culture, tradition or any other aspects as stipulated by laws of each country and treaty each country has commitment to. Inclusion refers to the appreciation and acceptance of individual differences.

SCG refers to the Siam Cement Group Public Company Limited and subsidiaries of the Siam Cement Public Company Limited in its consolidated financial statements.

Diversity and Inclusion Policy

The Board of Directors, executives, management, and employees at all levels shall recognize and pledge to uphold respect for diversity and inclusion, and:

- Treat everyone equitably, respect and accept individual differences; either internal and outside SCG organization, and comply with SCG's policies, the laws of each country, and treaties by each country is bound;
- Foster an exemplary organizational culture that embraces diversity and inclusion and does not tolerate discrimination and inequitable treatment;
- Promote business practices that, ethically and respectfully, embrace diversity and inclusion in line with this policy among SCG's business partners in the business value chain, suppliers, contractors, and joint ventures.

Guidelines

1. Everyone shall treat individuals equitably; show respect for diversity and inclusion; be open and promote openness to different opinions; foster an ambience and organizational culture that embraces diversity and inclusion in accordance with this policy.
2. Respect for diversity and inclusion is considered part of SCG's business strategy, which will promote SCG's business initiatives and development.
3. The executives, management, supervisors, and leaders at all levels shall promote respect for diversity and inclusion across SCG.
4. SCG encourages every business unit to take into consideration diversity and inclusion as appropriate when nominating members of the Board of Directors, members of other committee at any level, or candidates for other positions.
5. Diversity and inclusion practices must be strictly applied to human resource management, including recruitment, employment, employee development, career advancement, performance and remuneration management, retirement, and others.
6. SCG shall communicate with and educate SCG's business partners in the business value chain, suppliers, contractors, and joint ventures, as well as foster an understanding, prescribe directions, and provide other supports to promote business practices that embrace diversity and inclusion.
7. Every employee must exercise caution when performing duty to prevent human rights violations; be vigilant about diversity and inclusion; and do not willfully ignore any act considered to violate the rights of an individual related to SCG, in which case the employee shall report the incident to supervisors or responsible parties, cooperate in fact-finding processes, and should there be any inquiries, consult their supervisors or responsible parties through designated channels.
8. SCG shall fairly treat and protect any whistleblower who reports a violation of the rights of an individual related to SCG by implementing whistleblower protection measures to protect all whistleblowers and informants involved as stipulated in SCG Whistleblower Protection Policy.
9. Any person who violates the rights of another person on the basis of their individual differences, which is also considered a violation of SCG Code of Conduct, shall be subject to a disciplinary

inquiry as prescribed by SCG's regulations and may also be subject to legal punishment if the act is against the law.

SCG Dividend Policy

The Company has a policy to distribute dividends at the rate of 40 - 50% of net profit as specified on the consolidated financial statements. The Company may consider changing the dividend distribution in case of necessity or extraordinary circumstances.

For dividend policy of most subsidiaries which are 100% owned by the company, the company takes into consideration their operating results, financial structure, financial position and investment plan, with no policy of transferring the interests.

SCG Supplier Code of Conduct

SCG has developed SCG Supplier Code of Conduct in order to develop correct understanding among SCG suppliers and to serve as a mutual business standard to be adopted. SCG Supplier Code of Conduct comprises the five following principles.

1) **Business ethics:** Conduct business with honesty; uphold fairness for all stakeholders; disclose correct and complete information; protect confidentiality; and respect intellectual properties of others.
2) **Labor and human rights:** Do not discriminate; attach importance to labor protection, especially child labor, women's labor, and alien labor; do not use or exploit forced labor; and ensure correct and fair remuneration, benefits, and work periods.
3) **Occupational health and safety:** Keep the work environment hygienic and safe; control risks of accidents and potential health impacts while on duty; and provide sufficient and ready personal protective equipment.
4) **Environment:** Conduct business with consideration to impacts on natural resources and the environment as per the principles of 3Rs: namely reduce, reuse/recycle, and replenish.
5) **Laws and regulations:** Abide by all applicable laws, rules and regulations.

Antitrust Policy

Antitrust laws are vital economic laws directly related to all business operations. The government has enacted antitrust laws to ensure all businesses compete with fairness, to prevent trade distortion, and to control abusive market power which may cause damages to other businesses. Antitrust laws impose severe civil and criminal penalties on company and its executives, the result of which may seriously tarnish SCG's business reputation worldwide in case of non-compliance.

Adhering to fair competition and taking into consideration trade ethics together with interest of its customers and suppliers, Antitrust Policy has long been included as a part of SCG Code of Conduct. Recently, the government has enacted the new Trade Competition Act 2017 (B.E. 2560) which came into effect on October 5, 2017. The new Antitrust laws have introduced some important changes; therefore, the Board of Directors deemed it appropriate for SCG to review, recheck, compile, and publish guidelines on antitrust in writing, which SCG employees are required to study and strictly comply with.

Policy

1. SCG shall always engage its business to adhere to fairness and ethics, respect rules and regulations, and strictly comply with antitrust laws. SCG shall not engage or involve in any practice that may result in unfair competition, distortion of free trade, or undermining or causing damages, obstruction, or restriction to business operations of others.
2. In case SCG is a dominant position in the market according to the law, SCG shall not unfairly or unreasonably abuse such market dominance which may distort free and fair competition.
3. SCG shall not directly or indirectly engage in any practice that may cease competition with its competitors, including not to exchange business information or enter into agreements with its competitors, suppliers, or customers in order to reduce or limit competition in the market.
4. All units involved, domestic and overseas, shall be required to study and comply with applicable antitrust laws, regulations and policies, including trade practices of the countries where SCG has business operations, including regulations on merger control.
5. SCG employees shall be aware at all times that compliance with antitrust laws is of paramount importance and shall exercise utmost caution in carrying out operations to ensure that SCG respects antitrust laws and trade ethics. SCG employees shall also inform SCG's suppliers of the significance of compliance with antitrust laws.
6. All units involved in transactions and investment activities shall establish control and audit system to ensure full compliance with antitrust laws.
7. To ensure compliance with this Antitrust Policy, SCG Code of Ethics, SCG Code of Conduct, and the Company's antitrust guidelines shall also be applied to the operations.
8. Non-compliance with this Antitrust Policy is considered a violation of SCG Code of Conduct.

SCG Procurement and Vendor Selection Policies and Guidelines

The Board of Directors of The Siam Cement Public Company Limited, in its meeting held on Wednesday 29 October 2014, approved the setting up and disclosure of SCG Procurement and Vendor Selection Policies and Guidelines to ensure that the selection process of SCG will be systematic, fair and transparent. SCG endorses vendors who are committed to ethical business practices and responsibilities toward society and environment and will not conduct transactions with any person who is involved in illegal or fraudulent activities or is suspected to do as such.

Definitions

Procurement means the purchase, hire of work, outsource service, transportation service, lease and hire purchase.

Vendor means a seller/supplier, contractor, service provider, lessor or hire purchase provider who delivers goods or services to SCG.

Vendor List means a list of Vendors who conduct transactions with SCG and whose names are listed in the SCG system.

Approved Vendor List means Vendors listed in the Vendor List who have undergone SCG's selection and performance evaluation processes for the relevant goods and service categories.

SCG Procurement and Vendor Selection Policies

SCG will conduct its Procurement in a systematic manner according to the strict controlled procurement regulations of SCG, taken into account the needs of SCG in terms of quality, price, quantity, time, service, delivery, after-sale service, warranty, and other requirements. SCG will not conduct transactions with any person who is involved in illegal or fraudulent activities or is suspected to do as such.

SCG Vendor Selection shall be systematic, fair and transparent. SCG endorses Vendors who are committed to ethical business practices and responsibilities toward society and environment.

Qualifications of SCG Vendors

1. The Vendor shall have verifiable business facilities.
2. The Vendor shall have reliable staff, machinery and equipment, products, services, warehouses, financial status and performance records.
3. The Vendor shall agree to comply with SCG Supplier Code of Conduct.
4. The Vendor shall have satisfactory performance records, which will be evaluated by SCG on the basis of the quality of goods and services, including the delivery, after-sale services, warranty or other transactional requirements.
5. The Vendor shall have no conflict of interest with SCG's business.
6. The Vendor shall never be banned from doing business due to fraudulent conducts.

Application

1. Prospective vendors can submit an application form provided by SCG together with detailed information and supporting documents, which include a registration certificate or identity certificate, other certificates issued by government authorities, power of attorney documents, bank account numbers and copies of registration certificates issued by the Department of Revenue such as a copy of the Certificate of Value Added Tax (Por Por 20). The application form and supporting documents shall be submitted to SCG's procurement unit.

2. SCG's Vendor shall sign its agreement to comply with SCG Supplier Code of Conduct.

Business Transaction Procedures

1. SCG only deals business with Vendors listed in the Vendor List, except for the cases of a price quotation or a tender where the non-listed Vendors may be invited to submit a quotation or tender and can apply for a Vendor status thereafter if selected. SCG may ask its Vendors to agree to electronic transactions in accordance with the applicable electronic transactions laws for convenience and speed of the transactions.
2. A written purchase order or an agreement between a Vendor and SCG will be considered constituting the transactional obligations between both parties.
3. For submitting a price quotation or entering into an agreement, SCG may request in writing a performance bond, from the Vendor which will be returned after all transactional obligations are completed.
4. Upon the completion of their obligations under an agreement, contract or purchase order, Vendors shall submit the relevant tax invoices, receipts and/or other necessary supporting documents to SCG for payment at the time and place specified by SCG. This is to provide convenience and speed of operation for all work units. SCG will pay the Vendors for the prices of the delivered goods/services after deducting the withholding tax required by laws, and other expenses incurred under the agreement such as a performance bond. The payment will be transferred into the bank account notified by the Vendors unless a cheque payment is requested. SCG reserves the right to issue only account payee cheques.
5. Vendors may request an amendment of their data in the SCG system by contacting SCG's procurement unit and submitting supporting documents certified by the Vendors' authorized person.
6. Vendors may file a complaint on unfair treatment under the SCG Corporate Governance Principles through the specified channel at SCG Whistleblowing System, https://whistleblowing.scg.com

SCG Environment and Climate Policy

With commitment to be a regional business leader focusing on innovation and sustainability. SCG realized the importance of environmental and climate management as key drivers in sustainable growth of our business. SCG has therefore chartered this policy that revise from previous SCG Environment and Energy Policy) 1 April 2016(in order to ensure its efficiency and effectiveness of our environmental and climate management, as in SCG business philosophy.

The policy outlined herewith shall be applied to all production operations, business facilities, business partner in value chain and joint venture: from designing, procuring, manufacturing of products, services and solutions, distribution and logistics, and managing of our wastes and end of used products. This policy shall also be applied to suppliers, contractors and service providers; other key business partners such as non-managed operations, joint venture partners, outsourcing partners, new project, modification project, due diligence of mergers and acquisitions with the following:

1. Conduct the business in comply with regulatory requirements as a minimum including alignment with global issues and response to local concerns in line with SCG Sustainable Development Guidelines and other our policies.
2. Operate the business with minimize the environment impacts by climate change mitigation and adaptation, protecting the environment, sustainable use of natural resources including energy and water through eco-efficiency and circular economy: alignment with the Paris Agreement challenge targets, zero waste to landfill, protecting of biodiversity and ecosystems, supply chain management, green procurement, and green and eco products, services and solutions.
3. Implement the environmental management system as a part of business operation along with continual improvement and audit of its management system to enhance environmental performance.
4. Identify materiality issues and develop an environment and climate management that is accompanied by key performance indicators and strategies driving to achieve their performance targets.
5. Be open, transparent and accountable to our stakeholders regarding our environment and climate performance and regularly reporting.
6. Educate and raise awareness on environment and climate management among employees, customers, suppliers, contractors and others related stakeholders.

To ensure that this Environment and Climate policy is embedded in our organizational culture and put into action, all companies shall adapt this policy to suit their business according to SCG Vision.

Part 4

Appendix

Part 4 Appendix

Definitions

- ***SCG***

  1. The Siam Cement Public Company Limited

  2. Subsidiaries of The Siam Cement Public Company Limited.

- ***Company directors***: The directors of The Siam Cement Public Company Limited.
- ***Subsidiaries***: Subsidiaries as defined by consolidated financial statement of The Siam Cement Public Company Limited.
- ***SCG Employee***: Anyone contracted to work, to be probationary employees, or to provide special services for SCG in every country where SCG operates.
- ***Stakeholders:*** Persons/entities directly or indirectly impacted by SCG's business or involved with SCG's interests or impacting on SCG's business, such as Company directors, employees, shareholders, contractual parties, contractors, business contacts, creditors, debtors, society at large, and communities where SCG operates.
- ***Business Partner*** or ***Contractor***: One hired to work or provides services to SCG or hired as service contractual parties to SCG.
- ***Vendor:*** Goods seller, lessor or hire-purchaser who hands over goods to SCG.
- ***Contractual Part***y: One who enter into contractual obligations, namely mutual rights and responsibilities specified in a contract with SCG. This includes the joint ventures.
- ***Business contact:*** A person or legal entity with whom SCG has to deal in the normal course of business, including the government, state agencies, state enterprises, private-sector organizations, and organizations, etc.
- ***Customer:*** A purchaser and user of goods and service receiver.
- ***Transaction***: Activity relating to legal transaction, contract or any action made with other parties in terms of finance, business or asset such as service providing, purchasing, selling, hiring, financial support and technical or human resource support etc.

SCG Code of Conduct

2021 EDITION

Doing the Right Things

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Message from the Chairman

Message from the Chairman

Since its inception in 1913 until present, SCG has encountered many changes affecting its business. However, business credence of the SCG is based on its ethics and responsibility to all parties in society according to SCG's Core Values, which are a foundation for SCG's employees' good conduct. All these have been compiled as "SCG Code of Conduct."

"SCG Code of Conduct" was first created in writing in 1987. Since then, there have been six revisions of the Code. This latest 7th version includes clarifications and expands coverage on relevant regulations and policies as well as a wider range of practical examples for engaging with stakeholders to remain in keeping with local and international good corporate governance principles and current business operations.

It is therefore a duty of SCG employees to thoroughly study SCG Code of Conduct and exercise discretion on the basis of the principles set forth herein when working as well as encourage SCG's subsidiaries and joint ventures to apply SCG Code of Conduct to their business operations to ensure fairness, transparency, and the sustainable creation of value for stakeholders, thus carrying on the practices that the Board of Directors, management and employees at every level have valued and adhered to for over 100 years.

"On this occasion, on behalf of the Board of Directors, I would like to express my appreciation to all SCG employees for complying with SCG Code of Conduct and conducting themselves as good citizens of the country, which plays a vital role in the preservation of SCG's reputation."

Air Chief Marshal Satitpong Sukvimol
Chairman
The Siam Cement Public Company Limited
November 24, 2021

Four Core Values Of SCG

The present prosperity, success, and stability of SCG are the result of doing business according to its ethical core values – the ideals that have been held in high regard and put into practice by the Board of Directors, by management, and by staff at all levels. They are:

Adherence to Fairness

It is the responsibility of SCG to ensure that all who come in contact with us are treated with equal fairness. For example:

- Customers who use our goods and services will obtain maximum benefit in terms of quality and cost.
- Shareholders will receive a proper rate of return on their investment.
- Employees will enjoy both appropriate compensation and a good standard of living.
- All groups of stakeholders will be fairly treated.

Examples of Practice for SCG Employees

- Work honestly, transparently, and traceably and treat every party with respect, sincerity, friendliness and fairness.
- Work fairly without bias on group, age or institution.

Dedication to Excellence

SCG is dedicated to right conduct and achieving the best results in all we undertake. All employees and persons who come into contact with SCG recognize the total effort, knowledge, and skill we devote to constantly improving what we do. We strive to learn and pursue whatever we can to help us overcome obstacles and advance in the path of growth and sustainability. This dedication will generate the best results for both SCG and all stakeholders.

Examples of Practice for SCG Employees

- Dedicate all the efforts to create valuable innovation to maximize benefits for all relevant parties.
- Be determined and dedicate all efforts, knowledge and skills for work expecting better results to strive to excellence considering synergy of benefits and impacts on relevant parties.
- Catch up with the latest situation and be ready to face ever-changing situation.

Belief in the Value of the Individual

SCG is convinced that each of our staff constitutes our most valuable assets. SCG has managed to prosper through the efforts of our good and knowledgeable people, who have chosen to spend their careers with us. We select the most ethical and capable individuals we can find, and then enrich them to cope with challenges of our changing times. In return, we provide all our employees with security and a sense of belonging. With such care and concern between the Company and staff, little wonder that our personnel work so hard and skillfully for the progress of SCG.

Examples of Practice for SCG Employees

- Work together like family members, give care, concern, praise, compliment and advice to give moral support to each other and respect each other's idea.
- Work as a team and help each other.

Concern for Social Responsibility

SCG behaves as a good corporate citizen in all communities and countries where we operate. We diligently perform our social duties and responsibilities while engaging in activities to preserve natural resources and sustainability of the environment.

Examples of Practice for SCG Employees

- Always bear in mind safety standard, occupational health and environment while working.
- Be conscious in using resource to create optimal values, and preserve nature at home and work and extend this practice to outside community.
- Take part in natural preservation, community care and social development activities.

"As an individual prospers in life through moral conduct, so does a company through ethical practices."

Introduction

What is **SCG Code of Conduct?**

SCG Code of Conduct means good business practice based on SCG Four Core Values for all SCG employees to hold on to and adopt as guidelines for work appropriately. It forms part of Employee Regulation.

Who has to be obliged to observe SCG Code of Conduct?

All employees of SCG are obliged to observe the principles and guidelines of the SCG Code of Conduct, and the Board of Directors must serve as role models of such conduct.

What do you have to do with SCG Code of Conduct?

1. Acquire an understanding of the contents of the SCG Code of Conduct especially those relating to your duty and responsibility.
2. Consult superior or enquire in SCG consulting system when you are not sure if what you are going to do complies with the SCG Code of Conduct.
3. Convey your knowledge and understanding of business conduct of SCG people according to SCG Code of Conduct to others you work with or who are involved with SCG.
4. Inform when you find incompliance with the SCG Code of Conduct via assigned channel and give cooperation to fact-finding investigation.

What happens if one does not comply with the SCG Code of Conduct?

- Failure to comply with the SCG Code of Conduct shall result in disciplinary action, according to the regulation of SCG, and will be subject to legal penalties if such a breach is also illegal.
- Ignoring or remaining indifferent when a violation of or non-compliance with SCG Code of Conduct is noticed, in any case when one's scope of responsibility causes or obligates one to know about it, failure to co-operate with, or obstruction of, an investigation and fact finding related to an alleged violation and mal treatment to fact providers are considered non-compliance with SCG Code of Conduct.

What should you do when finding Non-Compliance with the SCG Code of Conduct?

SCG has Whistleblowing System which is compliant system in line with international standard. In case you learn about or notice any action or become victim of corruption and violation of laws, regulations, Company's rules and code of conduct, you can inform of the action by following these procedures.

- Report to complaint receiver via the assigned channels. However, the information must not be false or made up to defame others which are considered disciplinary guilt according to human resource management regulations.
- SCG has complaint handling and whistleblower protection procedures.

Procedure for Handling Complaints

Complainant

Complaint Submission Channels

- Via website of the Whistleblowing System
- By verbal or written notice/e-mail address/letter (with or without name of complainant)

Complaint Receivers

- A superior, at any level, whom you trust
- Director of Corporate Human Resources Division
- Director of Internal Audit Office
- Company Secretary
- Secretary to the Board of Directors
- Any member of the Board of Directors

The company or Internal Audit Office shall act as follows:

01 Gather all facts as confidential information*

- Complaint receiver or assigned person shall gather all facts.
- In principle, the accused person is innocent.

Or

* Consider and summarize facts in preliminary stage. It will take about 30-60 days (depending on complexity in finding facts).

02 Officially appoint Fact Finding Working Team

(For complaint that has solid evidence to be against discipline/ethics, it requires appointment of Fact Finding Working Team to find information and evidences from internal and external agencies and summarize/propose punishment method.)

And/Or

03 Officially appoint Investigation Committee

(For complaint that is corruption, conclude result/propose punishment method.)

04 Punishment Approval Consideration

- The Management Development Committee (MDC) considers punishment for Management Level 3 and over.
- For other levels, the authorized person shall be as defined in the Company's authority table. (Following the summary of Fact Finding Working Team or Investigation Committee)

05 Report to appropriate committee

Company Management Committee, Business Group Management Committee, Audit Committee, and Board of Directors

If the complainant reveals his/her name, he/she shall be notified within 7 working days starting from the result conclusion day.

How are Complainants/ Whistleblower Protected?

SCG Whistleblower Policy protects and ensures fairness to any employee who lodges complaints, reports, or provides information regarding fraud, breaches of state laws and regulations, or non-compliance with the Company's Articles of Association and the Code of Conduct of SCG, as detailed below:

1. If the complainant/whistleblower/informant chooses to disclose their identities, the Company will be able to inform them of progress or findings or mitigate damages more quickly and easily.
2. SCG regards relevant information as confidential and discloses it only as necessary to ensure the safety of, and prevent harm to, the complainant/ whistleblower/informant, their sources, and other individuals involved.
3. If the complainant/whistleblower/informant believes that they will come under threat, they may ask the Company to provide appropriate protection or the Company may provide such protection without their request if it is believed that danger or harm is likely.

4. SCG takes a fair and suitable approach without retaliation, harassment, or discrimination when engaging with the complainant/ whistleblower/informant who reports fraud, breaches of state laws or regulations, or non-compliance with the Company's Articles of Association or the code of conduct of SCG, even in the event that they file a lawsuit, testify, give a testimony, or cooperate with a court or a government agency. Failure to comply with this approach is considered a breach of discipline and subject to disciplinary action as well as any applicable legal punishment.
5. Those who incur harm will be compensated in a fair and appropriate manner.

More information can be found in the SCG's Whistleblower Policy on www.scg.com

SCG Code of Conduct is composed of

- a Title
- b Principle
- c Guideline
- d Example
- e Definition

Definitions

SCG

1. The Siam Cement Public Company Limited
2. Subsidiaries of The Siam Cement Public Company Limited.

Subsidiaries

Subsidiaries as defined by consolidated financial statement of The Siam Cement Public Company Limited.

Stakeholders

Persons/entities directly or indirectly impacted by SCG's business or involved with SCG's interests or impacting on SCG's business, such as Company directors, employees, shareholders, contractual parties, contractors, business contacts, creditors, debtors, society at large, and communities where SCG operates.

Company Directors

The directors of The Siam Cement Public Company Limited.

SCG Employee

Anyone contracted to work, to be probationary employees, or to provide special services for SCG in every country where SCG operates.

Vendor

Goods seller, lessor or hire-purchaser who hands over goods to SCG.

Contractual Party

One who enter into contractual obligations, namely mutual rights and responsibilities specified in a contract with SCG. This includes the joint ventures.

Transaction

Activity relating to legal transaction, contract or any action made with other parties in terms of finance, business or asset such as service providing, purchasing, selling, hiring, financial support and technical or human resource support etc.

Business Partner or Contractor

One hired to work or provides services to SCG or hired as service contractual parties to SCG.

Business Contact

A person or legal entity with whom SCG has to deal in the normal course of business, including the government, state agencies, state enterprises, private-sector organizations, and organizations, etc.

Customer

A purchaser and user of goods and service receiver.

Belief in the Value of the Individual

Principles and Guidelines of SCG Code of Conduct

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Part 01

1. Human and Labor Rights
2. Environment, Health and Safety
   - 2.1 Environment
   - 2.2 Health and Safety
   - 2.3 Safety of Products and Services

1. Human and Labor Rights

Principle

SCG aspires to conduct business with integrity and responsibility towards society and all stakeholders. Therefore, the Company recognizes the significance of respecting the human rights of every individual, treating everyone according to human rights principles, avoiding any action that constitutes a human right violation, as well as promoting human rights. This also includes the treatment of labor in accordance with human rights principles, labor laws, and relevant regulations on the basis of fairness.

Respect for human rights and fair treatment of labor apply to all direct business activities of SCG as well as the activities of its vendors and business partners in the business value chain and joint ventures.

Definition

Human Rights

refers to rights inherent to all human beings, regardless of physical or mental status, race, nationality, national or social origin, ethnicity, religion, gender, language, age, skin color, education, social status, culture, tradition or any other status as stipulated by laws of each country and treaty each country has commitment to. Human rights include the rights to life and liberty, freedom from slavery and torture, human trafficking, harassment, forced labor and child labor, freedom of expression, freedom of association and right to collective bargaining, the right to work and working hours, the right to education, equal remuneration and other rights such as personal data protection, occupational health and safety, minorities in local community and community rights. Everyone is entitled to these rights, without discrimination in accordance with diversity and inclusion.

Guidelines

1. Recognize the significance of respecting the human rights of every individual, treating everyone according to human rights principles, avoiding any action that constitutes a human right violation, as well as promoting human rights
   - Treat employees in accordance with human rights principles, labor laws, and relevant regulations on the basis of fairness and equitability in every process involved in employment, from recruitment, remuneration, and the designation of working time, working hours, and holidays, all the way to work assignment, performance assessment, training, and career advancement planning, among others.
   - Do not employ forced, trafficked, or child labor, which is illegal, and do not utilize any disciplinary action that involves physical or mental abuse, coercion, deprivation of liberty, or any use of violence.
   - Do not engage in sexual harassment or other forms of harassment.
   - Promote freedom of assembly, freedom of expression, and collective bargaining.
   - Treat everyone equitably without discrimination
   - Embrace diversity and inclusion with regard to physical and mental status, race, nationality, country of origin, ethnicity, religion, gender diversity (LGBTQI+), language, age, skin color, education, social status, culture, and customs, among others.
2. Comply with the Human Rights Policy, the Diversity and Inclusion Policy, and other relevant policies related to human rights.
3. Take great care at work to prevent risk in human rights violation in business operation including relevant parties in the value chain. Monitor business activities to prevent the violation and report to superior to prevent human right infringement.
4. Establish guidelines for compliance and encourage business partners in the business value chain and joint ventures to conduct business with integrity, respect human rights, and treat every individual according to human right principles.

Examples

01

If you find that business partner of the Company has abused child labor in its plant, what should you do?

Advice

You have to report to your superior right away. SCG promotes fair business operation among business partners according to SCG Code of Conduct. If they do not comply with this code, SCG reserves the right to take any action with such partner by considering potential impacts and damages.

02

If you find that a business activity of SCG, a business partner, or a joint venture may affect the human rights of the residents of a local community due to the emission of pollution or new toxic substances, what should you do?

Advice

You are required to report to your superior right away, so that an investigated can be conducted to determine whether or not the activity complies with relevant standards and laws and so that rectification can be undertaken and/or appropriate relief measures can be established in the event that non-compliance is found.

03

If you as supervisor have to do annual performance appraisal for subordinates who have personal conflict with you, what should you do?

Advice

You have to treat every subordinate on a fair basis without discrimination, avoid any action that is unreasonable and unfair and appraise him based on his competence and performance that is free from personal judgment, bias, or prejudice.

04

If you find your pregnant colleague working overtime in office, what should you do?

Advice

You should report your superior because pregnant employee will be specially protected as prescribed by labor law. Normally, pregnant women are forbidden from working overtime or working on holidays except for exemption by law.

05

If you find a colleague insulting other people or behaving in a way that may lead to human rights violation to other people, what should you do?

Advice

You have to report your superior in order to raise this with relevant parties to find solution for each case. This is because this issue needs fact and details, provisions of laws and regulations and procedures of laws to find solution to the case.

Concern for Social Responsibility

2. Environment, Health and Safety

2.1 Environment

2.2 Health and Safety

2.3 Safety of Products and Services

2.1 Environment

Principle

SCG is committed to environmental conservation and management across its value chain. To this end, the Company encourages compliance with laws and its own policies on the environment and climate as well as requires the same level of environmental practices with SCG's environmental and climate policies as a baseline standard among all suppliers, direct and indirect service providers, key business partners, and business associates in, for instance, non-executive operations, external procurement, greenfield projects and renovation projects, agreement making, as well as mergers and acquisitions. SCG also cultivates consciousness about these issues among its employees and all parties involved in its business operations in order to promote compliance with related practices, incorporate environmental management into the organizational culture, and encourage concrete implementation.

Definition

Products and Services
mean what SCG delivers to its customers, including products, services and solutions.

Guidelines

1. Conduct business on the basis of relevant environmental laws, standards, regulations, and guidelines and cooperate in complying with international agreements that are consistent with global, national, and local issues in order to prevent or mitigate environmental impacts.
2. Conduct business with consideration to the sustainable conservation of natural resources, energy, and water through eco-efficiency and circular economy activities; reduction of environmental impacts; adaptation to climate change; reduction of pollution emissions; reduction of the generation of hazardous and non-hazardous wastewater and other waste, with zero waste to landfill; the preservation of biodiversity and eco-systems with the commitment to achieving net-zero environmental impact; supply chain management; green procurement; and the development of green products and services.
3. Establish an environmental management system as part of business operations, with continuous monitoring, reporting, and assessment in order to elevate the Company's environmental performance.
4. Conduct assessments to identify materiality or environmental risks relevant to SCG's business operations and manage such issues as well as establish key performance indicators, action plans, and strategies in order to achieve operational goals.
5. Disclose information on environmental management with transparency and accountability through appropriate channels and allow stakeholders to participate by expressing opinions on environmental issues according to their expectations.

6. Provide knowledge and cultivate awareness on environmental preservation and management among business associates, customers, suppliers, stakeholders, and surrounding communities through appropriate channels, as well as provide support and assistance regarding environmental management to stakeholders, especially communities around SCG's facilities.

Examples

01

If a person offers goods to you at the price lower than the current supplier's but these goods has not yet been registered in SCG environmentally friendly goods and service list while there are enlisted vendors selling the same products, how do you consider purchasing the goods?

Advice

You must order goods according to SCG's regulations. In case there is a listed vendor selling the same products, you have to purchase from the listed one. However, in case other vendors desire to enter the list, you may give advice on the manufacturing process and encourage them to make a registration request for potential purchase consideration in the future.

02

A subordinate tells you that she has heard the local people talk about their trouble with a black, smelly liquid flowing from the vicinity of your plant into the community's land. They do not know whom to contact or how to complain. As her superior, what should you do?

Advice

Coordination and/or remedy must be taken urgently to accommodate complaints and allegations, either present or potential, concerning environmental problems caused by corporate operations. You should investigate the fact and analyse the data. If a resolution is possible, designate a responsible person, determine the timeframe, and report on progress to those affected or may be affected and to your superior at a higher level so that the problem can be rectified as soon as possible.

03

Climate change is an issue that has garnered a lot of public attention, and carbon tax laws are set to be enacted soon. As your organization emits a large amount of greenhouse gases, how should you consider climate change issues if you are part of the organization's business plan and risk management team?

Advice

You should consider enterprise risks by taking into account issues related to climate change, such as by establishing a risk matrix that includes climate change issues, conducting climate change scenario analysis, and clearly identifying impacts on the business in order to formulate risk management plans, such as installing energy-efficient equipment to reduce greenhouse gas emissions and tax burdens, reducing water consumption, and seeking water reserves in preparation for drought, as well as develop business action plans, such as the manufacturing of products and services, that help reduce greenhouse gas emissions in response to changing consumer behavior.

04

Your company is proposing an investment project that falls into the category of environment and energy for approval. You have been assigned by your supervisor to prepare data for the calculation of the financial returns to supplement the approval request. Given SCG's policy to achieve net-zero emissions by 2050, what should you do in pursuit of the goal?

Advice

You should prepare data on the amounts of any raw materials, fuels, energy, waste, among others, of the project that affect greenhouse gas emissions and show the net increase or decrease of greenhouse gas emissions as a result of the project, separated into Scopes 1 and 2. In addition, you should calculate financial returns of greenhouse gas emissions (or carbon dioxide (CO_2) emissions) based on the internal carbon pricing (ICP).

2.2 Health and Safety

Principle

SCG places great emphasis on the health and safety of employees, suppliers, customers, communities, and stakeholders across the value chain, encompassing the manufacturing process, service and solution provision, as well as logistics and transportation, both in local and overseas offices. Health and safety impact assessment and risk management must be conducted before making any investment, entering into any joint venture, or initiating greenfield projects or renovation/improvement projects. All facilities, manufacturing processes, technology, machines, equipment, raw materials, services, logistics, and transportation must be taken care of to ensure the health and safety of all relevant stakeholders. In addition, health and safety awareness must be cultivated among employees and related parties to ensure compliance with relevant practices.

Guidelines

1. Conduct business on the basis of relevant health and safety laws, standards, frameworks, standards, regulations, and practices and cooperate in complying with international agreements in areas that are consistent with relevant issues in the country where SCG operates as well as other relevant global, national, and local issues in order to prevent or mitigate potential impacts.
2. Examine your own readiness and physical health including co-workers, contractors and relevant parties' before commencing work and during operations. If the persons doing the work are unhealthy or not ready, the work must be stopped or ordered to stop immediately so as to prevent exposure to unnecessary danger at work or caused by work.
3. Operate business with consideration to the minimization of impact on health and safety by conducting risk assessment before commencing work and, upon changes, studying information related to manufacturing processes, operational instructions, work environment, as well as the qualifications, knowledge, and competency of the operator in order to plan or prepare appropriate prevention.
4. Immediately report to the superior any irregularity detected in the manufacturing process, machinery, equipment, or work environment that may affect health and safety. In case of being assigned harmful work or not being confident in safety at work, the work must be stopped or held. And you must immediately consult the supervisor or expert.
5. Establish an occupational health and safety management system as part of business operations, with continuous monitoring, reporting, and assessment in order to ensure compliance with the stipulated policies and elevate the Company's operations.
6. Employees at all levels are responsible for complying with and ensuring compliance with relevant health and safety laws/regulations, standards, and instructions in their teams. Superiors are responsible for formulating and disseminating accident prevention and control guidelines as well as fostering an understanding among employees. They should also inspect the health of the workers according to the risk to which they are exposed.
7. Transparently report and disclose information on health and safety performance and indicators via appropriate channels and allow stakeholders to participate by expressing opinions on issues related to health and safety.
8. Provide education and cultivate awareness on health and safety among business associates, suppliers, customers, communities, and relevant stakeholders through appropriate channels.

Examples

01

The Company expects you to order spray paint. You know an employee at a company that produces spray paint at a lower price than the brand presently used by the Company, but that manufacturer has not been certified safety standard, what should you do?

Advice

When you purchase materials and equipment, especially chemical products for use in the office or plant, you must be certain that such products have been certified for safety by the agency responsible for environmental protection or the manufacturer, and/or that you have the safety information of the products or chemicals, and that their source of manufacture is reliable.

02

A subordinate who works in the area with hazards of noise informs you that he often has trouble hearing people call him. He has gone to the doctor, who told him that this problem could be due to one of two causes: 1) exposure to a very loud noise on one occasion, or 2) remaining in a continuously loud work environment. Your subordinate feels that the source of the noise could be a machine in his workplace. As his superior, what should you do?

Advice

You must immediately launch a fact-finding investigation when you are informed of any irregular situation or event. You should rotate the subordinate to another less noisy area and uncover the cause of such loud noise by reviewing risk assessment results, work environment measurement results, and the method of operation in collaboration with relevant parties in order to find a remedy. Every employee is obliged to report unusual incidents to their superior even if it is just a minor abnormality or still uncertain to prevent or control some sudden accidents.

03

Your Company has construction project to increase production capacity for which business partners will do construction in your area. You find their incompliance with the Company's safety regulation. So as construction project head, what should you do?

Advice

You have to immediately suspend or delay the operation to carry out rectification so as to restore safety as well as control, supervise, and advise the contractors to comply with the safety regulations of the Company, in the same manner as the Company's employees, to ensure safety while they are working. You should treat the contractor as if they were the Company's employees. Before commencing work, safety training for contractors and relevant safety inspection must be conducted.

04

You are assigned to fix roof at the height of 4 meters by the end of this day. However, you find that all the safety harnesses have been used and none is left for you, what would you do?

Advice

You have to immediately suspend or delay the operation to carry out rectification so as to restore safety. If the assignment is dangerous or if there is no personal protection equipment (PPE) and you are not certain about safety, you should inform and ask your supervisor to provide a complete set of PPE. Working at height is considered high-risk work according to the Life Saving Rules. Therefore, the work site must be arranged to ensure safety, and the operator is required to wear a full set of PPE for every operation.

2.3 Safety of Products and Services

Principle

SCG ensures that all products and services meet safety standards as stipulated by domestic laws, industrial standards, and relevant international standards as well as meet the specifications as agreed with the customer. This applies to the entire life cycle and value chain, from product design, manufacturing, transportation, storage, usage, and end-of-life management. Sufficient information, warnings, and instructions must be provided to ensure customer safety through the life cycle of a product and service. Particular attention must be paid to the safety of all products that SCG hires others to produce, imports, or uses in sale promotion activities.

Definition

Products and Services
mean what SCG delivers to its customers, including products, services and solutions.

Guidelines

1. Establish and comply with product and service safety standards that include product hazard analysis (PHA) in every step involved, from manufacturing all the way to transportation, storage, usage, and end-of-life management, so that plans can be formulated to prevent defects and shortfalls during the design and manufacturing and effective labels that meet international standards can be made.
2. Take into consideration the safety of the user throughout the useful life of a product or service in the designing, product manufacturing, service provision, and in relevant communications. Any change in the manufacturing of products or provision of services that affects safety must undergo a review of its risk assessment result and must be given prior approval from superiors or responsible persons, and the details and rationale for such change must be recorded for future reference.
3. Store information on product and service safety for future verification.
4. Report to superior right away if you know or have concern about safety of products and services caused by production process and/or service process or situation that may lead to unsafe condition to the customers.
5. Be open to safety complaint on products and services and coordinate or improve the condition right away. In case there is any limitation or in case of requiring a long time to solve the problem, the person of responsibility must report information and status to the customers at appropriate time and report progress of fixing the problem periodically.
6. Establish response measures for managing, analyzing, and investigating complaints and emergencies arising from the use of the Company's products and services. Conduct response exercises to ensure preparedness for such events.
7. Organize regular training and educational sessions for relevant employees and suppliers in matters related to product and service safety

Examples

01

You notice that your co-worker skips a production step that may affect the quality and safety of the product, what should you do?

Advice

You should consult your superior immediately since the production process is designed by the Company to ensure product quality and properties as well as consumer safety, which will help the Company maintain its standards, quality, safety, as well as reputation. Consulting the superior is thus not considered an accusation against the co-worker.

02

You are responsible for arranging transportation to deliver goods to customers, and the agreement with them specifies on-time delivery. However, you find that the vehicle is in unsafe condition, but finding a replacement would result in a delay. What should you do?

Advice

You have to inform the customers right away, consult your superior, and find a new and safe vehicle as soon as possible. While there might be some delay, the goods will arrive at the customer's site safely. Using an unsafe vehicle may result in an accident, causing damage to both the vehicle and the goods and negatively affecting the reputation and image of the Company.

03

Your Company has marketing promotion activity for new products and your subordinates talk to you that they will give the guests bottled fruit juice as souvenir. They will hire someone to produce the juice with the Company's logo. As a supervisor, what should you do?

Advice

You must be aware of the health and safety risks and assign the subordinates to check the safety of the products they are going to hire other parties to produce. The manufacturer's name must be shown on the bottle label. This is because although the Company does not produce or sell the product, as the Company hires someone to produce it and distributes it for commercial benefits, the Company has to be responsible for the safety of the souvenir as if it is the Company's product.

04

If a product of your company does not have information, instructions for use, warnings, a material safety data sheet (MSDS), and storage guidelines, what should you do?

Advice

You should recommend that the responsible unit perform product hazard analysis, encompassing the use of the product throughout the entire product life cycle, and consider potential harms for the preparation of warning labels, suggestions/instructions for use, a material safety data sheet (MSDS), storage guidelines that are adequate and sufficient for danger prevention and consistent with relevant international standards.

05

If you find that the company/unit relevant to customer complaint slowly deals with the complaint and does not report any progress to the customers while they seem to be highly dissatisfied, what should you do?

Advice

You should coordinate with such unit and recommend them to report the update to the customers since if they know the information, they will feel that they are being cared and it will reduce level of dissatisfaction. If the complaint scope is larger than you can make a decision or the damage cost is higher than authority of the company/unit, they must be reported to the superior right away to ask for opinion and consider authority in the next level. If the company fails to do it properly, the customers may complain via public medium that may affect the company or SCG's image and may cause the Company to pay higher compensation.

Adherence to Fairness

Part 02

3. Anti-Corruption
4. Gifts and Entertainment
5. Conflicts of Interest
6. Political Activities

3. Anti-Corruption

Principle

SCG's business should be conducted with stakeholder in correct, transparent, honest and traceable ways with no corruption. The business must comply with relevant laws and SCG's Anti-Corruption Policy ensuring it shall not cause condemnation or loss of reputation.

Guidelines

1. Not commit corruption and be careful with work process with high risk such as sale and marketing, procurement, project investment, contract execution, giving and receiving presents, entertainment, and donation or giving financial support etc.
2. Publicize SCG Anti-corruption Policy and provide knowledge on areas where compliance with SCG Anti-corruption Policy is required to persons involved in SCG-related operations.
3. Not ignore or overlook any transaction possibly considered as corruption relating to SCG. You must report to supervisor or person in charge and cooperate for fact finding activities.
4. Ensure that any giving or receiving of donation, financial support, or assets or any hiring of government employees is conducted in a transparent manner and in compliance with the Company's Anti-corruption Policy and regulations as well as relevant laws. Efforts must be made to ensure that such donation or financial support is not used for bribery, does not cause conflicts of interest, and is not paid for either direct or indirect facilitation.
5. Pay attention when doing transactions with person, juristic person or any organization involved with corruption accusation.

Definition

Corruption

refers to any form of bribery whether it is an offer to give, promise to give, giving, commitment to give and demand or acceptance of money, properties or any other benefits which are not appropriate with or to government officials, government agencies or private agencies or competent officers whether directly or indirectly to motivate such persons to do or avoid doing something to acquire or retain the business or give any recommendation to SCG's business or to obtain or retain any other inappropriate interests from the business.

Example

01

A project official asks what kickback he would get if he persuades the project owner to order your Company's products. What should you answer him?

Advice

Explain to that person that SCG guidelines prohibit the payment of benefits that would not normally be received, other than the compensation SCG provides in the normal course of business.

02

The Company you are working for is requesting for a permit certificate. One person comes up and informs that he could facilitate permit granting process since he knows the official who could give you privilege in granting the permit. However, it will be made in exchange of benefits. What would you do?

Advice

Do not pay anything to anyone to get privilege since it does not comply with procedures prescribed by the law.

03

SCG has ordered construction material production machine from overseas vendor and you were informed by the vendor that it is customary to pay to you as purchase requestor at 3% of total product price. What should you do?

Advice

You must not receive any benefits from the seller. In this case you must report to your supervisor and negotiate with him to return the benefits to SCG.

04

An officer from one organization informs you that they are renovating their office building, so they would like to ask for SCG's support with office appliances, such as refrigerators and printers. What should you do?

Advice

Support or donation can be granted. The organization must submit a request in writing specifying the objectives and details to the Company, and SCG employees must correctly request approval for the support. SCG shall grant support to an organization if it is intended for the common good. For monetary support or donation, payment should be made to the organization that has submitted a request and must not be made to an individual or made in cash.

05

In case any agency or organization demands bribe from the Company and failure to pay shall negatively affect the Company's business, what should you do?

Advice

You must not offer bribe and must report to the supervisor on impact on the Company's business to find mitigation plan. If the supervisor is not certain what to do, he must consult the supervisor in hierarchical level for consideration.

06

The Company has deemed that a former government employee is a person with knowledge and expertise that could benefit the Company and therefore would like to hire that person as a consultant for the Company. Is it possible to do so?

Advice

The Company must review such hiring and ascertain that it will not create a conflict of interest and that the person has stopped working for a government agency for a period required by state regulations.

4. Gifts and Entertainment

Principle

Receiving and giving items of value as presents or souvenirs, giving services, facilitating or reception for business contacts must be in accordance with the customs of each locality and relevant laws. At the same time, SCG does not want employees to receive gifts or mementoes that are unusually valuable from persons involved in business with the Company which is to create unfair decision making.

Guidelines

1. Before accepting or giving a present and reception to business partners, you should make sure that the price is appropriate to the occasion and that such acceptance or reception is transparent, accountable, and compliant with laws, regulations, announcements or custom in each locality.
2. Avoid accepting or giving a valuable item, service, or reception that can influence or motivate someone to make a decision in a certain way, abuse their functions, or make an unjust decision.
3. Keep records of your expenses as evidence of the value of the items service or reception, so that they can be examined later.
4. If you have been assigned of permitted by your superior an outside agency, you may receive money, items, or presents according to the guidelines or standards that agency has set.
5. Be careful for the case of offering items, services and reception to your superior or internal people/units, and the case of receiving items, services and reception from your subordinate or internal people/units. Such activity must not create motivation leading to unfair decision making.

Examples

01

A contractor with whom you have been in contact has a seaside cottage overseas. She has offered to let you and your family stays there in privacy at no charge and also offered to pay for other expenses. She claims that normally no one lives there and that your stay there would cost her nothing extra. Will you accept this offer?

Advice

You should not take this offer since it may influence your decision.

02

The Company has paid for you to take part in an outside seminar, and you have won the draw prize from the event. Can you keep that money for yourself?

Advice

You may keep the money as your own if offering prizes obtained from random draws, with a large number of potential winners, is intended to avoid the appearance of undue influence over someone's decision. If the prize money is very large, however, you should consult with your superior to determine the right course of action and to be sure that the gift was not intended to persuade you to any particular type of decision.

03

The Company assigns you to take part in golf game held by the Company to create good relation with customers. In this game, you are individual winner. Can you accept the award and keep it?

Advice

You can keep it since you join the event as part of your assignment and the game complies with rule and regulation that all players know and each person has to use his skills in playing. However, if the prize is too high in value, you should consult your superior to find appropriate solution.

04

A government or private agency invites you to be a special lecturer during normal working hours on a normal work day, and gives you a predetermined amount of money as compensation. What should you do? Can you keep this money as your own?

Advice

Before accepting this invitation, you must report all details, including the compensation or benefit that will or could be received, in order to first obtain permission from your superior. In this case, if the amount of money is not too much and corresponds to the amount that this government department normally offers, you may keep this money as your own.

05

What should you do when offering presents or reception to officers, high ranking officers or any organization and agent?

Advice

Take great care of this, whether you are dealing with member of the Board of Directors, executives or officers. It is because offering, giving or accepting gift and meals reception are considered likeliness to cause corruption. Is there any doubt or unusual situation, you have to report your superior and counsel unit.

06

A government or private agency requests to visit your plant and offers memento to you who welcomes them as representative of the Company. What should you do?

Advice

You can accept the gift or memento but you have to give to the Company. Should the price of the gift is high; you have to consult your superior to find appropriate solution.

07

A superior receives high value gift from his subordinate, what should he do?

Advice

He should explain to the subordinate that he cannot accept it since other people may consider it to cause bias and it may influence his decision.

08

Can an employee who is responsible for contacting government agencies give snacks or souvenirs to government officers?

Advice

The employee can do so as long as they exercise caution and ensure that the act is in keeping with customs and traditions and/or in compliance with relevant announcements of the government agency and that the act will not be misconstrued as intended to bring about facilitation, which SCG deems to present corruption risks.

09

An employee enters into a transaction to obtain a permit from a government agency and gives an amount of money in addition to the required fee to an officer after the service is completed to express appreciation to the officer for having provided excellent service.

Advice

The employee should not do so because the act may influence or motivate the officer to make a decision in a certain way, abuse their functions, or make an unjust decision, which SCG deems to present corruption risks.

5. Conflicts of Interest

Principle

SCG is determined to do right things with an aim for excellence. Therefore, employees must aim for SCG's benefits in compliance with the laws and ethics, and avoid action that can create conflicts of interest that may affect any decision.

Guidelines

1. Avoid conducting business that would compete with or resemble the business of SCG. Avoid having partnership or a controlling ownership of shares or taking a directorship or management position in a business that competes with or resembles the business of SCG.
2. Avoid getting involved in transaction with parties having relation with you such as being family member, close relative, close friend or entity belonging to you or for which you are shareholder, although the deal is beneficial to SCG.
3. Avoid seeking any benefit from information or anything else you might obtain due to your position or duties or responsibilities.
4. Avoid involvement in any activity that might produce a conflict of interest with the Company or any financial obligation to anyone involved in business with SCG or SCG's employees.
5. Avoid other works made for one's own benefits apart from SCG's which may affect the work under responsibility and SCG's good image.
6. Employees must not search for information, contact or trade any securities or assets on regular basis for one's own or other people's benefits and not for SCG's benefits during working hours.
7. If an employee is involved in any business or event that might produce a conflict of interest with SCG, report the matter to your superior immediately.

Definition

Conflict of Interest

refers to situation or action in which employees have so many personal benefits that influence decision making or performing of duty and have an impact on SCG's interest in direct or indirectly ways.

Examples

01

You are taking charge of allocating goods quota to distribution dealers and it happens that a dealer for SCG products is a close relative of yours. She asks you to supply to her goods that are in short supply at a higher price than normal. Can you do that?

Advice

You must not comply with this request, although the conditions offered benefit the company. You should explain to him that these conditions must be approved by your superior and you are willing to co-ordinate the matter, and will provide further information concerning the outcome.

02

A contractor with SCG invites you to participate in a seminar overseas, and offers to pay for the expenses, including air fare, accommodations, and meals, for all seminar participants. The contractor agrees to let you take your family as well. Should you take part in this seminar?

Advice

You should beware of offers whose benefits are greater than usual. You should also find out whether this seminar is intended for education, advancement of knowledge, and exchange of information, or as a 'payback' to customers of the contractor. In this case, you should not take part in the seminar, because the incentives are unusually large. If the seminar itself, however, is good for the Company's business, you may seek permission from your superior on a case-by-case basis. If you participate in the seminar, however, you should not take your family or accept travel expenses, as these constitute benefits that exceed the acceptable standard.

03

If your close friend persuades you to join his business as shareholder, what should you do?

Advice

You should consider if joining the business affects your work at the Company or has conflicts of interest with SCG, such as being competitor with the Company. You should follow SCG's guidelines.

04

SCG urgently needs to order some goods, and has given you the authority to purchase them. You have a close friend who sells these goods, enabling you to acquire them quickly and at the same price as usual. Can you do this?

Advice

You must not comply with this case, authorization and actual purchasing, when performed by the same person, may raise doubts about fairness. You must inform your superior to consider authorizing this order, and explain your reasons with all due clarity and transparency. You must perform some other task, according to the guidelines or procedures set forth in the rules, and should not be involved in this procurement process.

05

Can employees hold share in a company that is SCG's customer or that has transactions with SCG?

Advice

You may do this activity. However, if SCG has to do transactions with such companies, the employees must not take part in decision making process.

6. Political Activities

Principle

SCG maintains political neutrality and does not support or make contributions, financial or otherwise, to any particular political party, political coalition, person with political influence, or political candidate on a local, regional or national level, either directly or indirectly. Nonetheless, SCG recognizes and respects the political rights of its employees as good citizens, as stipulated in the constitution, such as the right to express political opinions within the bounds of the law, vote, or join a political party.

Guidelines

1. As an SCG employee, you may exercise your political rights on your own behalf.
2. When exercising political rights, avoid any act, provision of information, attire or use of symbol, or social media posts that might be construed as signifying SCG's involvement in, or support or preference for, a political activity or party, political coalition, person with political influence, or political candidates.
3. Refrain from expression of political opinions at the workplace or during working hours, as this might lead to conflict.
4. You may exercise your rights to express political opinions within the bounds of the law or to vote in your own time or by taking leave according to SCG's human resource management regulations and practices or other regulations established by SCG.
5. You may join a political party. However, your activity as a political party member must not affect your working time, contravene the Company's rules and regulations, or conflict with your discharge of duties according to your employment contract.

Example

01

Is an employee able to take leave to join politics-related activities?

Advice

Every employee has rights and freedom as prescribed by the law to express their political view. However, it must be done on their own behalf. They must not act on SCG's behalf or act in such a way to mislead others to believe that SCG has any involvement. The right to take leave and approval of such leave are as stipulated in SCG's human resource management regulations and practices.

Part 03

7. Handling of Information and Assets
   - 7.1 Personal Information
   - 7.2 Recording, Reporting, and Storing Information
   - 7.3 Buying and Selling Securities and Use of Inside Information
   - 7.4 Use and Protection of Company's Assets
   - 7.5 Use and Protection of Information Technology System
   - 7.6 Use and Protection of Intellectual Property
8. Information Disclosure and Communication
   - 8.1 Information Disclosure
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9. SCG's Transactions
   - 9.1 Transactions between Companies in SCG
   - 9.2 Transactions between SCG and External Parties
10. Doing Business Abroad and International Trading
   - 10.1 Doing Business Abroad
   - 10.2 International Trading
11. Business Competition
12. Anti-Laundering Measures

7. Handling of Information and Assets

7.1 Personal Information

7.2 Recording, Reporting, and Storing Information

7.3 Buying and Selling Securities and Use of Inside Information

7.4 Use and Protection of Company's Assets

7.5 Use and Protection of Information Technology System

7.6 Use and Protection of Intellectual Property

7.1 Personal Information

Principle

SCG respects the privacy of its customers, shareholders, employees, and other related parties. Any activity related to personal data, including the collection, use, and disclosure of such data, is carried out in such a manner that ensures that the rights of the data owner are fully protected in compliance with the law and SCG Privacy Policy.

Guidelines

1. Collection, use, or disclosure of personal data must be carried out only as necessary and in compliance with the law, taking into consideration the rights of the data owner. Such activity must also be legally justified, such as when it is required in order to fulfill contract terms or when the data owner has given consent.
2. Personal data must be stored securely according to SCG's security standards to prevent loss, destruction, or illegal processing of such information.
3. Once no longer necessary or upon the expiry of the data retention period, personal data must be destroyed or rendered unidentifiable.
4. Personal data must not be neglected, and facilitation must be provided to enable data owners to exercise their legal rights.

Examples

01

You are the secretary to the Managing Director. A factory manager asks you to send biographical data on the Managing Director to be published in a magazine, and says that the Managing Director has already approved. You know nothing about the matter, however. What should you do?

Advice

You must obtain consent from the Managing Director before proceeding with the disclosure of his/her personal data as the disclosure of someone's personal data requires direct consent from the data owner. Whoever discloses someone's personal data without permission must be responsible for whatever damage occurs.

02

A former employee of SCG, known to you, telephones to ask for the names and telephone numbers of some employees in your department. The purpose, according to the caller, is to contact these individuals and offer material benefits such as credit cards and access to loans. What should you do?

Advice

You may not give such data to the former employee because names, addresses, and telephone numbers are personal data given to the Company for operational purposes only.

03

You would like to interview and record video and audio of the participants of an activity of the Company for use as promotional material. Are you allowed to do so?

Advice

The first name, last name, image, and sound of each interviewee is considered personal data. As such, consent must be obtained before recording, and the interview must be conducted in full compliance with personal data protection laws. The interviewee should also be given an opportunity to review relevant video or audio recordings prior to publishing.

04

Can you send customers information on new promotions, privileges, or products via SMS or e-mails, using their contact information that has been obtained when selling products to them?

Advice

You must obtain consent from customers, who are data owners, first before sending them such information as they cannot anticipate that their personal information will be used for the purpose of sending promotional information.

7.2 Recording, Reporting, and Storing Information

Principle

SCG has realized the importance of internal information management. Recording and storing of information must comply with SCG's standard and be complete as prescribed by law. For storing, all employees are obligated to ensure that the information involved with their work remains safe and available for reference or use by SCG whenever needed.

Guidelines

1. Recording of information should be done in accordance with the guidelines established by SCG and with all government laws, such as those pertaining to taxation and accounting.
2. Report information accurately and honestly, according to the facts.
3. Important documents and confidential information should be guarded by special procedures established for each level or type of information. The internal information and information relating to customers, business partners or vendors must be ensured to be safely and appropriately stored.
4. Storage of information should be done within the proper period of time, in accordance to the guidelines established by SCG and under the law. It should be done carefully, and so as to facilitate easy access. When the period for storage of information or documents has expired, the employees responsible should ensure that the data or documents are destroyed in the manner appropriate for each type of information.

Examples

01

A friend of yours asks for a copy of electronic data from the Company's database, which he wants to use to benefit a company out of the SCG. Would you let him do that?

Advice

Any information in the Company's database is the property of SCG. It must not be disclosed or used for private benefit.

02

You are an instructor from SCG delegated to a student touring a Company site. The student asks for electronic data that she can use to make her report. What should you do?

Advice

Before giving any information to anyone, you should consult or ask permission from your superior and the owner of that information. You should only release it if it will not harm SCG in any way.

03

At the end of the year, you have to clear the documents in your unit. Most of the documents have to do with accounting. You are person in charge of collecting all documents whose legal storage period has expired and put them in a box to be destroyed. What should you do?

Advice

Check all the documents and make a list or index of all documents to be destroyed. Keep that list as evidence before destroying the documents. In this way, you have made sure that no document is destroyed before reaching its expiry date.

04

If you have pile of paper sheets used only one side and desire to use the other side, is it possible?

Advice

You can do it but you have to check if the paper contains confidential information. If it does, you must not re-use it and destroy it properly.

7.3 Buying and Selling Securities and Use of Inside Information

Principle

Use of inside information which is material must be appropriately done considering impacts on all stakeholders and legitimacy. The information must not be used for personal or other people's benefits.

Guidelines

1. Do not use inside material information which has not been disclosed to public and deemed taking advantage over others for trading securities in any time.
2. Do not give advice or opinion on buying or selling Company stock unless the Company has assigned such advice-giving as a part of your work.
3. Employees and other authorized persons are prohibited from disclosing or conveying corporate information or secrets to unauthorized persons, including their own family members, relatives, and friends.
4. Employees in divisions responsible for preparing financial statements as well as their family members must not trade the Company's securities for a period of one month prior to the disclosure of a financial statement and for a period of 24 hours after the disclosure of a financial statement or any other information that may affect the price of the Company's securities.

Definition

Material Information

refers to information relating to SCG's business which, if disclosed inappropriately, may significantly affect SCG's business, stock price or influence investment decision such as information in financial statements, investment project information which has not yet been disclosed to stock exchange or information relating to bidding.

Examples

01

You have been assigned to work with information that could affect Company stock prices, but your work does not require that you meet with representatives of securities firms. One day, however, the representative of a securities firm that you have never personally contacted or heard of calls and invites you to dinner without saying why. What should you do?

Advice

Ask what the dinner is for. If the answer is not clear, or if you are not certain, politely refuse, and report to your superior. Avoid meeting with anyone without good cause, as others might interpret such a meeting as indicative of some special relationship.

02

Rumour has it that SCG will invest in a large project that, if successful, will have a huge positive impact on corporate operations. The rumour causes SCG stock prices to rise dramatically. It so happens that SCG does plan to invest in that very project, and is preparing to disclose its details to the public. If you were involved in preparing that disclosure, could you have bought the Company's stock or sold what you already held?

Advice

You must not buy or sell the Company's stock during this period, as this constitutes improper use of inside information according to the regulations of SCG, and is regarded as a criminal offence as well.

03

If you are member of bidding committee and your colleague in your unit asks for information of the bidders, can you give him this information?

Advice

You cannot provide information to people who do not relate to the bidding since the information is intended for use in the bidding only.

7.4 Use and Protection of Company's Assets

Principle

SCG has made efficient and full use of its assets and promoted the employees to protect them from damage, loss or personal use for themselves and other people.

Guidelines

1. Employees have to use SCG's assets efficiently and for SCG's benefits
2. Employees must not abuse SCG's assets in terms of objective and legal correctness
3. Employees must protect and take care of SCG's assets to prevent them from damage or loss.

Definition

SCG's Assets

refers to all kinds of assets, including movable properties, immovable properties or any other properties owned, guarded and protected by SCG.

Examples

01

If you request advance money for the Company's business, what should you do?

Advice

You have to spend the advance for the Company's business only not for your own or other people's benefits. You have to acquire and return the money in compliance with SCG's regulation. Supervisors have duty to supervise the subordinate's advance acquisition to strictly comply with the regulation.

02

If your unit has spare parts that are no longer fitted for use in the plant, what should you do?

Advice

You have to take care of and manage the spare parts to create highest benefits and not to use for your own or other people's benefits since the spare parts are still assets of the Company.

Dedication to Excellence

7.5 Use and Protection of Information Technology System

Principle

SCG desires that information technologies are used efficiently and safely according to SCG e-Policy to protect and preserve them from infringement or use without permission.

Guidelines

1. Use information technology and information in the system for SCG's benefits. Avoid using the system that may violate normal usage of other people that is irrelevant to work or that may impact on the system's efficiency.
2. Do not use the system to access to or send information that is against good ethics, gamble-related, affecting national security or violating other people's rights.
3. Use the system according to the authority granted and keep password secret and do not consent other people to use your password to access to the system.
4. Avoid opening file from unknown source and using data recording tool that has been used with a computer suspicious of virus infection or malware.
5. Avoid installing programs and configuration of the system that may affect security of the system. If you have any issue or find abnormality in the system, you have to contact IT helpdesk right away.

Definition

Information Technology
refers to equipment and systems used to process and transfer electronic data such as computer, network, the Internet, e-mail, password or programs, etc.

Examples

01

If you receive an e-mail from an external party who is interested in being raw material supplier to SCG, the e-mail does not address any unit and has attachment and link to website for you to find more information, what should you do?

Advice

You should not open the attachment or website in unfamiliar e-mail or e-mail from unknown source and to unknown addressee to prevent undesired software embedded in the e-mail. And for e-mail transaction, you should verify identification of the contact person by using telephone or fax.

02

If an external party that you assign to arrange sale promotion activity for SCG asks you to use your computer to access to the website to modify it to accommodate the activity, will you allow him to do so?

Advice

You must not allow any external party to access to your computer, user account or internal network of SCG. You should consult your superior to request authority for the external party.

7.6 Use and Protection of Intellectual Property

Principle

SCG regards intellectual property as valuable assets to SCG. Employees must strictly follow established 'SCG Intellectual Property (IP) Policy' and protect SCG's intellectual property from unauthorized use or disclosure and must respect and not infringe other people's intellectual properties.

Guidelines

1. Employees must protect SCG's intellectual property from infringement, disclosure, reproduction, modification or any other actions not permitted by SCG.
2. All employees at SCG must respect and avoid violating the intellectual property rights of others. Examine the rights to information kept at or brought to SCG that belongs to outside persons.
3. The terms of contracts or legal documents concerning rights to intellectual property should be clear. When uncertain or in doubt, you should consult an expert in intellectual property at SCG or SCG's legal consultant.
4. Cooperate on claiming ownership or requesting protection of intellectual property for SCG's intellectual property.
5. Employees are obliged to report to a superior or the Intellectual Property Manager when they observe any actions that they believe to be, or will lead to, a violation of or conflict over SCG's intellectual property rights.

Definitions

Intellectual Property
refers to work resulting from invention, creation or formation by human beings.

Patent
refers to documents issued by government to protect invention or design of products as invention patent, product design patent and petty patent.

Copyright
refers to literature, performance, arts, music, audio-visual materials, movie, audio records, audio and visual broadcast such as computer program, paintings, photograph, and articles.

Trademark
refers to marks or symbols or logos used with products or services such as trademarks, service marks, certification marks and collective marks.

Trade Secrets
refer to trade information that in unknown to public and is commercially valuable since it is secret. They must be appropriately handled to keep them secret.

Examples

01

After a while of researching on and developing a new product, Sales Team is planning to display the product's samples in trade exhibition so the superior recommends you to file patent registration, what should you do?

Advice

You have to consult SCG's Intellectual Property before starting the research to make a plan since you have to file request for registration at least 1-2 months before revealing the product to the public.

02

If you hire an external party to arrange a sale promotion activity and this contractor has designed a cartoon character for this activity, who owns the copyright to this character?

Advice

The hiring contract should clearly specify who owns the copyright to the cartoon character. It should be also determined first whether the contractor has an agreement with their employees in which the ownership of the copyright to any work created by the employees is transferred to the contractor's company.

03

If you are preparing information for Company PR book and find that the pictures to be used belong to other people, what should you do?

Advice

You should inform the picture supplier and contact the copyright holder for permission and give credit to the owner or change to another picture which belongs to SCG.

04

If you desire to use a program not yet installed in your Company's computer and you find that it is available in illegal software shop, can you install it in this computer?

Advice

You are forbidden from installing any program in the computer since it is violation of copyright and may lead to lawsuit. If you want to use any program, please consult IT helpdesk.

05

The Company exports goods to foreign countries via distribution dealer and you find that someone is selling the same kind of products using logo similar to SCG's, what should you do?

Advice

You have to report to SCG's Intellectual Property, Technology Unit and/or SCG's legal counsel to take action as soon as possible. Trademark of products should be registered in the country of production and sale before launching to the market. And if there is distribution dealer, there should be provision in intellectual property.

06

During a trade exhibition, there are lots of visitors to SCG's booth and they ask about production process and technology the Company uses, what should you do?

Advice

You have to use great care in supplying information. Before that, you have to screen the information that can be disclosed since there may be knowledge, trade secrets and information about patents that must not be disclosed.

8. Information Disclosure and Communication

8.1 Information Disclosure

8.2 Communication

8.1 Information Disclosure

Principle

SCG's disclosure of information is based on fairness, transparency, and traceability. It must be ensured that the information is correct, clear, current, and compliant with law on the basis of fairness, regardless of format as written and verbal, press conference or any other manner.

Guidelines

1. Disclosure of information that may have impacts on SCG must be only done by authorized persons except when assigned by the authorized persons to do so. Disclosure must also be carried out in strict compliance with SCG Disclosure Policy.
2. For disclosure of material information that has not been disclosed to the public, the authorized person must disclose it with great care, correctness and completeness on time. He must be sure that all the stakeholders sufficiently and fairly receive the information.
3. Disclosure of other information must be done correctly and not intend to temp other people to wrongly understand the information.

Examples

01

Press calls you to ask about rumour on the Company's performance, could you explain it to the press?

Advice

Answering question or giving important information must be done by authorized persons only except for being assigned for specific item of information. If in doubt, you should contact the unit taking charge of the information disclosure.

02

If you have a friend working in a competitor company, can you exchange information on marketing such as growth rate of the Company's products?

Advice

You cannot do this except it is the information that has been publicized.

03

If you have been invited as a representative of the organization to share opinions on an online platform, such as a chatroom, a page, or a message board, can you join the event and represent the organization?

Advice

You should inform and consult your supervisor as only an individual designated by their supervisor can express opinions as a representative of the organization and is allowed to do so only in accordance with the roles and responsibility of the division or that designated individual.

8.2 Communication

Principle

SCG's communication including SCG brand communication to internal and external target, marketing communication of brands in SCG, use of SCG logo and communication via social media must be properly and accurately done considering fairness to every stakeholder and must not lead to damages to SCG. The Brand Communication Guidelines and SCG Social Media Policy should be strictly observed.

Guidelines

1. Communicate with responsibility to society, environment and values of each country where SCG operates.
2. Do not use marketing communication that directs comparisons with rivals' product or services.
3. Do not refer to subject matters that may cause conflicts in the society such as nation, monarchy, politics, belief, international relation, gender or issues that are against ethics and tradition, social disparity, discrimination and human rights violation.
4. Do not over exaggerate to make consumers misunderstand quality of products, services or other qualifications of the organization, except for using technique that enables the consumers to know it is not true but it adds spice to the media. Notice should be given to the audience that it is not true.
5. Use corporate logos accurately according to Corporate Identity Manual (CI Manual). Use of the corporate logos must be permitted by unit taking care of brand and do not use the logos for personal use.
6. Not ignore and always monitor any communication referring to the Company or action that may affect the Company's reputation and inappropriate use of logos that may damage the brand. In this case, you have to report to person taking charge or superior right away.
7. In disseminating information or expressing personal opinion on any topic online, you should indicate that it is personal opinion with great care as SCG employee.

Examples

01

You are assigned to produce advertisement media to create social attention. A PR agency proposes to use real events as plot of the commercial. Political demonstration or mocking of the homosexual is one of the events the agency proposes since it is entertaining and attractive, what should you do?

Advice

The advertisement must not portray the contents in this manner. You must take great care of contents and forms not to refer to any person or mock any event that may affect the society especially sensitive and controversial issues which may create negative impacts on the organization.

02

You are assigned to produce corporate communication media to reflect the position of business leader in ASEAN by using map and flags of the countries in the region. However, after the media is broadcast to the target group, someone complains that the contents and pictures used are incorrect, what should you do?

Advice

You should verify the contents, maps, flags or any symbols of each country and consider source of information. You should also check with government agencies which can certify. If in doubt, do not use such pictures of information in the media. In case of complaint on correctness of information, you should contact the complainant and relevant units to explain, understand and cancel the media right away. After that you have to find solution to revise the media.

03

You are assigned to take care of the Company's trade exhibition and you desire to show quality of the Company's products to be better than the competitor's. Can you take the competitor's product to do quality test in the presence of the exhibition visitors?

Advice

You must not take the competitor's product to test in the fair, although you have a proof on that since it is against business ethics. However, you can do it with name of manufacturer and source of product concealed.

04

You learn that the competitor is going to launch a commercial for new product that is the same as SCG's but it is still not ready to the market. Will you launch a commercial informing that SCG will launch this new product before the competitor to create business opportunity?

Advice

You can do it if the product is under preparation and is going to be launched soon. However, period to launch must be communicated to customers and readiness of the Company should be considered. If the Company is not ready, truth should not be distorted to make the market misunderstand.

05

You are on holidays in Vietnam and you notice that on the way from airport, SCG billboard is in damaged condition. What should you do?

Advice

You should find channel to inform relevant people or people taking char of such billboard or inform Corporate Communications Office or superior right away to find resolution.

06

You need to raise funds to help flood victims by making t-shirts with SCG logo screened on them to sell to your co-workers. Is it possible for you to do it right away?

Advice

You should request the unit taking charge of the logos in writing specifying objective of use and coordinator of the project. After getting permission, then you can do it.

07

If you find accusation of discrimination in SCG's recruitment process forwarded on social media, what should you do?

Advice

You must not forward the message nor give any comments and report to relevant party or your superior right away.

9. SCG's Transactions

9.1 Transactions between Companies in SCG

9.2 Transactions between SCG and External Parties

9.1 Transactions between Companies in SCG

Principle

Any business or work that incurs related transaction between SCG group of companies must abide by the laws and regulations issued by state agencies; SCG's policies, practices, regulations, and the Delegation of Authority; and the principles and conditions relevant to each locality.

Guidelines

1. Carefully study the principles, policies, practices, processes, and delegation of authority that SCG has established for its businesses before taking action.
2. Refuse to follow the request to skip any activity in the process or ignore any activity that is required in normal process.
3. Comply with guidelines and procedures for the approval of related transactions, connected transactions or transaction with possibility of conflicts of interest for highest benefits of SCG as stipulated by laws.
4. Carry out related transactions on fair and reasonable basis without transfer of benefits among companies in SCG.

Examples

01

Company A offers to buy motor wreck that is no longer in use from Company B to use as tool for motor technician training while Company B will not charge Company A any expense since they are in SCG. Is this an acceptable practice?

Advice

It is unacceptable practice since purchase of assets between companies in SCG must be done based on market price or book value.

02

Can assignment of one employee of a company in SCG to work in another company on temporary basis be done verbally by management of the two companies?

Advice

No, it cannot. Assignment of an employee to work in another company in SCG must comply with the Human Resource Regulations, Transfer Pricing Guidelines, and Cost Center specified for correct expense collection.

03

Can Company A, which is a company within SCG, sells a similar product/provides a similar service under the same terms of sale and purchase to another company within SCG at a higher or lower price than to a company outside SCG?

Advice

If Company A sells a similar product/provides a similar service under the same terms of sale and purchase to both a company within SCG and a company outside SCG, Company A must charge the same amount of money.

9.2 Transactions between SCG and External Parties

Principle

Transactions with external parties must be conducted properly, and comply with laws, regulations issued by state agencies and SCG's policy and must be strictly approved based on SCG's authority table. Moreover, it must be according to the conditions agreed upon, transparent and traceable. Avoid transactions that may cause trouble or damage to SCG or external parties.

Guidelines

1. Employees should study, try to understand, and comply with laws and regulations stipulated by government agencies as well as SCG's policy and practices towards stakeholders.
2. Strictly follow the procedures set forth in the procurement and purchasing regulations of SCG. The priority in procurement should be given to legal entities rather than persons, except in cases where special expertise is required from particular individuals or where the benefit of SCG demands it, and such procurement must be in strict compliance with SCG's procurement and supplier selection policies and guidelines.
3. Each transaction should take into consideration market values and prices, together with quality and services rendered. There should be neither bias nor any obstruction in doing business by means that are immoral or illegal.
4. Avoid transactions that may have social and environmental impacts or defame SCG, although such transactions may create business benefits.
5. SCG forbids using the name of SCG, its Board of Directors, management, or any employee in conducting any transaction not related to SCG, even if it has no direct impact on SCG.
6. Support and encourage compliance with SCG Supplier Code of Conduct among suppliers as well as the adoption of SCG Supplier Code of Conduct as a mutual standard for conducting business.

Examples

01

A foreign company offers to sell machinery at a lower price than can be procured directly from the manufacturer. Are you allowed to purchase such machinery?

Advice

You may purchase such machinery, but you must carefully study the details to be sure that you are getting a machine whose condition is appropriate to the price paid. The contract must also be comprehensive in guaranteeing that the machinery has been obtained legally. A state agency, such as the Ministry of Industry, the Department of Customs, or the National Police Bureau, could be called upon to verify the matter.

02

If a customer asks SCG not to issue tax invoice to avoid paying value added tax, will you grant his request?

Advice

It cannot be done since the Company has to comply with tax code.

03

You wish to order a product for yourself from a manufacturer that happens to be a business partner of SCG. You know that if you make a contract in SCG's name you will get a larger discount than normal. Are you allowed to use SCG's name for such a purchase?

Advice

You may not use SCG's name for any transaction unrelated to SCG's business, whatever the circumstances, as it might lead the other party to believe that he/she is doing business with SCG, resulting in considerable harm to the Company. However, if SCG has deal with the vendor to offer special price for personal use, employees can order on their behalf.

04

You have agreed to purchase from a vendor and has issued a purchase order/made a purchase agreement with the vendor. However, you wish to alter the terms of sale and purchase because you believe the Company will benefit from an extended payment term.

Advice

Terms of sale and purchase should be established in such a way that takes into account the business condition of the supplier. As such, payment terms should be set in accordance with the financial liquidity of the supplier to ensure fairness.

10. Doing Business Abroad and International Trading

10.1 Doing Business Abroad

10.2 International Trading

10.1 Doing Business Abroad

Principle

Any SCG business operation abroad, be it establishing a company, plant, office, branch, agent, or dealer; importing or exporting; or engaging in a joint venture, merging and acquisition overseas; must be done according to the laws and rules applicable in that country and good citizenship. Any such transaction must also take into account the circumstances, customs, traditions, and culture of each locality.

Guidelines

1. Fully comply with all the local laws of each country SCG conduct business as well as SCG Compliance Policy and relevant rules. In case SCG has guidelines, regulations, and procedures that are higher or better than stipulated by the laws, the guidelines, regulations and procedures of SCG must be complied.
2. Refuse doing any transaction likely to be against the local laws and consult your superior or SCG's legal counsel when you notice transactions that may be unclear, non-compliance with regulations or have conflicts with local laws, customs, traditions or culture.
3. Regularly monitor legal and regulatory updates in the countries where SCG operates. When in doubt, consult SCG legal counsel or relevant persons. In addition, assess risks and impacts of changes in laws and regulations in order to formulate suitable and prudent risk management plans.

Examples

01

If someone offers help in requesting plant license abroad claiming that he could access to competent officers who issue the license. However, this is against the procedure prescribed by law. What should you do?

Advice

Refuse that offer and follow normal procedure and report to your superior.

02

In case of taking over business abroad and the seller requests to put prices in the documents lower than actual prices to get tax benefits, what should you do?

Advice

You must refuse doing such a thing and consult SCG's legal counsel. You have to also study and find another solution that is more appropriate and legitimate.

10.2 International Trading

Principle

Import and export of goods or any SCG's transactions relating to foreign countries must strictly comply with relevant laws such as import and export, customs, product safety and consumer protection laws and relevant SCG's regulations and guidelines.

Guidelines

1. Study and follow up information of customers, vendors and prospective business partners. Avoid doing business with customers, vendors or business partners who do not comply with relevant laws or run suspicious business.
2. Frequently verify transactions to ensure compliance with laws.
3. Report information and submit relevant documents on import or export to relevant agents such as SCG internal units or government agencies. The information must be verified to be true.

Examples

01

You receive import invoice wrongly showing price of goods or details of goods, what will you do?

Advice

You should inform the business partner to revise the invoice to be clear and correct.

02

If a customer in a foreign country requests you to prepare documents containing contents not matching the agreed transaction to get tax benefits at the export country, what should you do?

Advice

You have to refuse preparing such document and report to your supervisor.

11. Business Competition

Principle

SCG is committed to fair business practices in compliance with the law and takes into account ethical trade practices when conducting business with its customers, suppliers and business partners, fair competition with other business operators, and trade competition laws of every country where SCG conducts business. In addition, SCG shall not engage in any act that may result in unfair trade or obstruct free competition and shall comply with its relevant policies and practices.

Guidelines

1. In the event that SCG has market dominance as defined by the law, it shall not abuse such dominance in a manner that restricts or distorts market mechanisms, such as by setting unfair product prices or terms of sale and restricting the purchasing choices of a supplier without justification.
2. SCG shall not enter into any agreement or exchange business information with its competitors or any person if such an act would disrupt, reduce, or limit fair competition between SCG and its competitors.
3. A merger, whether carried out locally or abroad, must be conducted correctly in accordance with the conditions and procedures stipulated in relevant trade competition laws, such as by seeking permission before initiating a merger or notifying relevant agencies afterwards as required on a case-by-case basis.
4. As trade competition laws and regulations are complicated and vary from one country to another, divisions whose duties pertain to domestic and overseas business operations must study and comply with relevant laws, rules, policies as well as SCG's guidelines relating to trade competition and consult SCG's legal counsel from the very start.

Examples

01

You have received an invitation from a competitor to meet and exchange ideas about marketing plans and allotting customers and sales territories. This would help reduce price competition in sales. What should you do?

Advice

Refuse to take part in the discussions, and make known that SCG's policy prohibits employees from exchanging ideas about such matters. This invitation should then be reported to your superior.

12. Anti-Laundering Measures

Principle

SCG complies with all guidelines and laws pertaining to the suppression of money laundering. SCG will not accept transfers or conversions of assets or support such actions insofar as they are related to criminal activities, and will prevent anyone using SCG as a channel or instrument for the dispersion or concealment of illegally obtained assets.

Guidelines

1. Before engaging in a transaction, find out if the contract partner legally obtained his/her money.
2. Do not transfer to unknown account or receive abnormal payment especially from the country not relating to the transaction.
3. If you notice an unusual transaction, immediately report it to your superior.

Examples

01

An overseas debtor asks to pay off his account with SCG via a tax haven, i.e., a country with a tax-related privilege or exemption. Is it possible?

Advice

Transfers or payments of money via tax havens are not illegal, but you must make sure that the contracting party is credible and has a business background open to investigation.

02

A debtor wants SCG to accept payment from an unknown individual who is not a party obligated to the contract.

Advice

Avoid receiving payment of debt from any person who is not a contracting party. If necessary, you should attempt to learn the source of all money involved in a transaction, relationship between debtor and transferor and background of the transferor.

Live by Our Code of Conduct

SCG Code of Conduct

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Investor Relations Code of Conduct

The Siam Cement Public Company Limited

The Siam Cement Public Company Limited has compiled this Investor Relations Code of Conduct to establish guidelines for correct and proper practices to which investor relations officers (IROs) can adhere. The Code of Conduct details fundamental principles regarding information disclosure, inside information protection, fair and equitable treatment of stakeholders, and integrity, all of which are consistent with SCG Corporate Governance and form a basis on which added value can be created and the Company can inspire confidence in its shareholders, investors, the general public, and every stakeholder.

The Investor Relations Code of Conduct comprises four main principles as follows:

1. Disclosing information material to investment decisions accurately, sufficiently and timely
2. Handling and protecting inside information
3. Disclosing information fairly and equitably
4. Performing duties with integrity

1. Disclosing information material to investment decisions accurately, sufficiently and timely

1.1 Disclose information material to investment decisions accurately, sufficiently, and in a timely fashion in accordance with the rules and regulations of the authorities concerned such as the Securities and Exchange Commission (SEC) and the Stock Exchange of Thailand (SET).

1.2 Exercise their discretion and caution in disclosing information and refuse to divulge trade secrets or information that may compromise the Company's competitive.

1.3 Disclose information in a regular and clear manner and exercise caution to prevent misunderstanding or misinterpretation. In addition, they must provide both positive and negative facts, ensure sufficient details for a clear understanding, and recognize that a disclosure of complete information will enable information receivers to better approximate and predict the Company's current and future performance.

1.4 Clarify facts to the general public in the timely manner in accordance with the rules and regulations of the SET and relevant authorities upon the surfacing of rumors, news leaks, inaccurate understanding among stakeholders, or any information about the company that may significantly influence investment decisions or the price or value of the Company's securities.

1.5 Do not disclose inaccurate information or information that is conjectural or predictive in nature, either verbally or in written forms, prior to public disclosure with the intention to manipulate the purchasing of the Company's shares.

1.6 Do not provide negative or slanderous information about the Company's competitors or stakeholders.

1.7 Establish information dissemination channels or sources to ensure equitable disclosure of information.

2. Handling and protecting inside information

2.1 Do not use inside information which is material and not yet to be publicly disclosed for IROs' own interest or the interest of others and must not disclose such information until it has been publicly disclosed in accordance with relevant rules and regulations.

2.2 Comply with laws, rules, regulations, and the Company's policies related to handling of inside information. Material information that may affect performance should be disclosed through channels provided by the SET before it is relayed to any specific investor group.

2.3 Adopt a "Quiet Period" of at least two weeks prior to the disclosure of the Company's financial statements, during which IROs will not host a meeting or provide analysts and investors with information or answer questions related to the Company's short-term performance.

3. Disclosing information fairly and equitably

3.1 Host activities for different stakeholder groups as deemed appropriate to offer opportunity to each group for equal and fair access to information and ensure that no group is placed in a disadvantageous position or has their investment opportunities compromised.

3.2 Provide channel with equal opportunity for all stakeholders to contact and make enquiries and must not extend special privileges to any particular group of stakeholders.

3.3 Disclose promptly the information presented in exclusive meetings such as roadshow and analyst presentations on the Company's websites and the channels provided by the SET after such meetings so that it becomes publicly available.

3.4 Treat each stakeholder group as the following guidelines:

(1) Investors

- Treat all investors, retail or institutional, equally.
- Provide opportunity to retail investors for the same level of access to data as analysts and institutional investors.
- Do not discriminate in accepting one-on-one meetings with institutional investors or investor groups.

(2) Analysts

- Offer analysts from every securities company equal opportunities to attend analyst meetings arranged by the Company.
- Do not give any gift or reward to analysts with the intention to influence them to write analysis for the Company or write reports on the Company in a positive light.
- Respect the report and opinion of analysts. Should such a report of opinion includes or provides inaccurate information, IROs may offer clarifications.

(3) Media

- Give opportunity to the media equal access to accurate, clear, and pertinent information.
- Do not disclose information that is about to be publicly disclosed in the media to any specific media outlet in advance.
- Do not give any gift or reward to analysts with the intention to influence them to write groundless news or articles for the Company.

(4) Regulators

- Cooperate in providing vital and appropriate information when requested by regulators.

- Do not give any gift or reward to regulators with the expectation of special treatment in return.

(5) Internal parties

- Host activities occasionally so that the executives of the Company can meet different stakeholder groups as deemed appropriate.
- Report to the Board of Directors and the executives all useful information that helps add value to the Company such as results of investor relations activities, opinions of analysts and investors, and capital market sentiment.
- Communicate the Company's Investor Relations Code of Conduct to employees with responsibilities relating to investor relations so as to establish a uniform practice consistent with that of IROs.

(6) Other stakeholders

- Disclose information to other stakeholders accurately, sufficiently, timely, and equitably. Should a disclosure be necessitated for certain business operations, utmost caution must be exercised to safeguard confidentiality.

4. Performing duties with integrity

4.1 Do not receive gifts or reward that may be construed as personal incentives or gain.

4.2 Avoid actions that constitute conflicts of interest with the Company such as the use of the Company's assets or information for personal gain.

4.3 Do not exploit their relationship or information obtained as IROs to seek personal gain.

4.4 Comply with SCG policies and Code of Conduct and report to supervisors should noncompliance of the Investor Relations Code of Conduct arise.

SCG Supplier Code of Conduct

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สงวนลิขสิทธิ์ พ.ศ. 2565 : จัดทำโดย Sustainable Supplier Committee
First Published : November 2022 - 1,000 Copies
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SCG Supplier Code of Conduct
จรรยาบรรณคู่ธุรกิจเอสซีจี

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สารจากกรรมการผู้จัดการใหญ่ เอสซีจี

เอสซีจีมุ่งมั่นดำเนินธุรกิจตามแนวทางการพัฒนาอย่างยั่งยืน ทุ่มเทพัฒนาสินค้าและบริการ รวมถึงกระบวนการดำเนินธุรกิจตลอดห่วงโซ่คุณค่า เพื่อยกระดับความเป็นอยู่ของสังคมให้ดีขึ้นควบคู่กับการสร้างโลกที่สมดุล ตอบสนองต่อการเปลี่ยนแปลงอย่างรวดเร็วของลูกค้าและโลกในวันข้างหน้า รวมถึงการกำกับดูแลกิจการที่ดีตามหลักบรรษัทภิบาล สอดคล้องกับกรอบการพัฒนาอย่างยั่งยืนของเอสซีจี มุ่งเน้นการร่วมมือกันอย่างเต็มศักยภาพของคู่ธุรกิจกับเอสซีจี

จรรยาบรรณคู่ธุรกิจเอสซีจี (SCG Supplier Code of Conduct) ได้จัดทำขึ้นเป็นลายลักษณ์อักษรครั้งแรกตั้งแต่ปี พ.ศ. 2556 และในปี พ.ศ.2565 ได้ปรับปรุงเนื้อหาให้ชัดเจน สอดคล้องกับสถานการณ์ ครอบคลุมกฎเกณฑ์ แนวทางปฏิบัติต่อผู้มีส่วนได้เสียที่กว้างขวางขึ้น นโยบายที่เกี่ยวข้อง มาตรฐานสากล รวมถึงแนวทางการดำเนินธุรกิจในปัจจุบัน ทั้งนี้เพื่อให้สอดคล้องกับการกำกับดูแลกิจการที่ดีตามหลักบรรษัทภิบาล และแนวทางการดำเนินธุรกิจอย่างยั่งยืน ESG (Environmental, Social and Governance) ของเอสซีจี เพื่อเป็นแนวทางให้คู่ธุรกิจร่วมกันปฏิบัติตนเป็นพลเมืองดีควบคู่ไปกับการกำกับดูแลกิจการที่คำนึงถึงสังคม สิ่งแวดล้อม และสภาพภูมิอากาศอย่างเป็นรูปธรรม ตลอดจนใช้เป็นมาตรฐานในการดำเนินธุรกิจร่วมกัน

เอสซีจีหวังเป็นอย่างยิ่งว่า **“จรรยาบรรณคู่ธุรกิจเอสซีจี”** (SCG Supplier Code of Conduct) ฉบับนี้ จะเป็นความร่วมมือสำคัญในการพัฒนาธุรกิจให้เติบโตไปด้วยกันอย่างยั่งยืน พร้อมสร้างและส่งต่อโลกที่ดีกว่าให้แก่ผู้มีส่วนได้เสียทุกภาคส่วนในห่วงโซ่คุณค่าต่อไป

รุ่งโรจน์ รังสิโยภาส
กรรมการผู้จัดการใหญ่ เอสซีจี

Message from President & CEO of SCG

SCG strives to operate its businesses in accordance with sustainable development and seeks to actively develop products, services, as well as business operations across the value chain in order to enhance the quality of life in society, create a more balanced world, and respond to rapid changes both in terms of customers and the world in the future. SCG also oversees its businesses in adherence to the principles of corporate governance and in line with SCG Sustainable Development Framework, placing emphasis on full collaboration with its business partners.

First compiled in writing in 2013, the SCG Supplier Code of Conduct is hereby revised in 2022 to improve the clarity and alignment with the current situation and expand the coverage of rules, regulations, stakeholder engagement practices, relevant policies, international standards, as well as current guidelines for business operation in order to ensure consistency with corporate governance principles and SCG's business practice with ESG (Environmental, Social and Governance) integration and providing guidelines that promote among its suppliers good citizenship and business conduct that addresses social, environmental, and climate concerns in a concrete manner. The supplier code of conduct also serves as a standard for business cooperation.

SCG hopes that the revised SCG Supplier Code of Conduct will be a mutual pact that leads to business development and mutual growth for both SCG and its suppliers and advances efforts to create and pass on a better world to stakeholders in all sectors across the value chain.

Roongrote Rangsiyopash
President and CEO

อุดมการณ์และจรรยาบรรณเอสซีจี

เอสซีจีมีอุดมการณ์และจรรยาบรรณในการดำเนินธุรกิจอย่างมีคุณธรรม โดยยึดมั่นในความรับผิดชอบต่อผู้มีส่วนเกี่ยวข้องทุกฝ่าย ซึ่งทั้งคณะกรรมการบริษัท ฝ่ายจัดการ ตลอดจนพนักงานทุกระดับได้ถือปฏิบัติอย่างสม่ำเสมอ โดยมีแนวทางสอดคล้องกับหลักบรรษัทภิบาล ซึ่งเป็นหลักการบริหารองค์กรที่ได้รับการยอมรับในระดับสากล ส่งผลให้เอสซีจีเจริญก้าวหน้าและได้รับความเชื่อถือตลอดมา

อุดมการณ์ในการดำเนินธุรกิจของเอสซีจี

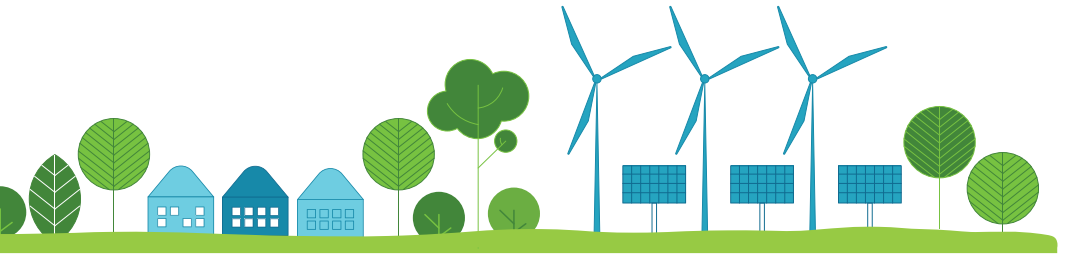
- **ตั้งมั่นในความเป็นธรรม :** เอสซีจีมีความรับผิดชอบที่จะให้ผู้มีส่วนได้เสียทุกฝ่ายได้รับความเป็นธรรม
- **มุ่งมั่นในความเป็นเลิศ :** เอสซีจีมุ่งกระทำสิ่งที่ถูกต้องด้วยความตั้งใจให้เกิดผลในทางที่เป็นเลิศเสมอ
- **เชื่อมั่นในคุณค่าของคน :** เอสซีจีถือว่าพนักงานเป็นทรัพยากรอันมีคุณค่าที่สุด
- **ถือมั่นในความรับผิดชอบต่อสังคม :** เอสซีจีปฏิบัติตนเป็นพลเมืองที่ดีในทุกชุมชนและทุกประเทศที่เข้าไปดำเนินธุรกิจ

SCG Business Philosophy and Code of Conduct

SCG's business philosophy and code of conduct have underlined our commitment to operating business with ethics and responsibility to our stakeholders. This has been consistently adopted and practiced by the Board of Directors, management, and employees at all levels. SCG business ethics are aligned with internationally recognized principles of corporate governance, which have enabled SCG to advance its business and gain acceptance from all circles.

SCG Business Philosophy

- **Adherence to Fairness:** SCG is committed to the concept of fairness to all parties concerned.
- **Dedication to Excellence:** SCG always strives to do the right thing with an intention to achieve excellence.
- **Belief in the Value of Individuals:** SCG is convinced that each of our staff constitutes our most valuable assets
- **Concern for Social Responsibility:** SCG fully performs its duty as a good corporate citizen by contributing to the communities and countries where it operates.



จรรยาบรรณคู่ธุรกิจเอสซีจี

เอสซีจีดำเนินธุรกิจอย่างมีคุณธรรมตามหลักบรรษัทภิบาลและจรรยาบรรณเอสซีจี ควบคู่กับความมุ่งมั่นในการดูแล ส่งเสริม สนับสนุนต่อสังคมและสิ่งแวดล้อมตามแนวทางการพัฒนาอย่างยั่งยืน ซึ่งเป็นปัจจัยสำคัญที่นำมาสู่ความสมดุลของสังคม สิ่งแวดล้อม และธุรกิจ ให้สามารถเจริญเติบโตควบคู่กันได้อย่างยั่งยืน

เอสซีจีมีเจตนารมณ์ ที่จะส่งเสริมแนวคิดนี้ออกไปยังคู่ธุรกิจ ซึ่งเป็นผู้มีส่วนสำคัญในการดำเนินธุรกิจของเอสซีจี จึงได้จัดทำ **“จรรยาบรรณคู่ธุรกิจเอสซีจี”** เพื่อให้คู่ธุรกิจร่วมกันนำหลักการและแนวคิดดังกล่าวไปปฏิบัติในการดำเนินธุรกิจ รวมถึงสนับสนุนให้คู่ธุรกิจนำไปขยายผลปรับใช้เป็นนโยบาย มาตรฐาน และแนวทางในการดำเนินงานกับคู่ธุรกิจของตนเอง เพื่อให้เกิดความเป็นธรรม โปร่งใส และสร้างคุณค่าให้แก่ผู้มีส่วนได้เสียอย่างยั่งยืน ตลอดห่วงโซ่คุณค่า ตั้งแต่การออกแบบ การจัดซื้อจัดหา การผลิตสินค้าบริการ การกระจายสินค้า และโลจิสติกส์ รวมถึงการจัดการของเสียและผลิตภัณฑ์หลังการใช้งาน ตลอดจนปฏิบัติตัวเป็นพลเมืองดีควบคู่ไปกับการกำกับดูแลกิจการเพื่อสังคม สิ่งแวดล้อม

เอสซีจีคาดหวังว่านอกเหนือจากการปฏิบัติตามข้อกำหนด ข้อบังคับ กฎหมายที่เกี่ยวข้อง ตลอดจนแนวทางปฏิบัติอันเป็นสากลแล้ว คู่ธุรกิจควรศึกษาและทำความเข้าใจ เพื่อนำหลักการในจรรยาบรรณคู่ธุรกิจ เอสซีจีไปใช้เป็นแนวปฏิบัติในการดำเนินธุรกิจได้อย่างถูกต้อง โดยเอสซีจีจะให้ความช่วยเหลือ ส่งเสริม สนับสนุนให้คู่ธุรกิจดำเนินธุรกิจอย่างมีจริยธรรม เคารพสิทธิเสรีภาพ ดูแลด้านแรงงานและสิทธิมนุษยชน ดูแลด้านอาชีวอนามัย ความปลอดภัย และสิ่งแวดล้อม รวมทั้งติดตามการนำ **“จรรยาบรรณคู่ธุรกิจเอสซีจี”** ไปปฏิบัติให้บรรลุตามวัตถุประสงค์ ทั้งนี้หากคู่ธุรกิจปฏิบัติไม่สอดคล้องกับ **“จรรยาบรรณคู่ธุรกิจเอสซีจี”** เอสซีจีขอสงวนสิทธิ์ในการดำเนินการใด ๆ กับคู่ธุรกิจ โดยพิจารณาจากผลกระทบและความเสียหายที่เกิดขึ้น

สำหรับหลักการ ที่นำมาจัดทำ **“จรรยาบรรณคู่ธุรกิจเอสซีจี”** นอกจากข้อกำหนด ข้อบังคับ กฎหมายที่เกี่ยวข้อง และจรรยาบรรณเอสซีจีแล้ว ยังได้อ้างอิงถึงกฎบัตรและมาตรฐานต่างๆ ซึ่งเป็นที่ยอมรับในระดับสากล เช่น ปฏิญญาสากลว่าด้วยสิทธิมนุษยชน (Universal Declaration of Human Rights:UDHR) องค์กรแรงงานระหว่างประเทศ (International Labour Organization: ILO) ข้อตกลงโลกแห่งสหประชาชาติ (UN Global Compact) มาตรฐานความรับผิดชอบทางสังคม (Social Accountability International: SAI) เป็นต้น

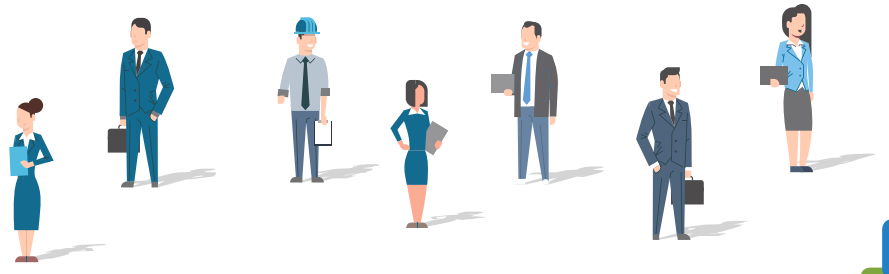
SCG Supplier Code of Conduct

SCG conducts its business with integrity in line with the principles of good corporate governance and SCG Code of Conduct and is committed to supporting society and the environment in accordance with the sustainable development approach to achieve an economic, social, and environmental balance, enabling them to grow alongside each other in a sustainable way.

To disseminate this concept to its suppliers, who play a vital role in SCG's business success, SCG has developed this **Supplier Code of Conduct** to provide guidance for applying relevant principles and concepts to their businesses and encourage them to adopt the Supplier Code of Conduct as policies, standards, and guidelines for conducting business with their own suppliers in order to ensure fairness and transparency and generate value for stakeholders across the value chain sustainably, from the process of designing, procurement, manufacturing, provision of services, distribution and logistics, all the way to waste and post-consumer material management, as well as to promote among its suppliers good citizenship and corporate governance for society and the environment.

In addition to compliance with rules, regulations, all applicable laws, and international best practices, SCG expects its suppliers to learn and be able to correctly apply the principles set forth in this **SCG Supplier Code of Conduct** to their business operations. To this end, SCG seeks not only to provide assistance and support, so that its suppliers operate ethically, respect labor and human rights, and adhere to principles for occupational health, safety, and the environment, but also to monitor the adoption of the SCG Supplier Code of Conduct to fruition. Should any supplier fail to comply with the **SCG Supplier Code of Conduct**, SCG reserves the right to take appropriate action considering the degree of the impacts and damage incurred.

Apart from rules, regulations, applicable laws, and **SCG Code of Conduct**, the SCG Supplier Code of Conduct was also founded upon internationally accepted charters and standards, including the Universal Declaration of Human Rights (UDHR), International Labor Organization (ILO), UN Global Compact, and Social Accountability International (SAI), etc.



Business Ethics

จริยธรรมทางธุรกิจ

ความซื่อสัตย์สุจริตทางธุรกิจ

ดำเนินธุรกิจบนพื้นฐานของความถูกต้อง ซื่อสัตย์สุจริต มีจริยธรรม มีความโปร่งใส รวมถึงปฏิบัติตามกฎหมายและระเบียบที่เกี่ยวข้องกับการดำเนินธุรกิจในแต่ละท้องถิ่นหรือแต่ละประเทศอย่างเคร่งครัด ไม่ทำการใด ๆ อันเป็นวิธีที่ทุจริต คอร์รัปชั่น ติดสินบน ไม่ว่าจะอยู่ในรูปแบบใดๆ โดยการเสนอให้ สัญญาว่าจะให้ มอบให้ ให้คำมั่นว่าจะให้ เรียกร้อง หรือรับ ซึ่งเงินทรัพย์สิน หรือประโยชน์อื่นใดแก่เจ้าหน้าที่ของรัฐ หน่วยงานรัฐ หน่วยงานของเอกชน หรือผู้ที่มีหน้าที่ไม่ว่าจะโดยทางตรงหรือทางอ้อม เพื่อให้บุคคลดังกล่าวปฏิบัติหรือละเว้นการปฏิบัติหน้าที่ ตามนโยบายต่อต้านคอร์รัปชัน (Anti-corruption Policy)

ความเป็นธรรม

ดำเนินธุรกิจด้วยความรับผิดชอบที่จะให้ผู้มีส่วนได้เสียทุกฝ่ายได้รับการปฏิบัติที่เป็นธรรม รวมถึงปฏิบัติตามกฎหมายการแข่งขันทางการค้าเพื่อให้เกิดความเป็นธรรมในการแข่งขัน ไม่ทำให้เกิดการได้เปรียบผู้อื่นเพื่อให้ตนเองหรือบุคคลอื่นใดได้รับผลประโยชน์ที่ไม่ควรได้รับ ตามนโยบายการแข่งขันทางการค้า (Anti-Trust Policy)

การเปิดเผยข้อมูล

เปิดเผยข้อมูลของตนโดยยึดถือหลักความเป็นธรรม โปร่งใส ตรวจสอบได้ โดยต้องมั่นใจได้ว่าเป็นการเปิดเผยข้อมูลที่ถูกต้องชัดเจน ทันสมัย สอดคล้องกับกฎหมายและเป็นไปอย่างเท่าเทียมกัน

การรักษาความลับและการคุ้มครองข้อมูลส่วนบุคคล

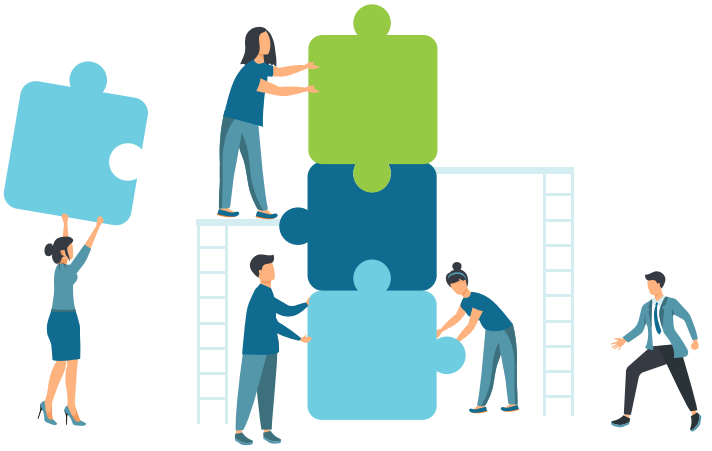
ไม่เผยแพร่หรือไม่นำข้อมูลที่เป็นความลับของลูกค้า และผู้เกี่ยวข้องของคู่ธุรกิจไปใช้โดยที่ไม่ได้รับความยินยอม การดำเนินการใด ๆ ที่เกี่ยวข้องกับข้อมูลของลูกค้าและผู้เกี่ยวข้องทางธุรกิจ ทั้งการเก็บรวบรวม การใช้ และการเปิดเผย ต้องดำเนินการเพื่อให้เจ้าของข้อมูลได้รับการคุ้มครองสิทธิอย่างครบถ้วน และสอดคล้องกับกฎหมาย

สิทธิในทรัพย์สินทางปัญญา

เคารพสิทธิในทรัพย์สินทางปัญญาของผู้อื่น และไม่ละเมิดสิทธิดังกล่าว

Business Ethics

Business Ethics



Business Integrity

SCG suppliers shall conduct business on the basis of correctness, honesty, integrity, and transparency and strictly comply with all applicable laws and regulations in each locality or country. They shall also not engage in any fraud, corruption, or bribery in any form, such as by offering, promising, giving, demanding, or receiving any money, gifts, or other benefits from or to any government officials, government agencies, private agencies, or persons in charge, either directly or indirectly in return for a favor or neglect of duty, in accordance with the Anti-corruption Policy.

Fairness

SCG suppliers shall conduct business responsibly to ensure fair treatment of all stakeholders as well as comply with anti-trust laws to ensure fair competition and prevent undue advantage either for themselves or others, in accordance with the Anti-trust Policy.

Disclosure

SCG suppliers shall disclose their information with fairness, transparency, and accountability, ensuring that such disclosure is accurate, complete, current, compliant with the law, and equitable.

Confidentiality and Personal Data Protection

SCG suppliers shall not publish or use confidential data of its customers and relevant parties without consent. Any operation related to the personal data of the customers and relevant business parties, including collection, use, and disclosure, must be conducted in such a way that full protects the rights of the data owner and complies with the law.

Intellectual Property

SCG suppliers shall respect the intellectual property rights of others and undertake not to allow violation of such rights.

Labor & Human Rights

แรงงานและสิทธิมนุษยชน

การไม่เลือกปฏิบัติ

คำนึงถึงศักดิ์ศรีความเป็นมนุษย์ ความเท่าเทียมกัน และความเป็นธรรม โดยไม่เลือกปฏิบัติต่อลูกจ้าง เพราะความแตกต่างทางกาย จิตใจ เชื้อชาติ สัญชาติ ศาสนา เพศ อายุ การศึกษา หรือเรื่องอื่นใด

การคุ้มครองแรงงาน

- ไม่จ้างแรงงานเด็กที่อายุไม่ถึงเกณฑ์ตามที่กฎหมายกำหนด ในกรณีที่คู่ธุรกิจจ้างแรงงานเด็กที่มีอายุมากกว่าเกณฑ์ที่กฎหมายกำหนด ต้องจัดให้แรงงานได้รับความคุ้มครองตามที่กฎหมายกำหนดทุกประการรวมทั้งการพัฒนาและส่งเสริมคุณภาพชีวิตและการทำงานอย่างเหมาะสม
- ไม่ให้ลูกจ้างหญิงทำงานในลักษณะที่อาจเป็นอันตรายต่อสุขภาพและความปลอดภัย ในกรณีลูกจ้างซึ่งเป็นหญิงมีครรภ์ต้องจัดให้ได้รับความคุ้มครองและสิทธิประโยชน์ตามที่กฎหมายกำหนด
- การจ้างแรงงานต่างด้าว ต้องดำเนินการให้เป็นไปตามที่กฎหมายกำหนดอย่างถูกต้องครบถ้วน

การไม่บังคับใช้แรงงาน

ไม่ใช้หรือได้รับประโยชน์จากการบังคับใช้แรงงานในลักษณะที่เป็นแรงงานบังคับ ทาส แรงงานขัดหนี้ หรือรูปแบบอื่นๆ ของการใช้แรงงานโดยไม่สมัครใจ ซึ่งรวมถึงการลงโทษทางกาย การขู่เข็ญ การกักขัง การคุกคามข่มขู่ การล่วงละเมิด การค้ามนุษย์ หรือการใช้ความรุนแรงไม่ว่าจะอยู่ในรูปแบบใดๆ

ค่าจ้างและผลประโยชน์

ดำเนินการจ่ายค่าจ้าง ค่าทำงานล่วงเวลา ค่าทำงานในวันหยุด และผลประโยชน์ที่ลูกจ้างพึงได้รับอย่างถูกต้องเป็นธรรม และไม่ต่ำกว่าอัตราที่กฎหมายกำหนด จ่ายค่าจ้าง ค่าทำงานล่วงเวลา หรือผลประโยชน์อื่นใดให้กับลูกจ้างตรงตามกำหนดเวลา

ระยะเวลาการทำงาน

ไม่ให้ลูกจ้างทำงานเป็นเวลานานเกินกว่าที่กฎหมายกำหนด ทั้งนี้ ในการทำงานล่วงเวลาหรือการทำงานในวันหยุดต้องเป็นความสมัครใจของลูกจ้าง รวมทั้งจัดให้ลูกจ้างมีวันหยุด วันลาไม่น้อยกว่าที่กฎหมายกำหนด

อิสระในการรวมกลุ่มและการเจรจาต่อรอง

ให้อิสระในการรวมกลุ่ม และสิทธิในการเจรจาต่อรองตามกฎหมายของลูกจ้าง

การดูแลการละเมิดสิทธิมนุษยชน

ประเมิน ทบทวน และดูแลประเด็นด้านแรงงาน สิทธิมนุษยชน เพื่อป้องกันการละเมิดสิทธิมนุษยชนในการดำเนินธุรกิจ

Labor & Human Rights

Labor & Human Rights

Non-discrimination

SCG suppliers shall respect human dignity, equality, and fairness and shall not discriminate against employees on the grounds of physical or mental differences, race, nationality, religion, gender, age, education, or any other matter.

Labor Protection

- SCG suppliers shall not employ child labor younger than the legally required minimum age. Should child labor above the legally required minimum age be employed, their legally mandated rights shall be fully protected and proper development and promotion of quality of life and work be provided.
- Female employees shall not engage in work which may harm their health and safety. Pregnant workers shall be protected and provided their legally-mandated benefits.
- Employment of foreign workers must be fully compliant with legal requirements.

Prevention of Involuntary Labor

SCG suppliers shall not use or exploit forced labor, in the form of slavery, debt bondage, or any other forms of involuntary labor, nor engage in corporal punishment, threat, confinement, coercion, harassment, human trafficking, or any other means of violence.

Wages and Benefits

SCG suppliers shall pay workers wages, overtime pay, and holiday pay, as well as provide legally mandated benefits accurately, fairly, and not less than the minimum wage according to applicable laws. Wages, overtime pay, and other benefits shall be allocated within the time set.

Working Hours

SCG suppliers shall not force workers to work longer than the maximum working hours specified by applicable Laws. Working overtime or working on a public holiday must be on a voluntary basis. Workers must be granted holidays and leave as required by applicable laws.

Freedom of association and right to collective bargaining

Employees shall have freedom to organize and bargain collectively as prescribed by applicable laws.

Prevention of Human Rights Violations

SCG suppliers shall assess, review, and oversee labor and human rights issues to prevent human rights violations in business operations

Occupational Health & Safety

อาชีวอนามัยและความปลอดภัย Occupational Health & Safety

ความปลอดภัยและสภาพแวดล้อมในการทำงาน

จัดให้มีการดำเนินการด้านความปลอดภัยของลูกจ้างและผู้เกี่ยวข้อง โดยจัดเตรียมสภาพแวดล้อมในการทำงานให้ปลอดภัย ถูกสุขอนามัย ตรวจสอบความพร้อมของสุขภาพลูกจ้าง อบรมให้ความรู้และสร้างความตระหนัก ลดและควบคุมความเสี่ยงของการเกิดอุบัติเหตุ และผลกระทบต่อสุขภาพที่อาจเกิดขึ้นจากการปฏิบัติงาน การขนส่ง การบริการ ตลอดจนมีแนวทางในการควบคุมสถานการณ์ฉุกเฉินเพื่อลดความสูญเสีย การเข้าในพื้นที่ปฏิบัติงาน หรือการขนส่งสินค้า ให้ปฏิบัติตามกฎความปลอดภัย กฎพิทักษ์ชีวิต มาตรฐานความปลอดภัยที่เกี่ยวข้องกับความเสี่ยง และมาตรฐานความปลอดภัยในการขนส่งผลิตภัณฑ์

อุปกรณ์ป้องกันอันตรายส่วนบุคคล

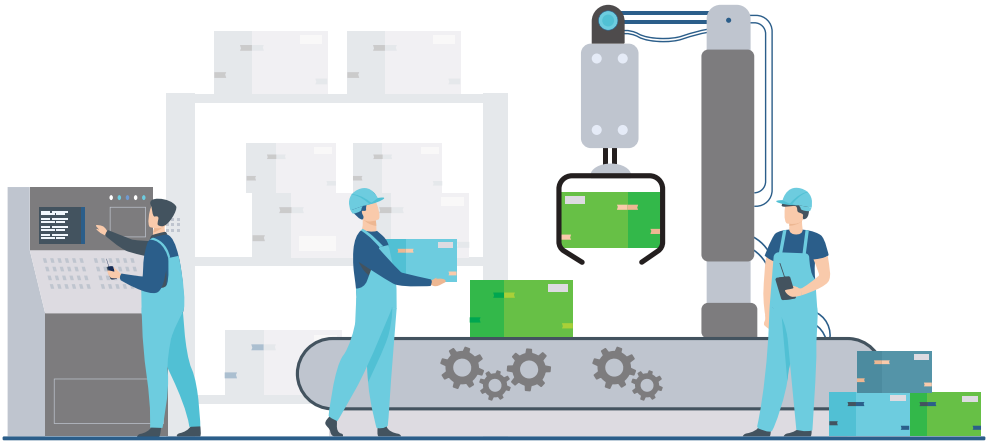
จัดให้มีอุปกรณ์ป้องกันอันตรายส่วนบุคคลให้กับลูกจ้างที่สอดคล้องตามความเสี่ยงอย่างเพียงพอ พร้อมใช้งาน และควบคุมให้เกิดการใช้งานอุปกรณ์ดังกล่าว

Safety and Working Environment

SCG suppliers shall undertake into ensure the safety of their workers and all parties involved by providing a safe and healthy work environment; examining their readiness and physical health, organizing training and building awareness; reducing and controlling accident risks and health impacts associated with performance of duty, transportation, and service; and establishing emergency plans in order to reduce loss. Entry into work areas, goods transportation, and road safety must be carried out in accordance with safety rules, Life Saving Rules, safety standards on related risks, as well as Goods Transportation Safety Standards.

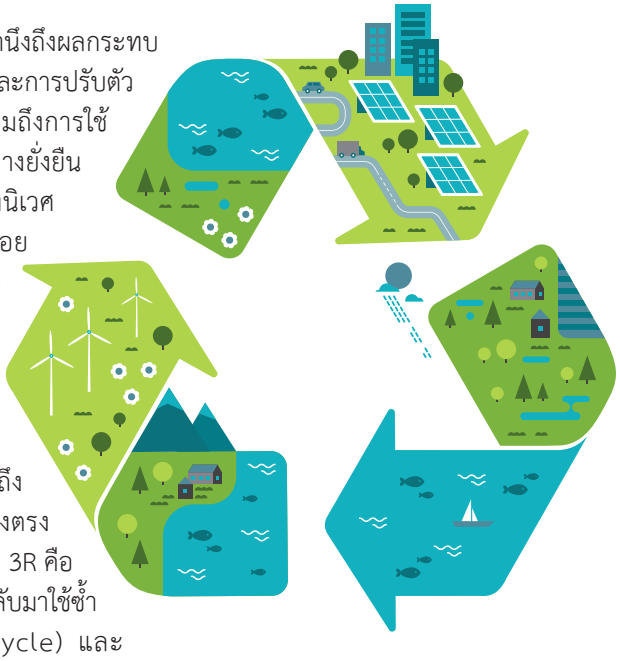
Personal Protective Equipment

SCG suppliers shall provide workers with sufficient and reliable personal protective equipment appropriate for risk exposure and ensure its utilization.



Environment and Climate Resilience

สิ่งแวดล้อมและการรับมือกับการเปลี่ยนแปลงสภาพภูมิอากาศ
Environment and Climate Resilience



ดำเนินงานด้วยความใส่ใจ และคำนึงถึงผลกระทบต่อสิ่งแวดล้อม การอนุรักษ์สิ่งแวดล้อม และการปรับตัวต่อการเปลี่ยนแปลงสภาพภูมิอากาศ รวมถึงการใช้ทรัพยากรธรรมชาติ พลังงาน และน้ำอย่างยั่งยืน ผ่านการดำเนินงานด้านประสิทธิภาพเชิงนิเวศและเศรษฐกิจหมุนเวียน การลดการปล่อยมลพิษทางอากาศ การลดการก่อให้เกิดน้ำเสียและของเสียทั้งของเสียอันตรายและไม่อันตราย การอนุรักษ์ความหลากหลายทางชีวภาพและระบบนิเวศ ด้วยความมุ่งมั่นในการสร้างผลกระทบสุทธิเชิงบวกทางธรรมชาติ ให้ครอบคลุมถึงคู่ธุรกิจของตนเอง และผู้ให้บริการทั้งทางตรงและทางอ้อม การดำเนินกิจกรรมตามหลัก 3R คือ การลดปริมาณการใช้ (Reduce) การนำกลับมาใช้ซ้ำ (Reuse)/การนำกลับมาใช้ใหม่ (Recycle) และการสร้างทดแทน (Replenish)

- ให้ความร่วมมือในการผลักดันการติดตาม ปรับปรุง ให้ข้อมูล และเปิดเผยข้อมูลการปล่อยก๊าซเรือนกระจกและสิ่งแวดล้อม ตามความคาดหวังขององค์กร เอสซีจี และผู้มีส่วนได้เสียที่เกี่ยวข้อง
- ส่งเสริมและสนับสนุนให้มีนโยบาย เป้าหมาย แผนหรือกิจกรรม ที่สร้างความมีส่วนร่วมในการลดผลกระทบต่อสิ่งแวดล้อม และลดการปล่อยก๊าซเรือนกระจก
- เสริมสร้างความรู้และความตระหนักเรื่องการบริหารจัดการสิ่งแวดล้อมและสภาพภูมิอากาศให้พนักงาน ลูกค้า คู่ธุรกิจ และผู้มีส่วนได้เสียที่เกี่ยวข้อง

SCG suppliers shall take into account environmental impact, environmental conservation, and adaptability to climate change, as well as sustainable use of natural resources, energy, and water in their business operations through eco-efficiency and circular economy activities, reduction of air pollution emissions, reduction of generation of wastewater and waste, hazardous or otherwise, conservation of biodiversity and ecosystems, with a determination to create a net positive impact and extend such efforts to their suppliers and service providers both directly and indirectly, consistent with the 3R concept, comprising Reduce, Reuse/Recycle, and Replenish.

- SCG suppliers shall cooperate in efforts to follow up on, update, provide, and disclose data on environment and greenhouse gas emissions in accordance with the expectations of the organization, SCG, and relevant stakeholders.
- SCG suppliers shall encourage and support policies, goals, plans, and activities that promote participation in reduction of environmental impacts and greenhouse gas emissions.
- SCG suppliers shall foster knowledge and awareness of environment and climate management among their employees, customers, business partners, and stakeholders.

Laws and Requirements

กฎหมายและข้อกำหนด
Laws and Requirements

ปฏิบัติตามกฎหมาย ข้อกำหนด และกฎระเบียบต่าง ๆ ที่เกี่ยวข้องทั้งหมด

SCG suppliers shall comply with all relevant laws, requirements, and regulations.

การรายงานข้อร้องเรียนและแจ้งเบาะแส Whistleblowing

เอสซีจีมีระบบร้องเรียนหรือแจ้งเบาะแสซึ่งเป็นไปตามหลักสากล ในกรณีที่ท่านทราบหรือพบเห็นการกระทำของบุคคลากรของเอสซีจี หรือบุคคลใดๆ ที่กระทำการแทนเอสซีจี หรือคู่ธุรกิจของเอสซีจีไม่ปฏิบัติตามจรรยาบรรณคู่ธุรกิจเอสซีจี หรือได้รับความเดือดร้อน เสียหาย จากการทุจริต คอร์รัปชัน ไม่ปฏิบัติตามกฎหมาย กฎระเบียบ ข้อบังคับ สามารถร้องเรียนและแจ้งเบาะแสเกี่ยวกับการกระทำดังกล่าวได้ตามนโยบายการรับเรื่องร้องเรียนการทุจริตและการกระทำผิด (Whistleblowing Policy) ได้ที่ https://whistleblowing.scg.com/ โดยเอสซีจีจะรักษาข้อมูลของผู้ร้องเรียนหรือผู้แจ้งเบาะแสเป็นความลับ และดำเนินการตามระเบียบปฏิบัติต่อไป

SCG has established a whistleblowing system in accordance with international principles. If you are aware of or witness SCG personnel or any other person acting on behalf of SCG or an SCG supplier failing to comply with the Supplier Code of Conduct or suffering damage resulting from frauds or corruption or failing to comply with applicable laws, rules, and regulations, you can submit for a report or a tip-off in accordance with the Whistleblowing Policy at https://whistleblowing.scg.com/. SCG will keep the information of the complainant or informant confidential and will proceed according to the prescribed protocol.

Business Ethics
Labor & Human Rights
Occupational Health & Safety
Environment and Climate Resilience
Laws and Requirements

เอสซีจี มุ่งหวังให้หนังสือเล่มนี้เป็นมิตรต่อสิ่งแวดล้อม จึงจัดพิมพ์บนกระดาษกรีนการ์ดที่ผลิตจากเยื่ออีโคไฟเบอร์ 100% จาก SCGP ที่ได้รับการรับรองฉลากสิ่งแวดล้อม SCG Green Choice พิมพ์ด้วยหมึกถั่วเหลือง และไม่ผ่านกระบวนการอาบสารเคมี หรือใช้เทคนิคการพิมพ์พิเศษ

SCG ensures this report is environmentally-friendly by printing on SCGP's Green Card paper which is 100% made from EcoFiber certified by SCG Green Choice. Soy Ink is used in the printing process without laminating or any special printing techniques.

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