

**Business Ethics
and
Code of Conduct**

Silicon Craft Technology Public Company Limited

Announcement

SIC-BC-PLC-2024-024

Subject: Business Ethics and Code of Conduct Handbook

Company: Silicon Craft Technology Public Company Limited

In order to ensure that the operations of the Board of Directors, executives and employees of Silicon Craft Technology Public Company Limited ("the Company") are conducted to the highest standards of quality and ethics, the Company has undertaken the process of enhancing the Business Ethics and Code of Conduct Handbook. This is to provide guidelines for work practices and collectively uphold a good reputation and the pride of employees, leading toward an organization with effective governance.

Silicon Craft Technology Public Company Limited is committed to encouraging the Board of Directors, executives, and employees to consistently adhere to the principles outlined in this handbook in all circumstances so that they become ingrained in the way we work.

This version of the Business Ethics and Code of Conduct Handbook has been recently reviewed and approved by the Board of Directors Meeting no. 4/2024 meeting held on July 18, 2024.

The announcement made on July 18, 2024.



Mr. Bodin Kasemset

Chief Executive Officer

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1. Definition

Definitions	Meanings
Management	The Board of Directors, Executive Committee, and Departmental Executives/ Equivalent or higher
Employees	Employees at supervisory level or equivalent and below
Business Ethics	Good practices in conducting the Company's business operations by it's the directors, management and employees, leading the organization toward effective governance
Assets	Real estate, properties, technologies, copyrights, company rights, intellectual property rights of the Company
Specific Information	Information owned or controlled by the Company, which holds economic value both present and future. It's restricted and not disclosed to external parties before authorization from those with authority. This includes customer and employee information, sales and marketing data, product and service data, accounting data, business plans, marketing plans, financial plans, project plans, etc.
Stakeholders	Individuals and/or legal entities involved in the Silicon Craft Technology Public Company Limited's business operations, including shareholders, management, employees, customers, partners, creditors, competitors, and society at large
Upholding Legal Principles	Making decisions and conducting business operations in accordance with the laws and relevant regulations (Rule of Law)
Fairness and Integrity	Consistently carrying out responsibilities in an impartial manner, refraining from bias in decision-making based on principles of fairness and morality
Transparency	The openness of decision-making and operational procedures that can be disclosed to the public and verified under the framework of rules and laws (Transparency)

Definitions	Meanings
Integrity	Honesty and integrity in fulfilling duties in accordance with regulations, ethics, and good morality
Responsibility	Consciousness of duties to be carried out with full ability and efficiency
Accountability	Acceptance of consequences arising from the performance of duties, whether positive or negative
Vision	Forward-looking creativity aimed at creating long-term value and striving for excellence in operations

2. Business Ethics

Silicon Craft Technology Public Company Limited upholds business ethics in its operations. Both the management and employees adhere to these principles as representatives of the company, as follows:

2.1 Upholding Legal Principles

Silicon Craft Technology Public Company Limited adheres to legal principles in its business operations. Furthermore, it is the duty of management and employees to understand the Company's regulations, relevant laws, as well as laws in the future that may impact their work and operations.

Guidelines for Practice

- 2.1.1 Management and employees must study and comprehend the rules and regulations that serve as the foundation for government operations, both those currently in effect and those that will come into effect in the near future.
- 2.1.2 Management and employees must not seek confidential trade secrets of competitors or sensitive information of competitors through illegal means, such as theft, espionage, or breaching agreements to keep competitors' information confidential, regardless of whether it is obtained from customers or other individuals.
- 2.1.3 Management and employees must adhere to labor laws and various regulations related to fair labor practices, refraining from using forced labor, human trafficking, or child labor that is prohibited by law.
- 2.1.4 Management and employees must comply with various provisions related to the laws of fair trade.
- 2.1.5 Management and employees must adhere to laws and regulations regarding environmental protection, safety, and health.

2.2 Transparency

The decision-making processes and operational methods of Silicon Craft Technology Public Company Limited are conducted with transparency that allows information to be disclosed to all stakeholders for acknowledgment and verification, under the framework of laws, regulations, and the Company's practices related to preventing unauthorized leakage of trade secrets to business competitors.

Guidelines for Practice

2.2.1 Management and employees must prepare accounting and financial reports, business status, and operational results that accurately and truthfully represent the financial status and operational outcomes of Silicon Craft Technology Public Company Limited in accordance with accounting standards. These reports should be reliable and subject to audit as determined by the audit committee.

2.2.2 Management and employees must adhere to the Company's purchasing and procurement procedures, ensuring clarity, transparency, and fairness in line with the policies of Silicon Craft Technology Public Company Limited. These processes must be auditable by the procurement committee.

In cases where business partners have managers, sales personnel, or shareholders who are relatives or individuals residing in the same household as the managers or employees of Silicon Craft Technology Public Company Limited, these managers or employees must immediately notify their supervisors in writing and avoid being involved in any transactions related to the procurement process.

2.2.3 Management and employees must follow guidelines that clarify the authority of Silicon Craft Technology Public Company Limited strictly.

2.2.4 Management and employees involved in the procurement process, including relatives and individuals residing in the same household, should avoid participating in various activities with business partners, including dining or sports events. In cases where it is necessary and unavoidable to participate, there must be more than one representative from Silicon Craft Technology Public Company Limited, and this must be communicated in writing to the supervising authority beforehand.

2.3 Upholding Integrity and Ethics

Silicon Craft Technology Public Company Limited is committed to maintaining integrity and ethical behavior towards all stakeholders, fostering continuous positive relationships in business operations. Moreover, the company refrains from unfair treatment, utilizing personal relationship assessments, while providing equal opportunities without discrimination based on race, nationality, religion, or gender.

Guidelines for Practice

- 2.3.1 Management and employees must act fairly and refrain from unfair treatment towards stakeholders in business operations. Providing benefits to customers should align with the policies and principles of Silicon Craft Technology Public Company Limited.
- 2.3.2 Management and employees must manage their roles with transparency, ensuring that shareholders have trust and confidence in decision-making that is conducted with integrity, considering the utmost benefit of all shareholders.
- 2.3.3 Management and employees must act fairly and avoid biased practices in employment, including recruitment, compensation consideration, hiring benefits, promotions, transfers, performance evaluations, training, compliance, termination, rehiring, as well as participating in society and recreational activities.
- 2.3.4 Management and employees must consistently aim to exceed customer expectations in service, providing customer service that is honest, transparent, and just, refraining from deceit or manipulation.
- 2.3.5 Management and employees must adhere to fair and honest trade conditions with business partners/creditors. In cases where compliance is not possible, partners/creditors should be informed to collaboratively find solutions.

2.4 Prioritizing Customers

The management and employees of Silicon Craft Technology Public Company Limited place significant importance on and care for customers. This is achieved by ensuring that products and services are of high quality, resulting in customer satisfaction.

Guidelines for Practice

- 2.4.1 Management and employees must possess a deep understanding of the products and services offered by Silicon Craft Technology Public Company Limited and provide accurate and comprehensive information to customers.
- 2.4.2 Management and employees must thoroughly understand customer needs before presenting products or services, ensuring that customer requirements are met accurately. Additionally, they should continuously seek knowledge and enhance work experience to improve customer satisfaction.
- 2.4.3 Management and employees must treat customers with politeness, respect, and proper communication.
- 2.4.4 Management and employees must respect customer decisions and opinions while safeguarding customer personal rights.

2.5 Social Responsibility

Silicon Craft Technology Public Company Limited acknowledges its responsibility towards society and the community as a primary duty, aspiring to create beneficial projects and activities that contribute to societal and community development.

Guidelines for Practice

- 2.5.1 Management and employees should participate in or organize public-benefit activities for societal development, such as supporting education or environmental initiatives.
- 2.5.2 Management and employees must be aware of their involvement in conserving natural resources, the environment, and strive to avoid actions that could be harmful or detrimental to natural resources, the environment, and related ecosystems under Silicon Craft Technology Public Company Limited.

2.6 Non-Involvement in Politics

Silicon Craft Technology Public Company Limited respects and supports individuals' use of their freedom of expression under the constitution. The Company remains neutral.

Guidelines for Practice

- 2.6.1 Management and employees shall not use their positions to influence, pressure, or compel colleagues or subordinates to support any political activity or organization, including political organizations or their members.

3. Ethical Guidelines

Silicon Craft Technology Public Company Limited establishes ethical guidelines for management and employees to serve as a framework for their work as follows:

3.1 Leadership Qualities

Management should demonstrate ethics and fulfill the roles of appropriate leadership, conducting themselves in a manner that is socially acceptable and beneficial for the Company's management.

Guidelines for Practice

- 3.1.1 Management must communicate a vision for management, being conscious of their roles and responsibilities for the outcomes of their tasks to be reliable and socially acceptable.
- 3.1.2 Management should adopt and implement quality management systems to streamline processes and enhance work efficiency. This involves seeking suitable innovations, providing training and development for employees to align with innovation and quality management systems, creating a sustainable business, and leading the Company toward business excellence.
- 3.1.3 Management should address and investigate complaints or grievances from stakeholders or individuals, verifying facts and resolving issues swiftly and fairly. Management should not attempt to address complaints or grievances using informal methods, such as through mystical means.
- 3.1.4 Management should encourage and support the development of leadership qualities within the employee community. They should promote the involvement of employees at all levels in the development of Silicon Craft Technology Public Company Limited.

- 3.1.5 Management should participate in and encourage employees to engage in community and society-oriented activities for the common good. This will make Silicon Craft Technology Public Company Limited an integral part of the community, fostering positive relationships with all members of the community and society.

3.2 Honesty and Integrity

Management and employees must fulfill their duties with honesty and integrity, safeguarding the interests of Silicon Craft Technology Public Company Limited.

Guidelines for Practice

- 3.2.1 Management and employees must carry out their responsibilities with honesty and integrity, free from bias, and avoid using their positions to seek personal benefits for themselves or others.
- 3.2.2 Management and employees must not produce or maintain false or erroneous reports or records, and they must promptly report any inaccurate or erroneous reports or data related to Silicon Craft Technology Public Company Limited to their superiors.
- 3.2.3 Management or employees should dedicate their time to work efficiently and effectively, meeting the standards set in the Company's regulations. They must refrain from compelling or influencing colleagues or subordinates to use work time for activities unrelated to the benefits of Silicon Craft Technology Public Company Limited or its stakeholders.
- 3.2.4 Management and employees must fulfill their assigned tasks with complete knowledge and skills, along with a sense of responsibility for the outcomes of their duties.

3.3 Legal and Regulatory Compliance

Management and employees must fulfill their duties related to the Company's business with utmost diligence, avoiding actions that may negatively impact on the Company's reputation.

Guidelines for Practice

- 3.3.1 Management and employees must not violate, circumvent, resist, or neglect company regulations, policies, or orders issued by Silicon Craft Technology Public Company Limited, including those that are legally and ethically binding.
- 3.3.2 Management and employees must not produce or possess unlawful items for personal use, distribution, or on behalf of others.

- 3.3.3 Management and employees should responsibly use communication systems and computer systems, avoiding actions that cause division, harm to others, destruction of morale, or the promotion of hostility in the workplace.
- 3.3.4 Management and employees must not use communication and computer systems for activities that are illegal, contrary to the Company's policies, or the internet or similar services that may cause harm, embarrassment, loss of trust, or damage the Company's reputation.
- 3.3.5 Management and employees must strictly adhere to the Company's regulations regarding computer-related misconduct.
- 3.3.6 Management and employees must recognize the importance of intellectual property and follow general principles for the management of intellectual property issued by the Company. They must adhere to relevant regulations and standards for patent applications, analysis, and risk prevention in patent infringement.

3.4 Asset Management

Management and employees are responsible for caring, maintaining, and utilizing the assets of Silicon Craft Technology Public Company Limited to their full potential for the benefit of the company only, and not for the benefit of others or for unauthorized purposes.

Guidelines for Practice

- 3.4.1 Management and employees must comply with the safety regulations of Silicon Craft Technology Public Company Limited when using tools, equipment, and working environments.
- 3.4.2 Management and employees must not use, sell, lend, borrow, or transfer the Company's assets, regardless of their value or condition, without proper authorization.
- 3.4.3 Management and employees must not intentionally cause damage, engage in sabotage, or destroy the assets of Silicon Craft Technology Public Company Limited.
- 3.4.4 Management and employees must not use the assets of Silicon Craft Technology Public Company Limited for personal benefit or external business purposes without authorization from superiors.
- 3.4.5 Management and employees must assist or attempt to acquire patents, copyrights, or protect intellectual property trademarks of Silicon Craft Technology Public Company Limited.

3.5 Interaction with Superiors, Colleagues, and Subordinates

Management and employees must maintain a work environment free from personal rights violations, and display mutual respect, cooperate, offer suggestions, and collaborate in problem-solving.

Guidelines for Practice

- 3.5.1 Management and employees must refrain from ridiculing, defaming, or belittling others, which can lead to division. They should also avoid claiming credit for others' work.
- 3.5.2 Management and employees must not engage in any behavior that violates gender equality among colleagues. If they witness or become aware of such violations, they must promptly report to their superiors.
- 3.5.3 Management and employees should be disciplined and treat superiors, colleagues, and subordinates with respect, performing their duties with politeness, compassion, and good interpersonal skills.
- 3.5.4 Management and employees must respect the rights of colleagues to participate or not participate in organizational representation activities.

3.6 Being a Good Citizen

Management and employees should fulfill their roles as good citizens, collaborating with others in society harmoniously.

Guidelines for Practice

- 3.6.1 Management and employees should develop themselves morally and ethically, as well as seek additional knowledge to enhance the effectiveness and efficiency of their duties.
- 3.6.2 Management and employees should not engage in behaviors such as disliking others, using offensive language, engaging in misconduct, accumulating excessive debt, gambling, using illicit substances, consuming alcohol during work, or any other actions that compromise moral integrity.
- 3.6.3 Management and employees should not carry weapons to the workplace unless authorized by higher-level authorities.

3.7 Avoiding Excessive Gifts and Benefits

Management, employees, and close associates should not accept money, benefits, or items from business associates of Silicon Craft Technology Public Company Limited that could be perceived as a favor, bias, or special business relationship, which could harm the Company.

Guidelines for Practice

- 3.7.1 Management, employees, and relatives or residents of the same household must refrain from soliciting or accepting social activities, sports events, entertainment, rewards, gifts, or incentives from individuals involved in business with the Company.
- 3.7.2 In unavoidable cases, if management or employee receives benefits or gifts valued over 3,000 Baht as a result of business-related activities, such as lucky draws, raffles, or souvenirs, they must report in writing to their superiors and submit the benefits or gifts to Silicon Craft Technology Public Company Limited.
- 3.7.3 If management and employees, as representatives of the Company, attend business dinners or off-site training/events and receive benefits or gifts valued over 3,000 Baht, they must follow the same procedure as mentioned in section 3.7.2.

3.8 Avoiding Conflicts of Interest

Management s and employees should refrain from engaging in activities that could lead to conflicts of interest with Silicon Craft Technology Public Company Limited.

Guidelines for Practice

- 3.8.1 Management, employees, family members, and individuals residing under the same household must not conduct any business or activities that could be perceived as conflicting with the interests of Silicon Craft Technology Public Company Limited, either directly or indirectly.
- 3.8.2 Management and employees must not collaborate with family members or close associates to conduct any business or activities that could create conflicts of interest with Silicon Craft Technology Public Company Limited, either directly or indirectly. To avoid such situations, they must disclose the relationship to the Company's superiors in writing.

3.9 Avoiding Improper Use of Confidential Information

Management and employees should not use confidential information of Silicon Craft Technology Public Company Limited for improper purposes.

Guidelines for Practice

- 3.9.1 Management and employees who are responsible for using confidential information must be cautious not to allow others to overhear, eavesdrop, record, or intercept their conversations. They should avoid discussing confidential matters in public places using communication

devices or engaging in conversations with family members or close associates that could lead to unintentional disclosure.

- 3.9.2 Management and employees must manage, store, and categorize detailed confidential information in strict compliance with the regulations and rules of Silicon Craft Technology Public Company Limited.
- 3.9.3 Management and employees should not disclose confidential information of Silicon Craft Technology Public Company Limited to unauthorized individuals unless approved in writing by authorized individuals or departments with the necessary authority, and in accordance with business agreements and regulations.
- 3.9.4 Management and employees should not use confidential information to engage in the trading of securities or share such information with others for securities trading purposes.

4. Complaint Reporting and Suggestions

In order to ensure that the provisions regarding business ethics and work practices are fair and effective, Silicon Craft Technology Public Company Limited's the board of directors provides opportunities for employees and stakeholders to voice complaints, express opinions, report violations of laws, and outline the process to be followed when receiving complaints or suggestions, as follows:

4.1 Channels for Complaint Reporting and Suggestions

Complaints and suggestions can be communicated through the following channels:

- 4.1.1 Immediate supervisor or manager.
- 4.1.2 Human Resources department.
- 4.1.3 Other available channels within the company, including:
 - Via postal service, by attention to:
 - The Chairman of the Board of Directors or the Chairman of the Audit Committee
Silicon Craft Technology Public Company Limited
40 Thetsabanrangsannua Road, Ladyao, Chatuchak, Bangkok 10900
 - Via email:
 - The Audit Committee: ac@sic.co.th
 - The Company Secretary Department: comsec@sic.co.th
 - Via the Company's website: <http://www.sic.co.th>
 - Via phone: (+66) 2-589-9991

4.2 Process Upon Receiving Complaints

- 4.2.1 The person receiving the complaint gathers relevant facts related to the alleged violation or non-compliance with the ethical and work practice guidelines.
- 4.2.2 The person receiving the complaint reports the facts to the management and/or the independent directors and/or the audit committee, as appropriate, to conduct an investigation into the matter.
- 4.2.3 **Action Plan:** The management and/or the independent directors and/or the audit committee take necessary actions to investigate the complaint or suggestion, confirm the facts, and implement appropriate measures promptly to suspend any violation or non-compliance with business ethics and work practices.
- 4.2.4 **Reporting Results:** The management or the independent directors or the audit committee informs the complainant of the results of the investigation. If the complainant reveals themselves and the case is significant, the results are reported to the chairman of the board and/or the board of directors for information.

5. Conclusion

The directors, executives and employees of Silicon Craft Technology Public Company Limited has a responsibility to understand and adhere to the standards outlined in this Code of Business Ethics and Work Practices. This includes carrying out their duties with honesty and integrity, even in areas not explicitly covered by this Code. All employees are expected to fulfill their duties honestly and willingly, as a commitment and promise. However, if any employee violates any standard in this Code of Business Ethics and Work Practices, or the Company's policies and related procedures, or laws and regulations that apply to the Company's operations, the Company will take disciplinary action, utilizing measures specified in the Company's Work Regulations Section 6 (Discipline and Disciplinary Measures), or any other appropriate measures.

The Company will provide opportunities for employees to learn about the Company's business ethics regularly, and compliance will be audited by internal audit units. Additionally, there will be an annual review of this Code of Business Ethics and Work Practices. However, if there are significant changes or cancellations, timely reviews may occur to ensure relevancy and compliance.