

**(English Translation)**

**Business Ethics of Loxley Public Company Limited**

The Company gives importance in conducting its businesses according to principle of responsibilities towards stakeholders of all groups, i.e. shareholders, customers, partners/creditors, competitors as well as to community, society and environment, taking into consideration entitled rights of each group of stakeholders as priority. Good ethics will render acceptance from general public in the society and the existence of business with sustainable growth and progress. The Company, as such, prepared Business Ethics as a guideline for use by executives and employees in their behavior conduct and for physically discharging their responsibilities according to the following criteria:

**Ethics towards Shareholders**

- All Committees will well manage the Company to be a qualified institution and build up sustainable strength and growth to shareholders in the long run.
- The Company's executives will perform duties at their best ability, integrity and care that reasonable businessmen will perform under the same circumstance.
- Report the Company's standing and operating performance properly and accurately.
- Not act in any way which will cause conflict of interest without informing the Company.
- Not unduly disclose confidential information of the Company to others.
- Respect rights and equality of every shareholder of all types and treat them on an equal footing.
- Willing to listen to recommendations useful for management and administration and generating value added to the Company. Such recommendations will be deemed confidential and submitted directly to Board of Directors.

**Ethics in Performing Duties of Executives and Employees**

- Perform duties with responsibility, care and integrity, taking into consideration utmost benefit of the Company.
- Perform professional duties honestly without seeking undue benefits, have good visions at work so as to discharge duties more effectively and efficiently.
- Perform duties with full capability diligently, swiftly, properly and reasonably and exercise caution, taking into consideration utmost benefit of the Company, shareholders and society as priority.

- Be punctual, take good care of and use the Company's assets non-wastefully, worthily with care as reasonable persons would take care and use his/her own assets. Prevent damages or waste to the Company's assets. Treat colleagues as well as related persons with gentleness, generosity and good relationship.
- Be responsible at work, be cooperative, give due assistance and support to their work group and the Company, including giving opinions, assisting at work and solving problems jointly, encouraging and supporting for unity in performing work for the benefit of public in general.
- Superiors must take care his inferiors both at work, morals, encouragement and fringe benefits and listen to their opinions, as well as ruling them with due principles and reasons in line with public good order.
- Keep and maintain confidential important undisclosed information and not take the Company's inside information for his/her personal benefit.

### **Ethics towards Customers and General Public**

- Treat customers with goodwill and integrity. Take care of every customer equality and on an equal footing.
- Fix the prices for products and services appropriately according to products quality level required by customers.
- Fairly determine trading terms and business negotiation by adhering to fairness principles and without taking advantages.
- Supply and provide services in accordance with trading terms with responsibility.
- Disclose complete and accurate information relating to products and services without distorting facts.
- Willing to listen to recommendations and comments from customers and outsiders for better improving products and services.
- Treat customers' confidential information identical to that of the Company and not use such confidential information for personal benefit and cronies.
- Not dishonestly ask for, nor accept or give any benefit from customers.

### **Ethics towards Business Partners and creditors**

- Not specify particular products and select products specifications which do not favor any particular product unless there is sufficient justifiable reason and necessity. In case of changes in products or products specifications, business partners must be informed. If tender proposals are required to be resubmitted, previous bid tenders must be offered opportunity to submit proposals on an equal basis.

- Select good bidders who are seriously interested on tendering proposals. Not invite bidders in the number only to meet required regulations. All bidders must receive identical details, information and conditions in writing. In case of bidders are verbally informed with such details, information and conditions, such information must be re-confirmed in writing.
- Not ask for, not accept gifts, presents or entertainment except for appropriate occasion according to customary practice and refrain from giving special acquaintance which causes others to believe that there occurs injustice, in particular, misleading business partners such that they do not wish to participate at bid tender and spreads news widely and causes the Company's image to be ruined.
- Execute fair contracts and abide by agreements with business partners and creditors. In case it is foreseen that agreements cannot be observed, swiftly negotiate with business partners / creditors to jointly find remedial solution and prevent damage.

### **Ethics towards Competitors**

- Support principles of free and fair trading competition and refrain from destroying reputation of business competitors through accusation with no ground of facts.
- Emphasize on competing towards product and service quality by taking into consideration utmost benefit of customers and maintain overall image of business.

### **Ethics towards Community, Society, and Environment**

- Supervise and be responsible for corporate social responsibility activities with focus on projects beneficial to the surrounding community and environment and improving well-being of the community on a sustainable basis.
- Support environmentally-friendly business, giving importance on sourcing more environmentally-friendly products and services.
- Encourage the effective and non-wasteful use of resources, including equipment, office apparatus, stationary and natural resources such as water and electricity.
- Not infringe intellectual property or copyright such as ensuring all employees to install computer program detecting the use of illegal copyrighted software.