

## Regulation of Sri Trang Gloves (Thailand) Public Company Limited

### No. 2/2024

#### Re: Best Practices on Offering and Receiving Gifts, Assets or Other Benefits (2<sup>nd</sup> Revision)

As the Company deemed appropriate to determine the practices and procedures regarding offering and receiving gifts, assets or other benefits which could lead to the corruption risk or discomfort, and could influence the decision regarding duty performance which could eventually cause disadvantage against Sri Trang Gloves (Thailand) Public Company Limited (hereafter referred to as “the Company”), the Company therefore places great importance on and has determined the best practices for the employees, as follows;

1. This regulation shall be called “**Regulation of Sri Trang Gloves (Thailand) Public Company Limited No. 2/2024 Re: Best Practices on Offering and Receiving Gifts, Assets or Other Benefits (2<sup>nd</sup> revision).**”
2. This regulation shall be effective as of 8 November 2024 onward.
3. The Human Resources Manager shall oversee compliance with this regulation. In case of any difficulties regarding the practices or any practices not specified in the regulation or interpretation problem, the Chief Executive Officer shall make the final decision.
4. In this regulation,

“**the Company**” means Sri Trang Gloves (Thailand) Public Company Limited and all branch factories and Premier System Engineering Co., Ltd.;

“**Employee**” means the persons whom the Company hires to work in exchange for remuneration;

“**Gifts, assets or other benefits**” mean cash, valuable items or any items with emotional value received on special occasions in accordance with traditions or customs. They also include the items given in accordance with social manners or local traditional norms, such as gifts on the Western or Chinese New Year or other occasions, or discount, entertainment, training or any other items of similar nature, etc.;

“**Family**” means parents, descendants, siblings of the same parents or same father or mother, uncle, aunt, spouse, parents or descendants of the spouse, adopted child or adopter;

“**Business partner**” means vendors, contractors, service providers of the Company, including sale promoters, sale agents, independent representatives and consultants or any other persons of similar nature;

“**Traditional**” means festivals or significant occasions when gifts may be exchanged or activities that are consistently carried out in a special manner, as well as shall include the opportunity to congratulate, expressing gratitude, hospitality service, expressing condolences or assistance in accordance with socially acceptable etiquette.

**Best practices on receiving gifts, assets or other benefits are as follows;**

1. The employees shall refrain from receiving gifts from customers or contact persons in business.
2. The employees and their family members shall not demand or receive gifts, assets or other benefits from customers, business partners or persons involved in the Company's business in all cases. They shall not fail to comply with work ethics in the course of duty performance, which could influence their decision on duty performance or lead to conflict of interest which could eventually cause disadvantages against the Company.
3. If the receipt of gifts, assets or other benefits is necessary or inevitable, the employees shall consider the following rules;
  - 3.1 Such receipt must comply with morals and ethics and indicate no specificness. The received gift, asset or other benefit must be legal, and their value must not exceed 3,000 Thai Baht.
  - 3.2 The employee or entity which received the gift, asset or other benefit must deliver such received gift, asset or other benefit to the Human Resource Department without delay together with the Employee Gift Receipt Report every time.
  - 3.3 Human Resource Department shall keep and make a record of the gift, asset or other benefit received from the employee or entity as evidence.
  - 3.4 The receipt of asset or other benefit shall be considered as the Company's properties. The Company will further manage these gifts, assets or other benefits, for example donating to the internal corporate activities or outside organizations.
  - 3.5 The employees shall not bribe or give any benefits of a similar nature to any personnel in the Company or outsiders to convince them to corrupt their duties.
  - 3.6 If the value of the received gift exceeded 3,000 Thai Baht and the employee could not reject such gift, the employee who received the gift must immediately report his/ her supervisor to further follow the procedure under clauses 3.2 – 3.5 respectively.
4. Nature of gifts, assets or other benefits
  - Any gift which is not in terms of cash.
  - Any gift which is made for sale promotion which is affixed by the Company's seal, such as pens, shirts, books or fabric bags, etc.
  - Any gift which is made for complimentary distribution, such as for employee, shareholder, business partner or customer etc.
  - Any gift which is made or bought from other sources in order to distribute or offer for traditional occasions and festivals, such as snacks or gift baskets etc.
  - Benefits and special privileges as deserved for sale promotion.
  - Any gift in which the price shall not exceed 3,000 baht.

**Best practices on offering gifts, assets or other benefits are as follows;**

1. Directors, executives, and employees shall not offer gifts, assets or other benefits to business partners. In order to encourage inappropriate behavior or create conflicts of interest, they must also refrain from providing things, benefits and any form of incentive to external parties. Exceptions are allowed for the Company promoting or marketing, as well as for traditional or cultural customs, including gestures in accordance with socially acceptable etiquette, such as New Year gifts, Lunar New Year gifts, or gifts for special occasions. Acceptable practices may also include discounts, training sessions, or similar benefits.
2. Offering gifts, assets, or other benefits will be considered appropriate and beneficial to the Company in addition to the procedures in item 1. Approval must be obtained from authorized personnel, and all expenditures must be supported by proper documentation. The guidelines, approval authority, and budget can be found in the Delegation of Authority and Sri Trang Gloves (Thailand) Public Company Limited Regulation No. 1/2565 regarding the reimbursement of the hospitality and entertainment expenses (including any amendment thereto) and/or any other relevant regulations.
3. Any gifts offered to state officers shall comply with the Organic Act on Anti-Corruption, B.E. 2561 (including any amendment) and all applicable laws.

**Ordered on 8 November 2024**



(Miss Jarinya Jirojkul)

Chief Executive Officer