

As DTGO has stipulated the Anti-Corruption Policy as guidance for all DTGO members on offering and accepting gifts or other benefits and entertainment, DTGO has prescribed these regulations, which shall be deemed an integral part of the Anti-Corruption Policy to be adhered to by all DTGO members, as follows:

1 Definition

- 1.1 **Gifts** means articles, services, or valuable items such as gift vouchers, cheques, reward points, or other services in an electronic form etc.
- 1.2 **Entertainment allowance** means expenses that are directly related to hospitality or services, such as accommodation, food, beverages, entertainment, and sports etc.
- 1.3 **Other benefits** means any other benefits that are not mentioned in the Clause 1.1 and 1.2.
- 1.4 **Business representatives** means any individuals or juristic persons who are not regular employees of DTGO, but have been employed to perform or act on behalf of DTGO.
- 1.5 **Tradition** means customs, culture, conventions, ceremonies, etiquette, and social customs relating to festivals, important days, or traditional events that are unique to society.

2 Offering of Gifts or Other Benefits

All DTGO members are prohibited from offering gifts or other benefits, on behalf of DTGO, to customers, suppliers, business representatives, government agencies, government officers, private organizations and employees of private organizations that may influence decision-making on business transactions. Exceptions shall be applied when an offering is part of a tradition or is to promote sales, with an appropriate value. The criteria are as follows:

- 2.1 The offering of gifts or other benefits to government agencies and government officers shall be in accordance with the laws of each country (In the case of Thailand, the value shall not exceed 3,000 baht per person per time).
- 2.2 The offering of gifts or other benefits to other organizations or individuals, except as stipulated in Clause 2.1, shall not exceed the value of 5,000 baht per person per time (any offering that exceeds this specified value shall be approved by Group C-Level or higher).
- 2.3 The offering of gifts or other benefits that bear the logo of DTGO created by the Department of Corporate Marketing and Communications shall not exceed the value of 3,000 baht per person per time.

3 Acceptance of Gifts or Other Benefits

All DTGO members are prohibited from accepting gifts or other benefits from customers, suppliers, business representatives, government agencies, government officers, private organizations and employees of private organizations on behalf of DTGO or themselves.

If unable to decline a gift or other benefits as the result of a circumstance that offering and accepting a gift or other benefits are in accordance with traditions, it is allowed that these gifts and other benefits can be accepted and treated as follows;

3.1 For gifts or other benefits that fall under the following categories, the head of business units can consider how should those gifts or other benefits be utilized appropriately;

3.1.1 Gifts or other benefits that are perishable, such as food, fruits, cakes, and baked goods.

3.1.2 Gifts or other benefits that are a reasonable value and bear the logo of the giver's organization, such as calendars, books, pens, umbrellas, and water bottles.

3.2 Gifts or other benefits that are not under the criteria specified in Clause 3.1 shall be handed over to the Department of Corporate Culture Development Office to register and utilize as appropriate. For instance, to allocate among DTGO members at New Year by lucky draw or to make an auction and donate the money raised for charitable purposes.

New Year's gift baskets shall be handed over to the Department of Corporate Culture Development Office to appropriately utilize.

4 Offering and Acceptance of Entertainment

The offering and acceptance of entertainment for the purpose of strengthening relationships is allowed must be made reasonably and transparently. The following conditions must be fulfilled;

4.1 The offering or acceptance of entertainment that is appropriate and not unreasonably extravagant.

4.2 The offering or acceptance of entertainment that does not violate the laws and DTGO' policies and regulations.

4.3 The offering or acceptance of entertainment that is not against morality, ethics, and good customs.

5 Invitation to Attend a Meeting or Event organized by the Supplier or Business Representative Attendance at a meeting or event organized by a supplier or business representative must be made transparently and in compliance with the following conditions:

5.1 The invitation to attend a meeting or event shall not influence or is thought to influence decision-making on business operations and shall not interpreted as any form of reciprocity.

5.2 The invitation shall have a clear agenda and shall indicate the objectives of the meeting or event and must be directly related to a job scope and responsibility of the invited member.

- 5.3 Attendance at a meeting or event shall be approved, in writing, by the corresponding supervisor according to DTGO Grant of Authority Manual.
- 5.4 After attending the meeting or event, the attendee shall submit a summary report of the meeting or event to the superior.

6 Guidelines of DTGO for Business Representatives

The department that is responsible for engaging business representatives shall notify them of these regulations and ensure they comply with all the provisions. If a business representative is found to have violated these regulations, DTGO shall reserve the right to revoke or not extend the contract, or to proceed according to law as deemed appropriate.

7 Disciplinary Action

All DTGO members shall strictly comply with these regulations, which shall be deemed an integral part of the employment condition. Failure to comply with these regulations shall be regarded as an act of misconduct, whereby such member shall be subject to disciplinary action according to the regulations of DTGO.