



Code of Conduct

SC Group of Companies
SC Group Building, 88 Parkland Road, Bangna,
Bangkok 10260



Introduction

Since the founding of our Group in 1971, we have collectively endeavored to steer our Group of Companies in the growth path through the practice of sound, moral and ethical business principles.

These mirror our values and they are crucial to our sustainable performance.

As our Group continues to grow adding on newer workforces, the Group's ethical practices, through inherent in our business activities, have been compiled in our Corporate Code of Conduct.

This Code of Conduct cannot possibly cover all situations which might arise. In some cases, employees may encounter problems that have not been addressed in this Code of Conduct. In such an event, employees should consult with their immediate supervisors.

The Code of Conduct is strictly an internal document, meant only for employees of SC Group of Companies and it is earnestly hoped that they will diligently observe and abide by it in any situations both in literal and spiritual senses so that ethics in the performance of their duties becomes a part of life.

ประกาศ ณ วันที่ 1 มกราคม 2561
Announced on January 01, 2018

A handwritten signature in blue ink, appearing to read 'A Nuttaphob'.

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Mr.Nuttaphob Ratanasuwanthawee
Chairman & President



BACKGROUND

What is the objective of this document?

The objective of this document is to communicate the Code of Conduct to all the Group employees, It is intended to serve as a guideline to all our employees, they should absorb and practice the Code while dealing with different stakeholders such as clients, suppliers, fellow employees, etc.

What does this document contain?

The document contains the following:

- Definition of Code of Conduct & its applicability
- Corporate Values of SC Group of Companies
- Code of Conduct
- Enforcement Mechanism

What is Code of Conduct & its applicability?

Code of Conduct is an agreement on rules of behavior for a group or organization outlining an application of Corporate Values by all members of an organization in their work-life. This document applies to all employees, irrespective of their level, across every department, division and unit of the Group.



Corporate Values of SC Group of Companies

1. Safety

Providing Safety for employees at all levels, emphasis on risk management in safety, security, occupational health and environment within the company's entire operating area.

2. Standards

Establishing standard work processes and services that meet the needs of our clients and stakeholders which will lead to the organization's sustainable growth.

3. Speed

Relaying Communication Protocol and specifying response time to internal and external clients, working with accelerated enthusiasm, proactively moving in the future, one step ahead of competition.

4. Satisfaction

Delivering products and services beyond expectations of our clients. It is our mission to go beyond our clients' expectation to impress the clients and eventually sustain the growth of the business.

5. Integrity

Possessing Financial and intellectual honesty and taking actions or decisions that are fair, professional, ethical, truthful, consistent and accountable.

6. Integration

Working together for greater progress, openness and sharing of the best practices, integration and collaboration for efficient utilization of group resources.

7. Innovation

Generating and converting an idea into a new or improved products, services, processes, system that creates value to satisfy the needs and expectations of our clients.



Code of Conduct

SC Group upholds ethics in business conduct whereby all employees, as its representatives, are obliged to abide by the followings:

- Employees shall give fair treatment to all parties having business relationship with SC Group for maximum benefits.
- Employees shall give fair treatment to all parties regardless of race, religion, nationality, gender, age and educational backgrounds. Likewise, SC Group shall, in the same manner, give fair treatment to all parties including its employees regardless of all the above listed backgrounds.
- Employees' personal information and secrets shall be kept confidential by SC Group.
- Employees shall be responsible for safety and assets protection including information, know-how & technology and other trade secrets.
- Employees shall refrain from any activity which may damage reputation of SC Group.
- Employees shall be individually free to participate in voting for elections but refrain from all other political activities such as active campaigning or stand in elections which may reflect that SC Group favors any particular party.
- Employees shall leverage relationship built by one part of the Group for the benefit of the other parts.
- Employees shall respond to customer queries and complaints with utmost speed.
- Employees shall invest time in the development of competencies of personnel and subordinates.
- Employees shall comply and keep track of the changing requirement of governmental legislations.
- Employees shall consider safety and environmental issues in design, construction, operation and maintenance of equipment and facilities.
- Employees shall quickly respond to any crisis / disaster to secure people, environment and communities around our sites.



- Employees shall not be permitted to receive or give money or gift of significant value for gains other than customary practices.
- Employees shall be obliged to report their immediate supervisor of any receipt or offer of money or any gift that is unusually of high value.
- Employees shall not engage in any activities that might be in conflict with the interests of SC Group including but not limited to any activities resulting in the loss of benefits to SC Group.
- Employees shall not engage in any activities, operations or investments competing with SC Group.
- Employees shall behave appropriately in public complying with the prevailing social & cultural norms and in no way causing embarrassment to SC Group.
- Employees shall devote their working hours per their responsibility, accountability and business activities of SC Group.
- Employees who are supervisors shall conduct themselves in a manner which shall be duly respected by their subordinates.
- Employees shall refrain from any conduct that is disrespectful to supervisors, they shall not exchange gifts other than customary practices.
- Employees shall not make demand, receive or consent to receive benefits of any kind from clients, dealers, vendors, contractors, suppliers of goods and services and other parties conducting business with SC Group.
- Employees shall not enter into any financial relationship with other parties, including joint ventures, joint operation of any businesses, making loans or advances, seeking donations, discounting checks, buying on credit, any act of selling, buying, renting or any other relationships which might lead to financial obligations.
- Employees shall not behave detrimentally for team work and business objectives of SC Group whether expressly written or impliedly recognized by the Group.



Enforcement Mechanism

Even though the Group expects that there shall be voluntary compliance by all employees to the Code of Conduct, we understand the necessity to have a mechanism in place to deal with deviations. Such a mechanism will provide an outlet for employees to cooperate with the Group to enforce this Code adequately and take disciplinary action, on the other hand, against those who dilute the rules. The immediate Supervisor, the Human Resources Department, the Executive Vice Presidents and eventually the President are all the keys and principal mechanisms to the enforcement of the Code.