

## Code of Conduct

### Business Ethics

To ensure that the company's operations are under good corporate governance and have sustainable growth. The Board of Directors has announced Board of Directors Manual Director's Manual and business ethics. The Board of Directors encourages employees to adhere to business ethics. By promulgating policies and guidelines for anti-corruption and corruption. To be suitable for the current business environment.

### conflict of interest

1. Avoid making transactions related to yourself. that may cause conflicts of interest with the company
2. Carry out the transaction as if it were a transaction with a third party, including directors, executives, or employees who are involved.  
lost in that item Must not take part in approval consideration.
3. Do not use opportunities or information obtained from being a director, executive, or employee for personal gain and doing business that competes with the company or doing related business.
4. Do not use inside information for your own benefit in trading the company's shares. or provide inside information to other persons for the benefit of trading the Company's shares.

### Policy on responsibility towards stakeholders

Encourage shareholders to exercise their basic rights as specified in the company's laws and regulations to create maximum satisfaction to shareholders Taking into account sustainable growth Create additional value and provide appropriate returns. and conduct business in accordance with the principles of good corporate governance

1. Manage and perform duties by applying management knowledge and skills to their fullest potential.

With honesty, caution, and carefulness in various operations. and is fair to all shareholders and for the benefit of the group involved as a whole

2. Manage the company's business to ensure stable progress. and create appropriate return value for shareholders

3. Do not take any action that may cause a conflict of interest of the Company Group.

4. Report on the operating status of the company Both financial and non-financial to shareholders equally

Consistent and complete according to reality

5. Provide an opportunity for one or more shareholders who hold shares according to the criteria set by the company to propose nominations.

matters to be agenda items or nominate qualified persons to be considered for selection as company directors in advance of the shareholder meeting. It has been screened by the Nomination and Consideration and Remuneration Committee and presented for approval by the Board of Directors.

6. Establish an investor relations department to provide information and answer questions. Receive advice/suggestions from Shareholders and general investors Including various channels to access information such as the company's website. and by telephone, etc.

#### Policy of responsibility towards customers

Committed to creating satisfaction and confidence for customers. and outsiders who receive good quality products and services at reasonable and fair prices, including continuously raising the standards of both products and services.

1. Follow the contract Transparent agreements or conditions with every customer In cases where it is not possible to perform must notify customers in advance to work together to find solutions and prevent damage.

2. Committed to maintaining product and service standards both quality and fair prices Including research and development to create Maximum benefit to customers.

3. Committed to creating satisfaction and confidence for customers to receive excellent quality service under safe and appropriate technology Including continuously raising standards to be higher.

4. Promote the provision of standard products and fast delivery services and create the greatest benefit to customers

5. Give importance to maintaining confidential information of customers. and do not use such information for profit of oneself and those involved.
6. Disclose information about services completely, correctly, in a timely manner, without distorting actual information including maintaining good and sustainable relationships.
7. Establish a customer relations department to receive complaints, suggestions, or criticisms from customers through many channels, such as telephone, fax, electronic communication, online, etc.
8. Do not call, receive, request, or give any benefits. that is dishonest with customers.

### Responsibility policy towards trade competitors

Treating competitors under the legal framework regarding trade competition practices. By adhering to the principles of fair and honest competition.

1. Act within the framework of free and fair competition rules.
2. Do not violate the secrets or know the trade secrets of business competitors through fraudulent and dishonest means by strictly following the guidelines set forth in the Business Ethics Code.
3. Do not destroy the reputation of business competitors by making slanderous accusations. and attacking competitors without factual information and evidence.

### Policy on treatment towards trade creditors

Adhere to promises and strictly comply with conditions and duties to creditors, including complying with agreed covenants.

1. Maintain and strictly comply with the conditions reached by creditors. Both in terms of payment Taking care of collateral insurance and other conditions agreed upon.
2. Financial reports to this owner according to the contract terms are accurate and complete. and in accordance with the principles of good corporate governance
3. Report to creditors. If in the case of not being able to comply with the agreed commitments and find guidelines a common solution to problems.

### Policy on conducting business under environmental standards

The company is aware of the importance of environmental protection. Therefore, environmental policies have been established in parallel business operations of the company The guidelines for practice are as follows:

- Arrange project management with environmental considerations in mind. and regularly follow up on the results of operations in order to not to affect the living conditions of people in the surrounding communities.
- Promote environmental knowledge and understanding among employees by educating and campaigning through boards public relations and/or circular letters within the company.
- Promote efficient use of resources Taking into account energy saving and resources are recycled.
- Be a part of society by using your expertise. and the company's technology in implementing projects to develop water quality and quality of life for people in the community.

### Policy on conduct and responsibility for the government sector

Conduct business to strengthen and develop the prosperity of the country. By adhering to relevant laws, rules, regulations and rules. and according to general business traditions

1. You should conduct business correctly and honestly with officials or government agencies.
2. Follow local rules. or some countries that may have laws, conditions, criteria, procedures, or various traditions In running a business, it involves employment. Donating money, giving rewards, welcoming or catering to government employees or related government agencies.
3. Follow the regulations in each locality regarding the hiring of government employees while they are on the job consulting or being an employee in the company group with employment conditions that are transparent and appropriate
4. Avoid conducting transactions with government officials or family members of government officials while they are such influences decisions regarding contracts with the state.
5. Building good relationships between the government sector and the company group to the extent appropriate for business operations, such as meet and talk in various public places Expressing congratulations on occasions, festivals, or according to traditional practices.

### Policy that will not involve violations of human rights

The company has established a policy so that personnel are not involved in human rights violations. To achieve equality for shareholders, investors, and stakeholders. and all involved parties according to human rights principles It will not violate personal rights and freedoms. Do not discriminate against any one person.

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### Policy not to engage in infringement of intellectual property rights or copyright

The company has established policies and guidelines to ensure that personnel do not engage in infringement of intellectual property rights. or copyright Do not use unauthorized, illegal software or copy copyrighted software.

### Policy on Responsibility for Data and Information

Promote the disclosure of accurate information sufficient and timely for transparency and fairness in investing and disclosure of important information, both financial and non-financial information.

1. Do not seek benefits for yourself and those involved by using inside information that has not yet been disclosed to the public. and do not disclose secret business information or for personal gain. which will lead to negative consequences for the company group to outsiders
2. Establish measures to prevent the misuse of inside information by related persons, including directors.

Executives, employees and employees of the company related to such information shall be disclosed to outsiders. or persons who do not have relevant duties And do not seek benefits for yourself and those involved from your position and the company's confidential information.

### Policy on responsibility for quality, safety and health

Give importance to the management of quality, safety, and hygiene in operating with continuous standards. By setting and reviewing quality policies Safety, Occupational Health and Environment Including attaching good practices for sustainable development. The guidelines are as follows.

1. Comply with the law, including rules, regulations, and various requirements. in terms of quality and safety occupational health and environment Including various related standards strictly.
2. Executives, employees, and employees of contractors or outsiders who come in contact must adhere to and perform work in accordance with the law. Strictly related policies, regulations and standards for quality, safety, occupational health and the environment.
3. Arrange public relations and communication. To create knowledge and understanding and disseminate information to market employees. Those who have relevant stakeholders To know and understand policies, rules, regulations, procedures and various precautions regarding quality, safety, health and environment. as well as being able to use it as a practice guideline correctly

without causing harm to health, property, and the environment as well as adhering to it as a correct practice guideline without causing harm to health Property and environment

4. Control and prevent various forms of loss. Resulting from accidents, fires, injuries, or injuries from work. Loss or damage to property Security violation Incorrect work performance and various errors that occur, as well as maintaining a safe working environment for employees Associate workers and employees of contractors or outsiders who come in contact with them are the responsibility of the management. Employees to report accidents at their workplace or nearby By following the steps specified.

5. Establish a plan to control and prevent emergencies in the area of operation. To prepare for incident management various emergencies that may occur.

6. Arrange for safety officers to work at every level under their command. Reserve safety officers in Management level work.

7. Promote, support, and follow up on work safety operations according to the plan. In order to have appropriate safety management for the business establishment.

8. Supervise business and follow up to have various defects corrected for the safety of employees as received reports or recommendations of safety officers at work or safety agency.

9. Develop a safety management system to be in line with relevant laws and regulations and ensure evaluate and review regularly.

10. Arrange for regular testing and practice of emergency procedures. and continuously improve.

#### **Anti-corruption policies and practices And do not pay bribes for business benefits.**

The company has an anti-fraud and corruption policy. Directors, executives, and employees are prohibited from supporting fraud and corruption. and to regularly follow up and inspect compliance with the anti-fraud and corruption policy. as well as reviewing the practice guidelines To be consistent with business changes The guidelines for practice are as follows:

1. Directors, executives and employees must comply with the anti-corruption policy and must Realize that corruption is inappropriate according to business ethics.

2. The company encourages personnel to have knowledge about fraud and corruption. To carry out work with honesty and integrity and prevent wrongdoing from occurring Through communication/public relations/circular letters.

3. The company has appropriate and regular internal audits and controls to prevent the performance of duties inappropriate employees.
4. The company reports its financial status in a transparent, verifiable, and accurate manner to protect the interests of all stakeholders.
5. The company sets policies regarding giving/receiving gifts entertainment or various expenses from persons conducting business with the company must be in accordance with local customs or trade customs. and has a value that is not excessively high
6. The company cooperates with the government sector. In specifying projects that are contracted with the government sector Proceed to reveal Statement of income - expenses to the Office of the National Anti-Corruption Commission (NACC).
7. Employees must not be negligent. If you see an action that is considered dangerous, you must notify your supervisor. or the responsible person knows or notify through the channels that the company has specified. The company keeps it secret to protect whistleblowers.
8. The company will be fair to the informant and the complainant before investigating the facts.
9. Those who commit corruption must be subjected to disciplinary consideration according to the company's regulations. But if the action that is illegal may be punished according to law.

### Policy for protection of whistleblowers and related persons

The whistleblower will receive appropriate protection from the company, such as remaining in the same position. Protection against suspension, termination of employment, or anything else that will result in unfair treatment of that person. Complaint information will be kept confidential. Not disclosed to relevant people Except where disclosure is required by law.

Any person who is aware of the complaint Must keep relevant information or matters secret. If you violate this, you willfully disclose the information to the company. Disciplinary action will be taken against those who violate the rules.

### Policy for reporting wrongdoing

#### Scope of the complaint

Directors, employees or any person acting on behalf of the company can be complained of If there is an offense that may be considered corruption

In the case where the person making the complaint does not reveal their identity The coordinator will consider the information. Or is the evidence clear enough? We will not accept complaints as follows:

- Matters that do not specify witnesses, evidence, or acts of corruption that can be investigated.
- Matters that have been considered It was found that the evidence was baseless. and there is no significant new evidence important additional information.

#### Company operations

- Complaint investigation

- A matter that is not complicated is a matter with clear evidence that does not involve many agencies. May be given to an appointed or authorized person has the right to investigate the facts of such complaints The appointed person must not have a vested interest in the complaint.

Complicated matter It is a matter that has a lot of evidence. or related to many agencies Present to the Chief Executive Officer and/or Managing Director To consider appointing a fact-finding committee. The appointed committee must not have a conflict of interest in the complaint.

- Processing time when receiving a complaint An authorized or appointed person will coordinate with the informant. Complaints within 7 days. Complaint investigators. Must consider and report the conclusions of complaints that have been resolved. Let the offender be informed within 30 days. The punishment must be approved by the approval authority.

In the case where a committee is appointed to investigate the facts Must consider and report a summary of complaints within 60 days since the date the fact-finding committee receives the order approving the appointment.

In the case of necessity that cannot be completed within the specified time Present the matter to the Chief Executive Officer and/or Managing Director. to consider extending approval of the inspection time.

- Reporting: Complaint investigators are responsible for reporting the results to complaint Reporter The complainant or other people involved were informed.

If the reported matter has an impact on the company's reputation and business operations financial status Matters must be reported to the Chief Executive Officer and/or Managing Director. Let us know the matter immediately. to carry out and bring the matter to the Board of Directors' meeting.



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In the case where the committee investigates the facts It is proved that The whistleblower provided false information. Make the complainant receive deterioration or damage will be punished according to company regulations.

### Channel for reporting clues

The company has established channels for all involved parties to exchange information, give advice, report or file complaints about unfair, illegal, or rights violations from the company's operations. or report clues to corruption To help promote the company's operations to be transparent under good corporate governance. You can make a complaint through Audit Committee or Internal Audit Department at

- E-mail

[audit.committee@hydrotek.co.th](mailto:audit.committee@hydrotek.co.th)

- Letters

Hydrotek Public Company Limited, No. 1, TP&T Building, 14th Floor, Soi Vibhavadi Rangsit 19, Chatuchak Subdistrict, Chatuchak District, Bangkok 10900