

# **Code of Conduct and Business Ethics of the Company**

In order to comply with the resolution of the Board of Directors of Infraset Public Company Limited at the meeting No. 5/2020 on November 4, 2020, the Company issued a notice on Code of Conduct and Business Ethics of the Company to be considered as the principles and guidelines of practices as follows:

#### 1. Introduction

Infraset Public Company Limited believes that the Code of Conduct and Business Ethics are essential foundations for enhancing and raise good corporate governance and is the cornerstone of stability and sustainable growth. In addition, it is something that will support the Company to achieve its intended objectives. Therefore, the Company promotes business operations and performance of duties of the Company's stakeholders to be in accordance with this Code of Conduct and Ethics.

# 2. Persons who have duty to comply with these

Persons who have duty to follow the Code of Conduct and Ethics are the Company, including directors, executives, officers, employees, consultants, as well as representatives or persons assigned to act on behalf of the Company or on behalf of the persons referred to above.

### 3. Basic principles

The basic principles of the Code of Conduct and Business Ethics are:

- 3.1 To perform duties with honesty, morality and responsibility.
- 3.2 To maintain confidentiality and not to use inside information or confidential information for any wrongdoing of oneself or others.
- 3.3 To prevent or avoid any act that may lead to conflicts of interest.
- 3.4 To behave like a professional practitioner with knowledge, expertise and prudence.

#### 4. Code of Conduct and Business Ethics

The Company (which also includes those who are obliged to comply with these in Section 2) will adhere to the following Code of Conduct and Business Ethics:

#### 4.1 Honesty

The Company should adhere to and maintain honesty as a principle in its business operations.

# **4.2 Compliance with Laws and Regulations**

The Company will operate in accordance with the law and government regulations, and will not assist, promote or support any illegal activities and transactions.

# 4.3 Use of knowledge, competence and expertise, care and attention

The Company should use knowledge, competence and expertise, care and attention to provide quality services to clients like professionals.

#### 4.4 Good management and efficient and concise internal control

The Company will provide a good management system and risk management system as well as an efficient and concise internal control system.

#### **4.5 Standards set for entrepreneurs**

The Company will comply with various standards relating to the Company's business operations, which are generally accepted.

#### **4.6 Treatment of various stakeholders**

The Company pay attention to good treatment to various stakeholders on the basis of cooperation and assistance to benefit one another appropriately, which are of the fact that

- (1) The Company should treat customers, partner or competitor with mutual understanding and cooperation;
- (2) The Company should offer quality products to its customers in a friendly manner and with generosity;
  - (3) The Company should look after and protect the interests of its shareholders;
- (4) The Company will promote and support employees to use their potential, knowledge and ability to perform their duties, as well as supporting the appropriate development of potential, knowledge and abilities of employees;
- (5) The Company will support the performance of social missions as appropriate, as well as being involved in activities for public welfare, education and building up the progress of the nation.

### **4.7 Supervision of Conflicts of Interest**

The Company will appropriately supervise or prevent in the event that there is or may arise a conflict of interest in connection with the operation of the Company's business and will not seek any benefit that is illegal or contrary to official requirements.

#### **4.8 Customer confidentiality**

The company will keep and take care of the customer's confidential information in a reasonable manner and will not disclose that confidential information to any other person unless with the customer's consent or it is legal action.

#### 4.9 Communicating information about products or services to customers

The Company communicates information about its products or services in the manner that gives the customers the correct understanding.

### 4.10 Providing advice or acting on behalf of the customer

The Company will exercise reasonable caution in giving advice or making decisions on any action on behalf of the customers, taking into account the circumstances of the customers.

### 4.11 Maintaining a good relationship with the authorities

The Company will regularly promote the creation and maintenance of good relations with the authorities, such as cooperating with the authorities as appropriate, and following the advice of the official, etc.

# 4.12 Records and reporting

The Company will record the information and prepare accurate and reliable reports.

### 4.13 Service and performance

The Company should monitor developments and changes that have occurred, and initiate innovations to create customer satisfaction as well as dedicate potential and ability to perform assigned works.

# **4.14** Accepting gifts or incentives from customers or others

The Company does not solicit, request or accept any monies, gifts or prizes or any other compensation from customers or other persons except for receiving due to the traditional giving.

### 4.15 Maintaining a good reputation

The Company will maintain a good reputation and should refrain from doing any action that brings disgrace to the Company.

# **4.16 Rights of persons and external activities**

The Company should respect the rights of persons as required by law and should promote and support participation in external activities. Such activities must:

- (1) Not cause any effect on the reputation and good image of the Company;
- (2) Not be a significant obstacle to dedication of the time or the ability of the Company to perform duties;
- (3) Not be contrary to the Code of Conduct and Business Ethics;
- (4) Not cause a conflict of interest;
- (5) Not be contrary to law and good morals.