



Policy on the use of computers and information technology

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 Policy on the use of computers and information technology to be considered as the principles and guidelines of practices as follows:

1. Introduction

Infraset Public Company Limited pays great attention to the use of computers and information technology which are important resources that facilitate and benefit the business operation. However, at the same time, failure to caution or abuse of use can also be detrimental to the Company and its users. The Company has set a policy for the use of computers and information technology for executives, employees and related persons to follow.

2. Backup of data and information

Infraset Public Company Limited realizes the importance of data and information of the Company, which is stored in the computer system. In the event of a disaster to the computer system, the Company's data and information may be damaged and unusable. The Company therefore provides backups of the company's data and information, which are the responsibility of the information technology department.

3. Use of computers and information technology

Computers and Information technology are resources provided by the Company, intended for use in the Company's business only. No person is allowed to use computers and other information systems of the Company in activities that are not in the Company's objectives or not in the Company's mission, or that cause damage to the Company. If there is any damage caused by such violation, it is considered a personal fault and the user is responsible for the damage that occurs. The Company's computers and information technology must be used with care and in the manner that does not violate the Computer Crimes Act and other relevant laws.

4. Prevention of computer and information technology use

To prevent misuse of computers and information technology of the Company, the Company has therefore established principles and practices for executives, employees and related persons to follow as follows:

4.1 Executives, employees and related parties must use the Company's computers and information technology in accordance with the Computer Crime Act and other relevant laws.

4.2 Computers and information technology and peripherals used for operation are the property of the Company. Executives and employees should use computers and information technology as well as peripherals for the work of the Company only, and maintain them to be safe and ready for use.

4.3 Do not alter, duplicate, delete or destroy the Company's information including not disclosing the information contained in the information system of the Company without permission from the Company.

4.4 Executives, employees and related parties must careful and maintain their account, username and password. Do not share them with others. Do not share, distribute or make others know them.

4.5 Executives, employees and related persons are prohibited from using their company's email address to forward slanderous messages or pictures, degrading or obscening information, information that is threatening, harassing, annoying to others, or anything that is against the law.