

## Code of Ethical Business

### Maximize Solution Public Company and subsidiaries

#### 1. Definitions

##### “Ethics”

Moral principles that govern a person's behaviors or the conducting of an activity, meaning behaviors toward others with fairness.

##### “Code of Ethical Business”

Standards for good conducts determined for directors, management and employees to follow. The Code of Ethical Business must be clear enough to prevent wrongdoing or any actions that may lead to bad reputations and reflect organization's demand that everyone follows laws and regulations under policies and value of organizations. Moreover, the Code of Ethical Business must be reviewed and updated regularly to ensure that the operation guidelines for honest and professional operation are always up to standard.

#### 2. Compliance with the Code of Ethical Business

2.1 “**The Company**” refers to Matching Maximize Solution Public Company Limited. The Company and the subsidiaries want directors and all employees to be responsible for understanding and following the set standards. The Company's Code of Ethical Business covers and emphasizes the following issues:

2.1.1 Persuasion, stimulation and motivation for directors and employees to work together to create value to the organization

2.1.2 Expectation and benefits of directors and employees including stakeholders

“**Stakeholders**” refer to stakeholders, who are significant to organization's business cycles, including shareholders, directors, management, clients and trade partners, trade payables, competitors, communities, society, environment, and the state sector.

2.1.3 Creation of confidence that legal rights of the stakeholders are protected

2.1.4 Treatment of stakeholders with honesty, transparency and fairness

2.2 Operational problems or some points to be improved should be informed to supervisors, based on the chain of command.

#### 3. Business Operation Guideline

3.1 The Company strictly conforms to laws related to business and trade; while some actions are allowed by law, the Company will behave only in the most honest and righteous.

- 3.2 The Company believes that performing business with honesty and morals is the right and sustainable way for business operation.
- 3.3 The Company respects national norms, tradition, and culture.
- 3.4 The Company will manage operation with honesty. It shall also complete accounting correctly, present and use budget clearly, save budget. The Company shall also assess investment in various projects with honesty, accuracy, and transparency under certain principles.
- 3.5 The Company expects honesty from all levels of employees in terms of following the Company's policies, accounting principles, and other internal control operation. In case employees see any actions that violate the Company's policies and regulations that may cause corruption or damage the Company's reputation, they shall report to supervisors.
- 3.6 The Company will perform business, taking into account their duty and responsibility to the Nation, Religion, and the King, as well as the country's laws and good morals.

#### **4. Conflicts of Interest**

- 4.1 The Company demands that all employees avoid conflicts of interest neither their own interest nor the Company's interest in contacting business partners and other parties.
- 4.2 An action that employees disclose the Company's confidential information to other parties during the time when they remain employed by the Company without a permission from the Company is regarded as an action relating to conflicts of interest.
- 4.3 Directors and employees are prohibited from using the Company's internal information for their personal benefits or benefits to externals, especially the information undisclosed to the public, according to the rules and regulations of the SET and related laws.
- 4.4 The action that the Company's directors or employees are directors or advisors to other companies or other business associations must not cause a conflict of interest or impede their direct duties and they must gain an approval from the Company proceeding with such action.
- 4.5 Employees shall save the Company's assets with the maximum benefits and not for personal benefits.
- 4.6 In case directors or employees or their family members take part or hold shares in other companies, which may cause conflicts of interest, they must report to the Company in a written form.

#### **5. Responsibility to shareholders**

- 5.1 The Company shall try to expand growth so as to bring shareholders good returns for a long time; hence, the shareholders shall benefit from effective operation and good earnings performance.
- 5.2 The Company shall respect the shareholders' right to receive necessary information to assess the Company's management, and the Company shall disclose correct and actual information and report the

financial position of the Company to shareholders regularly under international standards accepted by foreign capital markets as stated by the SET.

- 5.3 The Company has a policy to book accounting items correctly and completely in accordance with accounting standards and related laws. The accounting must be examined by the internal auditor and external auditor and the Audit Committee.
- 5.4 The Company shall respect and maintain all legal rights of the shareholders and the shareholders shall be treated with honesty, transparency, and fairness.

## **6. Relation with business partners and contract partners**

- 6.1 The Company demands that provision of goods and service is under standard and ethics, based on the following principles.
  - 6.1.1 There are appropriate and fair competitions among bidders with appropriate selection process.
  - 6.1.2 There are criteria to assess and select business and contracted partners.
  - 6.1.3 An appropriate form of contracts is created.
  - 6.1.4 There is a management and monitoring system to ensure that all parties completely follow the terms and conditions in the contracts so as to prevent corruption in all procurement process.
- 6.2 The Company wishes to provide good, quality and professional services with honesty and fairness.
- 6.3 The Company has a policy to keep business partners and contract partners' information confidential and operate business with fairness and independence. The Company shall not unlawfully operate business with business partners and contract partners, neither bribing nor providing objects for other people in a bid of seeking business benefits.
- 6.4 The Company operates business with fairness under decision criteria and comparisons on conditions, prices and quality, including other services with transparency and ability to be scrutinized. Under any circumstances, the Company always prohibits requesting for business benefits from business partners or contract partners.
- 6.5 The Company is committed to developing and maintaining sustainable relations with business partners and contract parties with clear objectives concerning the value of goods and services, the value for the money, the technical quality and trust among one another.
- 6.6 The Company has a policy to make payment to business partners and contract partners on time under the agreed terms of payment.
- 6.7 The Company wishes to operate business between business partners and contract partners accurately and they shall be protected by related consumer protection laws.

**7. Responsibility to the directors, the management and employees**

- 7.1 The Company has a policy to determine fair and appropriate remuneration for the directors, the management, and employees.
- 7.2 The Company emphasizes employees' welfare, security, and career advance.
- 7.3 The Company has a policy to have the directors, the management and employees protected by laws.

**8. Relation with account payables and creditors**

The Company has a policy to follow terms and conditions in the contracts with account payables and creditors with honesty and fairness.

**9. Competitors**

- 9.1 The Company has a policy to operate business with fairness, not alleging or damaging competitors.
- 9.2 The Company has a policy to operate business and compete with competitors under the set rules and trade competition laws.

**10. Responsibility to communities, society, environment and the state sector**

10.1 The Company has a policy to run business while taking into account the communities, society, environment, and the state sector. The Company also complies with the existing laws and regulations related to the communities, society and the state sector. In case there are no certain laws on some particular matters, the Company treats communities, society, environment, and the government with responsibility as follows:

- 10.1.1 Operate business under laws and organizational regulations.
- 10.1.2 Operate business under laws and relevant state orders and regulations.
- 10.1.3 Take into account environmental aspects and decent tradition and culture.
- 10.1.4 Encourage the directors, the management and employees to act as good citizens who contribute to communities and society and promote participation in political activities.
- 10.1.5 Respect virtuous national culture when doing business.

**11. Management of information and confidentiality**

- 11.1 As an organization in the society with a duty to follow information within the same society, the Company has a policy to manage the Company's information effectively and disclose only necessary, accurate and appropriate information to the society under suitable occasions.
- 11.2 The Company has a clear and appropriate policy to keep confidential information under control by the responsible units; this also includes the control of the computer and software network system.

11.3 The Company has a personal data protection policy in order to create sufficient standards relating to personal data protection as specified by the related law.

## **12. International business operation**

12.1 The Company has a policy to expand international business operation effectively, with an appropriate system relating to quality, prices, and services, as well as emphasize accurate copy rights, the intellectual property and the trademarks.

## **13. Gifts and business entertaining**

13.1 The Company has a policy to operate business with transparency and morals. Therefore, the directors, management, and employees shall not destroy the Company's reputation by behaving improperly or doing any actions that may create controversy about honest and fairness issues.

13.1.1 The Company demands that the directors, the management, and employees should avoid offering or receiving objects or any benefits from business partners and any parties relating to the Company's business operation, except for some gifts offered during festive or traditional seasons under appropriate value that receivers may consider receiving.

13.1.2 In case the directors, the management and employees receive cash gifts or any objects with high value, they shall report to their supervisors or those with the highest authority for their acknowledgement and then return to senders.

13.1.3 The directors, management, and employees should avoid offering or receiving unusual business entertaining, in a nature that is beyond normal relation, from other parties who engage in businesses relating to the Company's affairs.

## **14. Safety and sanitary**

14.1 The Company will attempt to prevent accidents, injuries and illnesses caused by profession with serious cooperation from all employees. In addition, the Company will limit risks relating to safety, which may arise during business operation.

14.2 The Company arranges the designs of tools and equipment and completes operation guidelines. The Company also provides trainings and controls operation, taking into account the safety of lives and property of the employees, as well as the entire society where the Company is operating business.

14.3 The Company will cooperate with state agencies, as well as other organizations in eliminating emergencies or accidents caused by business operation in a rapid, effective, and cautious manner.

- 14.4 The Company will comply with related laws and regulations; in case of the absence of certain laws or enforcement on certain matters, the Company shall adapt reliable standards about safety management for such matters.