

## Codes of Practice Related to the Shareholders

The Board of Directors is determined to be the good representative of the shareholders in the business operation on the basis of honesty and good ethics by attempting to develop the business to grow stably. This is to maximize the shareholders' satisfaction with the long-term good return to the shareholders as well as adhering to the principles of equal treatment including disclosing the information transparently and reliably to the shareholders with the following guidelines for the shareholders:

- (1) Perform the duties under the laws and regulations of the Company with honesty, transparency and perform any action with carefulness for the maximum benefits of the shareholders.
- (2) Manage the Company's business operation to have steady and stable progress using the knowledge, ability, and experience fully as well as deciding on any action with honesty, prudence and fairness for the maximum benefits of the shareholders. Not exploit the benefits for themselves and the people involved by disclosing any Company's information which is confidential and / or not yet publicly disclosed to the outsiders which will bring disadvantages to the Company.
- (3) Respect the rights of shareholders by reporting the status and operational performance of the Company including the information to all shareholders equally, regularly, accurately, completely and truthfully with reasonable supporting information in accordance with the rules prescribed by the SEC and the SET.

## Codes of Practice Related to the Employees

The Board of Directors is well aware that all employees are the invaluable assets of the Company and are the factors of the Company's achievement. Therefore, the Company adheres to its policy for fair employee treatment strictly according to labor laws in terms of both remuneration and career progress opportunity, as well as stipulating the policies for personnel development and encouragement on the employees to develop their knowledge and show their potential and values, and developing friendly and safe work environment and atmosphere in order to participate in developing the organization for continuous and sustainable progress. Furthermore, the Company determines whistleblowing measures on activities that are against laws and business conduct, or behavior that may lead to corruption or wrongdoing of individuals within the organization, as well as determining measures to protect whistleblower in order for its employees to participate in overseeing the Company's benefits. The codes of practices for employees are as follows:

- (1) Provide fair returns to the employees appropriately and provide fair, sufficient benefits and welfares to the employees such as provident funds, annual health check, medical treatment, contributions, and to improve to be consistent with the Company's operational performance both in the short and long terms. The Company sets the clear targets of operation with the employees having the Key Performance Indicator (KPI) for payroll and annual remuneration. There are activities related to education, sports capabilities and development of professional knowledge to strengthen self-reliance sustainably.
- (2) Treat the employees with politeness and pay respect for individuality.
- (3) Recruit the employees with the system of selection and employment conditions that are effective and fair to get the quality and honest employees to be employed to work.
- (4) Take care of employees thoroughly and fairly. Respect for the protection of employees' rights to be free from harassment.
- (5) Encourage the employees to have balance in their well-being both in work and personal lives.
- (6) Keep the working environment safe for life and properties of the employees to ensure good health in the workplace.
- (7) Appointment and rotation of employees including giving the rewards or consideration on the appraisal and punishment on the employee are made with equality, honesty, and based on the employees' knowledge, competence, and appropriateness as well as the Company's regulations.
- (8) Pay attention to the development, knowledge transfer, competence of employees by providing opportunities to the employees thoroughly and consistently with the continuous development and training on employees both inside and outside the Company. The arrangement of training and activities inside the Company shall be held regularly to enhance the performance of duties by applying the knowledge and skills in working or in improving the operational performance.
- (9) Provide ongoing trainings and seminars to develop the employees' knowledge and working skills.

- (10) Listen to the comments and suggestions from all levels of employees equally and fairly by providing the channels for employees to notify or complain about the offense or inform whereabouts of improper conduct against the Company's Code of Conduct by incident or situation that affects the work or the decision of the employees by conforming to the Whistleblowing Policy of the Company.
- (11) Adhere to the laws and regulations related to the employees strictly.

## Codes of Practice Related to the Customers

The Board of Directors is aware of the importance of creating the satisfaction and confidence of the Company Group's quality products or services to customers with the codes of practice related to customers as follows:

- (1) Treat the customers fairly in terms of products and services both in terms of the operation and delivery of quality products and services agreeing with the needs of customers at a fair price including the safety in products and services that trust the Company.
- (2) Disclose the accurate and complete information about products and services adequate for preventing the misleading of customers about the quality or conditions of products and services as well as responding to the needs of customers in the implementation of rapid services to provide customers with maximum satisfaction.
- (3) Maintain the confidentiality and information of the customer and not use it for their own benefits or their relatives unrightfully as well as not disclosing the customer's information without the prior written consent from the customer or the Company's authority except for the information that must be disclosed to the relevant third parties for clarification or legal action.
- (4) Provide the channels for the customers to offer the suggestions or complaints about products and services by adhering to the Company's Whistleblowing Policy.

## Codes of Practice Related to the Trading Partners and the Creditors

The Board of Directors has policies and guidelines for treatment of trading partners and creditors with transparency, equality, and fairness. The Company adheres to strict compliance of trading terms or agreements within contracts with its contract parties with the consideration on the maximum benefits of the Company and receiving the fair returns to both parties. The codes of practice to the trading partners and the creditors as follows:

### Codes of practice to the trading partners

- (1) To select trading partners via transparent system in accordance to the procurement rules and procedures of the Company. The selection criteria will be based on trade partners that have reliable history and business conditions, stable financial status, well-known reputation and expertise, high credibility, and acceptance from other operators within the same business or industry. In this regard, they must not have history of trade prohibition as a result from corruption or history of work abandonment or are listed in the prohibited companies by government or private sector. In addition, their products or services must provide satisfaction and consistency of quality, price, service, and delivery.
- (2) The Company will consider reasonable and fair price considering the reasonableness of the price, quality and service received from the trading partner including the formulation of the appropriate contract following the mutual agreement and fully comply with the terms of the contract in order to prevent the fraud and misconduct in the procurement process.
- (3) Treat the trading partners fairly and equally based on fair returns to both parties
- (4) To promptly and punctually pay payments due to trading partners.
- (5) To strictly abide by prior agreed contracts or trade principles and trade conditions in an equitable manner to all concerned parties, and in the event that such principles and conditions with any relevant trade partner cannot be complied with, that trading partner shall be promptly informed to mutually seek a possible means to resolve the matter.
- (6) Not to request or accept any assets or benefits from trading partners.
- (7) To avoid any purchase of goods from trading partners who are involved in human rights violation or intellectual property rights infringement.
- (8) Not to disclose information of its trading partners to any third party except with the trading partners' prior approval.
- (9) Not to do business with trading partners who disobey laws or behave contrary to public order or good morals.

### Codes of practice to the creditors

It is UV Group's policies to justly and transparently treat all its creditors; whether they are trade creditors or creditors which are financial institutions, and to promptly pay its debts and dues according to their schedule or agreement without fail in order to preserve its credibility towards its trade partners and financial institutions.

The Company strictly abides by the terms and conditions of its contracts and agreements in accordance to the following guidelines:

- (1) To treat all creditors justly and equally and on common grounds for mutual benefits.
- (2) To strictly abide by prior agreed contracts or conditions especially with financial institution creditors in regards to purpose of money usage, payment of principal and interest, and guarantee conditions. The Company gives importance to capital management in order to maintain stability of financial status and preserve sufficient liquidity for punctual payment to creditors. In addition, the Company will report financial status and information to creditors according to agreement with accuracy, transparency, and consistency. In the event that such contracts or conditions with any relevant creditor cannot be complied with, that the Company shall be promptly informed to mutually seek a possible means to resolve the matter.

## Codes of Practice Related to the Competitors

The Board of Directors promotes and encourages free and fair competition through the conformity to the framework of trade competition law and the framework of good competition and avoidance of dishonest practices in order to undermine the competitors. The codes of practice for the competitors are as follows:

- (1) Behave under the framework of trade competition law and the framework of good competition.
- (2) Not seek out competitors' confidential information in a dishonest or inappropriate manner.
- (3) Not ruin the reputation of the competitors with misdemeanors.

## Codes of Practice Related to Protection and Non-infringement of Intellectual Property

The Company is aware of the importance of protection of intellectual property of UV Group from infringement or unauthorized usage, as well as providing respect and not conducting infringement on intellectual property of others. Its executives and employees must comply with laws or regulations related to intellectual property, copyright, patent, trademark, trade secret, as well as computer crime laws. It has guidelines as follows:

- (1) Not to use UV Group's intellectual property for personal benefits or public disclosure without approval in which utilization, duplication, adaptation, disclosure, or publish of UV Group's copyright work, fully or partly to public, must receive approval from the Company.
- (2) Not to use intellectual property of UV Group or other persons without approval as this is an infringement on intellectual property which is considered disciplinary wrongdoing and may receive charge of criminal case as well as obligation to compensate for civil damages.
- (3) Not to use products and services with incorrect copyright and not to support products or actions that are violation to intellectual property.
- (4) Executives or employees who are no longer employees of UV Group must return all intellectual property such as reports, statistics, programs, blueprints, trade information, software, and manufacturing process to the Company.
- (5) To prescribe executives and employees of all levels to strictly comply with rules on computer usage of the Company in all aspects such as usage of e-mail and internet, usage and installation of computer software, control on access and security of system and information in order to ensure efficiency of computer system usage and highest benefit to the Company and also mitigate risks from computer usage that falls into wrongdoing according to Computer-related Crime Act B.E 2550 which has criminal penalty. The details related to regulations for computer usage of the Company, which are practice guidelines for information technology management of UV Group, can be viewed at the Company's website at [www.univentures.co.th](http://www.univentures.co.th), item "Corporate Governance".
- (6) The Company focuses on the importance of data security both from virus attacks on the computers or from external parties for confidential information leaks. The Company has thus installed firewall and anti-virus programs on every single computer in the network system and also separated the network systems. The Company also provides systems for data backup and data recovery by setting a disaster recovery plan (DRP) and rehearsal of the plan annually.

## Codes of Practice Related to the Human Rights

The Company commits to operate its business fairly with adherence to responsibilities to society and all stakeholders according to its corporate governance and Code of Conduct. In regards to protection of human rights, the Company strictly complies with relevant regulations in which the Board of Directors, executives, and employees of all levels must be aware of their importance and respect human rights of individuals, society, and community under laws or ethical principles which include equitably treatment to individuals in accordance to human rights principles, avoidance of discrimination, avoidance of action that violate human rights, and support for human rights. In addition, it also communicates to parties related to business operations of UV Group to support moral business operations, respect for human rights, and equitably and fair treatment to every individuals which align with the Company's policy on human rights. The Company has guidelines on human rights as follows:

- (1) To provide respect to human rights by prescribing the directors, executives, and employees of all levels to treat one another with respect, honor, and equality without discrimination or restricting rights of individuals, society, and community with differences including differences of thought, ethnicity, nationality, religion, gender, language, age, skin color, education, social status, etc.
- (2) To arrange work environment that represents respect and acknowledge of individual honor and prevent any cases of threatening, harassment, violation, as well as to treat employees with regards to employment, compensation, welfare, training and development, promotion evaluation, discipline and punishment, dismissal on the basis of work capability and efficiency rather than individual specific characteristics.
- (3) To prescribe the directors, executives, and employees of all levels to take cautions in their duties in order to prevent risks on violation of human rights within business operations of UV Group.
- (4) To encourage and foster UV Group on adherence to human rights by support or promotion of procedures to protect human rights, as well as communicate and encourage parties related to business operations of UV Group such as supplier, contractor, joint venture to morally operate their businesses with respect to human rights and equitably and fair treatment to all individuals. In this regard, the Company has policy not to conduct business with companies that do not consider human rights, especially with violation on fundamental rights in regards to race, woman, children, disable, etc.
- (5) To avoid negligence or ignorance when witnessing act related to UV Group that is considered a violation to human rights in which he/she must report to superior or responsible persons and provide cooperation in examination of facts. It also gives fairness and protection to individuals who make whistleblowing or complaint on human rights violation related to UV Group in which the Company uses whistleblowing protection measures as guidelines to protect whistleblower or complainant on human rights violation as well as to protect individuals who cooperate on examination of facts. Furthermore, the directors,

executives, and employees who violate human rights which is against the Company's corporate governance and Code of Conduct must receive evaluation on disciplines from the Company and/or receive punishment according to laws if the violation is illegal.

## Codes of Practice Related to Society and Operating Business Under Environmental Standards

The Company adheres to operating its businesses with consideration for its responsibilities to society and environment by promoting social programs and community services to improve life quality and provide benefits to communities and society where the Company's operates, especially activities for human capability development in various aspects such as education, sport, and professional skills, along with promoting its employees to have conscious mind and act as good citizen to community and society. Furthermore, it encourages UV Group to operate businesses under good standards of safety, health, and environment for the benefits of its employees, stakeholders, community, and society where UV Group operates. It also fosters conscious mind for using natural resources at highest efficiency including consumption of energy, electricity, water, paper, and other waste resources, with awareness for operating business on basis of environmental responsibilities in every process of manufacturing or sourcing or services by utilizing global standards of technology and management system in its operations. It also promotes participation in energy or environmental projects to consistently drive UV Group for increasing efficiency in energy consumption which will help reduce energy costs and pollution impacts such as its requests for certifications of environmental management standards ISO 14001, energy management standards ISO 50001, Green Industry certification, green building certification of LEED (Leadership in Energy and Environmental Design) from United States Green Building Council (USGBC), etc. Furthermore, it arranges training for employees to provide knowledge and create awareness on responsibilities to society and environment, as well as prescribes work regulations in accordance to standards for safety, health, and environment required by laws as practice guidelines for employees which is an approach to help reduce and prevent impacts that may occur from business operations of UV Group to community, society, and surrounding environment. The Company prescribes its practice guidelines on society and environment as follows:

- (1) Foster conscious mind on social and environmental responsibilities for all levels of employees.
- (2) Encourage efficient consumption and conservation of energy.
- (3) Encourage social quality development by focusing on development of knowledge for youths and common people.

In fiscal year 2018, the Board of Directors, executives, and employees of UV Group collaborated to organize activities and projects for development and benefits to community and society, as well as conducting procedures that increase resources consumption efficiency and encourage continuous energy conservation. The details of activities and projects organized by UV Group are presented in item "Corporate Social Responsibility".

In addition, the Company is aware of environmental importance in which it has an approach to foster conscious mind on environment to all directly and indirectly related employees to receive environmental management training. In fiscal year 2018, training courses provided to employees were as follows:

1. Training course on understanding and applying environmental management standards ISO 14001:2015
2. Training course on understanding and applying occupational health and safety management standards OHSAS 18001

3. Training course on understanding and applying energy management standards ISO 50001

Content of training courses cover from studying and understanding regulations of management system standards, risk assessment of quality management system, and environmental issues in environmental management system.