



## Use and Confidentiality of Inside Information and Protection of Personal Information

The Company gives importance to procedures that create equality and fairness to all stakeholders. Internal information or news relevant to changing of stock price that has not been disclosed to the public are considered internal and confidential information of UV Group. Consequently, directors, executives, and employees of all levels of UV Group have duty to maintain internal information as confidential. They shall not use internal information that they obtain from their work to inform other individuals, or seek profits or benefits from securities trading in wrongful way, or create loss of benefits for UV Group, directly or indirectly. In addition, the Company respects the privacy rights of those involved. The personal information of the persons involved in the business operation, employees and other stakeholders is must be protected from being used, disclosed or transferred to another person which is a violation of legal rights. The principles and practices in the matter are as follows.

### 1. Trading of the Company's Stock using Internal Information

- (1) Directors, executives and auditors of the Company have a duty to report their holdings of the Company's stock to the Board of directors in order to ensure the confidence of its shareholders and general investors that its directors and executives can manage the Company's business with honesty, clarity, transparency, and accountability.
- (2) Directors, executives (as defined by the SEC) and top-level executives of the Company and subsidiaries have a duty to report changes in the holding of the Company's stock to the Company Secretary at least one day before the transaction is made according to good corporate governance principles and electronically to the SEC within 3 business days from the date of purchase or sale or transfer of the Company's stock according to rules and regulations of the SEC in order for the Company Secretary to produce a report to the Board of Directors at the meeting and disclose such report in the annual report.
- (3) Directors and executives of UV Group are forbidden to purchase or sell stocks of the Company for 30 days prior to the public disclosure of the Company's financial statements and shall require waiting for at least 48 hours after such public disclosure of the information. Every 3 months, the Company shall inform directors and executives of UV Group of the prohibited period for the Company's stock trading.
- (4) Directors, executives, and employees will not take advantage of opportunities or use information obtained from their positions with UV Group for personal gain and shall not use internal information for personal benefit or provide internal information to anyone for the purpose of trading the Company's shares.

### 2. Safeguarding of Confidential Information

- (1) Directors, executives, and employees are obliged to strictly safeguard UV Group's confidential information, especially any internal information that has not been disclosed to the public or information that may impact the Company's operations or may affect the Company's share prices.
- (2) Directors, executives, and employees who have access to UV Group's confidential and trade secret information such as business plans, technologies, innovations, maps, data or formulas belonging to the Company, shall not disclose such confidential and trade secret information that they have gained due to their work duties to anyone outside of the Company for a period of two years after leaving the position as director, executive, or employee of UV Group.



- (3) In order to prevent inappropriate use of the Company's internal information which represents a breach of responsibilities to the Company and its shareholders, the Company prescribes classification levels to its confidential information. Important information that has not been disclosed to the public or information that may impact the Company's operations or its share prices shall only be accessed by relevant directors and executives.
- (4) Trade secrets and crucial documents of UV Group must be safeguarded and contained. Information should be classified by levels such as disclosable information, non-disclosable information, confidential information or highly confidential information.
- (5) Preparing information and documents of UV Group in accordance with and relevant to their duties and the specified standards with honesty and carefully. In Addition, the use of shared internal information within the departments or within UV Group must be within the framework of assigned duties and responsibility only.

### 3. Disclosure of News, Information and Opinions to Third Parties

- (1) The Company will correctly and transparently disclose crucial information to the public in a timely and equitable manner.
- (2) The Company has policy to avoid providing crucial information that have not been disclosed to general public, reporter, analyst, or other individuals. Consequently, every crucial information that have not been disclosed to public must gain approval from the Chief Executive Officer or the President first prior to disclosure in which the Chief Executive Officer or the President may choose to provide such information by himself/herself or assign Investor Relations or related persons to provide the information. In regards to information related to joint venture, the Company must gain approval from its joint venture before disclosing the information in accordance to terms and conditions in their mutual agreement. In this regard, disclosure of company information will be operated under the regulations of the SEC and the SET.
- (3) In an event that shareholders or investors make any inquiries to the Company, Investor Relation Office or Company Secretary or Compliance Department or Internal Audit Department, or any other department assigned by the Chief Executive Officer or the President, shall be the party responsible for providing answers to such inquiries. The provided information must be publicly disclosed and disseminated according to conditions prescribed by the SEC and the SET.
- (4) In the case where an employee is asked by a party to disclose information or answer questions which are outside of their authority, employee must politely decline to comment and advise such party to seek answers from the department assigned to or responsible for the disclosure of such information in order to ensure that the information disclosed is correct and consistent.



#### 4. Protection of Personal Information

When the Personal Data Protection Act 2019 and the relevant laws come into effect, UV Group and the personnel of UV Group must do as follows:

- (1) Personal Data which makes it possible to identify individuals directly or indirectly and Sensitive Personal Data of those involved in the operation of the business, employees and other stakeholders of UV Group, must be protected from being used, disclosed or transferred to another person in the manner of infringement of the law.
- (2) The Board of Directors, executives and employees have roles, duties and responsibilities in governance, give support and comply with the laws and policies related to the protection of personal information as follows:
  - The Board of Directors is responsible for ensuring that the personal information governance structure and the relevant internal controls are established, to have a personal information protection policy of UV Group and to achieve legal compliance, covering Personal Data Protection Governance, Personal Data Processing, Data Subject Rights, Personal Data Security and Personal Data Protection Compliance. It also supervises and supports UV Group to protect personal information effectively and in accordance with the relevant laws. As well as review and revise the policy to be in line with the law and situation at different times.
  - Executives, relevant departments or departments that have been assigned has the following functions:
    - Monitoring the department or subsidiary under the supervision must follow the policy, standards of work, practices and procedures for the protection of personal information in various fields strictly, including support training to educate employees of UV Group regularly.
    - Monitoring the assessment of the effectiveness of the compliance with the personal information protection policy in various areas and report the results of the said assessment to the Board of Directors at least once per year, including supervising and ensuring that the risks relating to personal information is handled and have appropriate risk management practices.
    - Reviewing and improving the policy, standards of work, practices and procedures for the protection of personal information of UV Group to ensure the operations of UV Group comply with the laws and protection of personal information policy.
  - Employees of UV Group must comply with the policy, standards, guidelines, procedures and other documents strictly related to the protection of personal information as well as having to report unusual events related to the protection of personal information and non-compliance with the law and Personal Information Protection Policy of UV Group to the supervisor.
- (3) Directors, executives and employees of UV Group who do not comply with UV Group's Personal Information Protection Policy may be guilty and subject to disciplinary action as well as may be punished as required by law.