



84/55 Moo 11, Soi Tanasit, Teparak Road, Bangpla, Bangplee Samutprakarn, 10540 Thailand
Tel : (662) 729-8111, 312-1178-81 Fax : (662) 729-8112, 312-1182

Ethical Business Practices

Milott Laboratories Co., Ltd,

These ethical business guidelines have been established for all concern people to ensure that our operating business policies comply with all standard ethics and laws, all staffs and management have the responsibility to acknowledge and practice in accordance to the following guidelines.

1. Benefits of stake holder

Milott Laboratories Co., Ltd., resolves to operate our business with integrity and transparency to achieve its goals based on good management and ethics, for social principles and sustainable growth of the organization with the basic benefits of shareholders as following.

1.1 Shareholders

- 1) Respect the rights of all shareholder equally, consider all suggestions, and act upon those agreed.
- 2) Manage the business with efficiency, integrity, transparency, knowledge, skill and competency while working towards company, growth and good return for shareholders.
- 3) Disclose appropriate financial information with complete detail of work performance and financial documentation to all shareholders clearly, correctly, transparently and fairly.

1.2 Client

- 1) Meet the needs of clients with the best quality service, safety, and equality.
- 2) Commit to be honest, show integrity and be fair to all clients.
- 3) Provide correct information in full detail without distorting any facts or details.
- 4) Listen to ideas, suggestions, as well as clarify details to clients.
- 5) Refrain from revealing confidential client data.

1.3 Employees

- 1) Continuously promote and develop the competency of employees to increase knowledge and ability for their progress and stability in their occupational position with equality and without any discrimination. Provide appropriate compensation for the work performed based on skills, responsibilities, and contributions without any discrimination.
- 2) Provide appropriate welfare and working hour complied law or other higher standard.
- 3) Act with fairness, listen to idea and suggestion, and promote the right to lodge complaints at work and not high punishment.
- 4) Provide safe and hygienic workplace environment to increase efficiency.
- 5) Respect the rights and privacy of employees by keeping all historical records and profiles confidential freely to hire and not less than 18 years old.

1.4 Partners



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- 1) Coordinate in exchanging data which is mutually beneficial.
- 2) Commit to be honest and act with integrity and fairness with towards every partner.
- 3) Open to listening to all ideas and suggestions while keeping all partners informed on all relevant information and events.

1.5 Community & Society

- 1) Actively promote and engage in activities to encourage creativity and development, in order to better and enhance the quality of life of the surrounding communities and society as a whole. Consider effect to community and environment.
- 2) Responsibility to make a commitment to the preservation of environment and local traditions and culture of the surrounding community.
- 3) Quick and effective response to any incident that is of cause by Milott Laboratories Co., Ltd, which impacts the surrounding environment, society, or community.
- 4) Do not penetrate public forest reserve not completely owner , buy the land where the owner is not willing and follow the law. In case of land expansion or degradation must be risk assessment impact to environment, community or other concern.

2. **Conflict of Interest**

Conflict of interest between an employee and company may occur in many forms; therefore Milott Laboratories Co., Ltd. has set forth the following policy to address the possibility of a conflict of interest.

2.1 Employees should avoid participating in any activities that go against the company or do harm or damage to the company's operations or image. Whether it be from contacting with a related business associated of the company, a client, or competitor.

Employees of Milott Laboratories Co., Ltd. may not use the access gained to clients and/or privileged information to conduct outside business for personal gain which will impede their duties or have a negative impact on the company.

2.2 Employees must not receive money compensation or any other special benefits from clients, co-partner, or other personnel working on behalf of one of these entities.

2.3 Any personal, family, or other business with company which an employee receives compensation or benefits from must be disclosed in detail, prior to starting work with Milott Laboratories Co., Ltd.

3. Disclosure of information

3.1 The reporting and disclosure of all financial accounts of Milott Laboratories Co., Ltd., must follow accounting standards and principles. All information to be reported must be correct, complete, and with proper internal control to insure the account information complies with laws, regulations, and registration requirements.

3.2 All business and financial operations must be handled honestly, transparently and disclosed in accordance to the law. Milott Laboratories Co., Ltd. shall refrain from involvement in any illegal businesses or money laundering activities.

4. Operation in Accordance to Regulations and the law

Every employee must adhere to all regulations and laws, which affect the business of Milott Laboratories Co., Ltd.

5. Business Management Based on Fairness and Equality

- 5.1 Conduct business with clients, partners, competitors, shareholders and employees with fairness and no discriminatory biases.
- 5.2. Do not make judgments based on unfair comparisons
- 5.3 Recruitment of employees must be done without discrimination or biases based upon race, nationality, gender, age, religion, sex, political beliefs, or disability that will not affect the ability to perform standard duties.
- 5.4. Responsibility to promotion of a positive work environment
- 5.5. Responsibility to protect the employee's personal data and records on file

6. Protect and Use of Company Property

- 6.1 All employees must take care to use and protect company property to full efficiency.
- 6.2. All employees must respect confidential data, and to not disclose to others.
- 6.3. No employee is to use the company, assets, information, or position within the company for own personal gain or for use in personal business outside of the company.

7. Anti-Corruption trafficking and no forced labour.

To prevent corruption within the company, employees who have duties such as job recruitment, work performance evaluations, supplier selection in procurement, raw material or any equipment in the work place, shall follow the standard regulation practices and procedures strictly.

The company will manage and eliminate the cause of corruption or malpractice by following these guild lines,

- 7.1 Setup an inspection system and standardized procedure to prevent corruption or opportunity to gain personal benefit from individuals abusing their position.

7.2 Instruct and monitor the performance and operations of employees strictly in accordance to regulations and laws.

7.3 Create a transparent and verifiable Human Resource Management System.

7.4 Set effective internal controls to prevent and detect in a timely manner.

7.5 Carry out strict disciplinary actions against offenders.

7.6 Anti trafficking and no forced labour.

8. Political Involvement

8.1 The company shall not bring asset or resource to support any politicians or political parties except in the case where in Milott Laboratories Co., Ltd. receives permission by law and the funds are used to support overall democracy.

8.2 The company does not allow any employee the right to use company resources, facilities or property to support a political campaign or raise funding for any political purpose.

8.3 The company prohibits employees of all levels from persuading or motivating subordinates or co-workers by any means to participate in any kind of political activities.

9. Management of Environment and Health & Safety.

The company will carry out and promote importance of a quality safety system, energy saving system, environmental management, labor standards, social responsibility, occupational health and safety to maintain and improve condition continuously for client satisfaction and to better the surrounding community and society at all level for employees. The company will also strive to raise awareness about these matters with the employees and related people to comply with specified requirements or procedures.

10. **In case of whistle-blowing** , it can be informed via the company's channels which will be handled and processed impartially, fairly and transparently. Whistle blowers will be



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protected under fair practice without threatening or retaliation. Any grievances will not be disclosed and kept confidential except the information givers consent to disclose as far as the grievance is raised honestly. Internal company's channel are suggestion box, Human resources Department, management ,supervisor, safety committee, welfare committee. For external company's channel on Website : www.milott.com , E-mail : info@milott.co.th
(Top management) Hot line : (668) – 13728545

This ethical business practices have been announced and followed to align with our uniform Code of conduct & governance.

A handwritten signature in blue ink, appearing to read 'R Kittisinhaikul', is written over a horizontal dotted line.

(Ms. Rungravi Kittisinhaikul)

Managing Director

Date : ...2.../...May.../...2019....