



---

## Supplier Code of Conduct

We, MFEC Public Company Limited has a policy to conduct business with sustainable growth. with a focus on good governance including social and environmental responsibility of stakeholders both inside and outside the organization to achieve a balance in business, social and environment.

MFEC Public Company Limited is determined to achieve success in many dimensions. Including the importance of supply chain management. that take into account good governance, social responsibility and environment. Therefore, MFEC Public Company Limited has prepared a Supplier Code of Conduct to be a standard and practice guideline for the MFEC Public Company Limited's suppliers to comply and grow sustainably together.

### Expectations to Business partners

1. Product and Services quality is crucial to our business. We maintain exceptional standards in our product and service commitments to our clients. We expect the same levels of quality from our Supplier. Any degradation on quality of products or services supplied to us has to be attended and resolved to our expectations or we may resort to cancellation or reject your product/services. You are welcome to discuss and understand our standards of commitments with us in case you have any clarification.
  2. Maintaining delivery schedules are important to keep up time commitments to our customers. Any delay on delivery commitments has to be informed well in advance for us to plan and confirm a firm new date to the customer. If we are exposed to any liabilities from our customer due to any defaults or delays on your product delivery or service providing, we expect you to honor this and acknowledge bearing the costs associated from such causes.
  3. We expect that your product and service prices can be negotiated. MFEC expects the best possible prices from our suppliers to remain competitive in the market. We welcome any suggestions to improve our competitive positioning with respect to product or pricing in the market.
  4. Supplier shall focus on the intention of MFEC with varieties, social responsibilities and community participations for the good conformity of the community as follows:
-

- (1) MFEC has always supported human rights all over the world and working for protecting the human right in our friendly environment.
- (2) MFEC has always condemned the pursuit of gain from children in all methods, all labor's children must be voluntary.
- (3) MFEC has always encouraged the programs of varieties for supporting the variety of the purchasers via products manufacturers.
- (4) MFEC will take part in community and social development in every occasion as appropriate.

#### Business Ethics:

1. We conduct business with the highest ethical standards and all related laws. We are a listed company on the main stock exchange, and we comply to International standards on fair business practices. Therefore, we process of the company's rule, we do not tolerate any initiatives, programs or promotions either actual or implied, by suppliers or MFEC's employees that lead to personal gain their own interests in which there are the morality and the principle of business operation as follows;
  - Integrity and Sincerity**
    - (1) Supplier will not commit fraudulent acts. whether giving or promising to offer, accept, request, or solicit a bribe whether it is property, money, things or any other benefits which are contrary to morals, ethics, laws, rules, regulations, or policies to government officials Any other person conducting business with the Buyer. Buyer's staff or employees of the Buyer's affiliates, whether domestically or internationally to obtain undue benefits to the organization itself or related persons, so the Supplier certifies that will keep its legal compliance policy up to date to prevent violations
    - (2) Supplier will comply with the MFEC Public Company Limited's Anti-Fraud and Anti-Corruption Policy <https://ir.mfec.co.th/corporate-governance-policy/#> and will not be involved in fraud and corruption in all forms, whether directly or indirectly.
    - (3) Supplier will not take any action. that are at risk of fraud and corruption and must treat with caution in accepting gifts, tokens, and entertainment in accordance with the buyer's anti-fraud and corruption policy the Supplier should not help. or giving valuable gifts in various forms, such as cash, vacation packages, etc., to MFEC Public Company Limited' employees or employees' family members. if the company is aware of any suspicious actions. MFEC Public Company Limited will take immediate action against any employee of the Supplier who has a relationship with the Supplier and immediately cancel all existing orders with the Supplier

- (4) Supplier will conduct its business with transparency with the public/private sector. Working with government agencies or government/private officials as well as persons with relevant duties whether in the country / abroad must operate in accordance with relevant laws

**Confidentiality**

- (1) Supplier is obligated to maintain the confidentiality of any information and documents the Public Company Limited provides or delivers under any purchase order, or in connection with purchase orders and contracts in procurement, including customer information, business information, and trade secrets of MFEC Public Company Limited ( " Confidential Information" ) and must not be disclosed to any person or allow any person. This includes but is not limited to, their subordinates, representatives, employees or employees. Disclose the Confidential Information to another person/entity without MFEC Public Company Limited's prior written consent.

- (2) The above provisions of confidentiality shall not apply to that part of disclosing party's Confidential Information which the receiving party is able to demonstrate by documentary evidence:

- (1) Was in the public domain through no fault of the receiving party or its agents or employees
- (2) Was in the receiving party's possession prior to receipt from the disclosing party or is independently developed by the receiving party
- (3) Was required to be disclosed by law, court order or government agency order

The provisions of this clause shall be effective throughout the period of sale and purchase of the project, and throughout the warranty period

**Conflict of interest.**

Not using personal benefits and close relationships to gain advantages in the company's business operations or create conflicts of interest

**Intellectual property rights.**

- (1) Supplier must certify that the products sold to the buyer do not infringe on the trademarks or copyrights of others, and the Supplier guarantees the quality and standards of the products or works to be delivered.
- (2) Not to disclose intellectual property information of the company that derived from doing business with the company.

**Management of the supply chain**

- (1) Communication of company policies, ethics, and standards to business partners

- (2) Establish guidelines and measures for identifying important business partners and implement measures for identifying and managing risks arising from partners, especially those with economic, social, and environmental risks.
- (3) Establish measures for monitoring the operations of trading partners to ensure compliance with the company's business ethics and social and environmental standards.

**Sustainable joint growth**

The company has provided opportunities for sharing and listening to information from partners, which will be beneficial for sustainable development and growth together, including information from stakeholders.

(2) The company has a policy of issuing a purchase order document every time a product or service is ordered. Supplier must fulfill the delivery of goods or services in accordance with the approved purchase order from the company. The procurement department will act as a coordinator of various conditions for each purchase with the Supplier, specifying the terms and conditions in the purchase order to be sent to the Supplier. The Supplier will bear the risk if the goods or services are delivered without a purchase order from the company. The Supplier must indicate the company's purchase order number on all relevant documents, such as delivery notes, invoices, and other related documents. Delivery notes or invoices without the company's purchase order number will be suspended for verification and may cause payment processes to be delayed or withheld.

(3) The company expects cooperation from the Supplier in notifying the company executives. Please immediately notify senior management in the accounting and finance department of any suspicious activities, including any implicit actions by company employees seeking assistance in various matters, and if the company later becomes aware that any Supplier has failed to report or disclose any suspicious activities in the aforementioned matter, the company will immediately sever its business relationship with that Supplier.

(4) The company conducts its business in accordance with the law and with integrity. The company hopes that you will avoid any improper conduct and act towards customers with fairness and respect, while also taking the following actions:

- (1) Prepare financial reports and invoices accurately and with integrity.
- (2) Prepare documentation accurately and in accordance with the objectives of the transaction.
- (3) Not falsifying or distorting any information or documents related to your work with the company.
- (4) Conduct business in compliance with anti-trust and fair competition laws.
- (5) "We must respect the confidentiality of trade and information disclosed to the public of others."

- (6) It is imperative to maintain ethical standards and avoid compromising moral values in order to gain competitive advantages or meet business objectives, including engaging in inappropriate actions, accepting questionable payments, or offering unsuitable gifts.
- (7) You understand and agree that the company prohibits and there shall be no promise to give or grant anything of value to employees or government officials in a strict manner in the course of their official duties or to facilitate operations that violate the law
- (8) To protect the assets and reputation of the company, it is necessary to refrain from using the company's assets for personal benefit or in a way that may cause conflicts of interest, either directly or indirectly.

#### (5) Prevention and detection of fraud

- (1) If the company requests that you provide necessary information or documents for the company to investigate your compliance with anti-corruption laws, would you authorize the company to conduct an audit and review of necessary information, documents, or records related to suspected violations of anti-corruption laws, accounting documents, and other information related to your anti-corruption compliance process
- (2) If there is a state organization or a foreign investigative agency that conducts an investigation regarding suspected misconduct of not complying with the laws on countering corruption, you agree to cooperate with the investigation upon request by the company.
- (3) You agree to participate in training related to anti-corruption laws, which the company will organize periodically according to its request. You will also be aware, guarantee, and take responsibility for consistently opposing corruption.

#### Social responsibility

##### Human Right

- (1) Respecting employees' rights and providing assurance that there will be no violent or inhumane practices, including physical or verbal abuse or any form of harassment.
- (2) Treating employees fairly and equally without discrimination based on place of birth, race, gender, age, skin color, religion, disability, socio-economic status, or any other factors.

##### Labor rights

- (1) Practicing labor in accordance with the law
- (2) Not hiring labor that violates the law, and if hiring foreign labor, carrying out the hiring process in compliance with the labor laws of the Ministry of Labor.

- (3) Not engaging in any conduct towards forced labor or human trafficking, including physical or psychological punishment, coercion, intimidation, or confinement.
- (4) Provide workers with the freedom to associate and negotiate collectively for their annual leave and holidays as prescribed by law."
- (5) Provide reasonable wages and compensation to workers commensurate with the nature of their work and length of employment, ensuring that they receive the benefits they are entitled to under the law.

The rights of children and opposition to child labor.

- (1) Do not employ children under 15 years of age as workers, as this action violates the regulations of the Ministry of Labor.
- (2) Not hiring children under the age of 18 to work in any establishment that poses a danger to children.

Occupational health and safety

- (1) Workplace Safety and Environmental Protection - Supplier must provide a working environment that complies with relevant laws, regulations, and policies on occupational health and safety, and must ensure that operations are carried out in a manner that ensures environmental protection
- (2) The personal protective equipment Supplier must provide personal protective equipment to employees that corresponds to the risks, is available for use, and ensure proper use according to the company's regulations and relevant laws.

## Responsibility towards the environment

Compliance with regulations and laws related to the environment

Supplier must conduct business with environmental responsibility and comply with laws, regulations, and standards related to the environment.

Using resources efficiently and environmentally friendly

- (1) Conduct business in an environmentally friendly manner by considering the environmental impacts and preventing pollution that may occur, as well as reducing resource waste.
- (2) Collaborating to preserve the environment by efficiently utilizing natural resources, as well as working together with a group of companies to promote sustainable environmental development.

- (3) Efficient use of resources and environmentally-friendly management practices. You will support the judicious use of resources by adhering to the 3Rs principle of reduce, reuse, and recycle. In addition, you should select products and services that are environmentally friendly and exercise caution in any operations that may impact the environment
- (4) Conduct tracking, verification, or certification of the source and origin of products and materials, ensuring that they are products that have been certified by industrial product standardization offices.

#### Monitoring and inspection

The process of tracking and verifying

To ensure compliance with laws and safety policies, the company will conduct random inspections at least once a year or more if necessary. If there are complaints from customers, an evaluation form will be sent to ensure the quality and effectiveness of the work performed.



In the event that you agree and support the above business ethics standards, we kindly request your cooperation to sign and return the attached Confirmation Letter to our company at the address below.

MFEC Public Company Limited sincerely hopes that you will comply with the business standards in terms of procurement practices, quality of products and services, timely delivery, competitive pricing, and business ethics, to maintain a good business relationship in the future.

Yours sincerely,



Name: Mr. Thanakorn Charlee

Title: Chief Operating Officer

For and on behalf of: MFEC Public Company Limited

If you have any questions, please contact us by sending an email to [purchase@mfec.co.th](mailto:purchase@mfec.co.th). Please also send a confirmation letter to Miss Kirana Pintanoto, Purchasing Department, at the address below.

MFEC Public Company Limited  
349 SJ Infinite One Business Complex,  
Vibhavadi-Rangsit Road, Chompol,  
Chatujak, Bangkok 10900





### Confirmation Letter

"On and behalf of ....., We hereby confirm that our company accepts and supports the business ethical standards of MFEC Public Company Limited as stated in the Supplier Code of Conduct dated 1 January 2024. In the event that any items are not in compliance with the business ethical standards, we will promptly inform MFEC Public Company Limited of such information accordingly.

Company Seal

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Company Name: .....

Address: .....

.....

Telephone: .....

email: .....

