



บริษัท ร่มโพธิ์ พร็อพเพอร์ตี้ จำกัด (มหาชน)

**RHOM BHO PROPERTY PUBLIC COMPANY LIMITED**

## Code of Conduct

### 1. Good Corporate Governance Policy

All personnel must comply with the good corporate governance policy of the Company to demonstrate that the Company recognizes the importance of protecting the interest of all stakeholders including shareholders, customer, and employees, as well as the reputation of the Company.

### 2. Relation to Shareholders

Perform duties with integrity and Board of Directors must make any decision in the best interest of shareholders and conduct any action with fairness to all shareholders.

### 3. Basic Code of Conduct for Board of Director

Perform designated duties with integrity, fully utilize knowledge, skills, and experiences for the benefits of the Company, and promote good corporate governance culture.

### 4. Basic Code of Conduct for President/Chief Executive Officer

Determine business policies to achieve the objective of the Company, protect the interest of shareholders, customers, and employees, and promote good corporate governance culture.

### 5. Employee Policy and Treatment

The Company provides fair employee compensation; maintains safe workplace environment; appoints and transfers as well as rewards and disciplines employee; with honesty based on knowledge, ability, and suitability of individual employee; provides professional development to all employees regularly; and strictly complies with employee laws and regulation.

### 6. Employee Conduct Policy

All employees must perform their duties with determination, honesty, transparency, and accountability and refrain from giving valuable gifts to superiors or accepting gifts from subordinates. Superiors shall act respectfully and employees shall not act in a way that disrespects their superiors. Employees must respect the right of each other and management; be disciplined; comply with written and unwritten rules and regulation of the Company; promote and maintain harmonious environment and unity; and avoid any act that affects the reputation and image of the Company or subsequently cause problems to the Company.



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#### **7. Employee Compensation Policy**

Employee compensation policy shall focus on employee compensation and welfare that are considered based on business standards as with professional development and employee motivation to ensure that employees perform efficiently and effectively. Moreover, the Company gives an opportunity for employees to express their opinions to improve their works promotes relationship between organizational units.

#### **8. Relation between Code of conduct and Law**

Any code of conduct of the Company must be developed and improved so as to be appropriate and consistent with laws.

#### **9. Customers**

Deliver products and services of exact or higher quality than customer expectation under fair terms and conditions. Provide accurate, adequate, and up-to-date information on products and services and avoid exaggerated statements that cause customers to misunderstand the quality of such products and services. Protect customers' confidential information and not use such information for personal benefit of others.

Communicate with customers politely, efficiently, and trustworthily and respond to customers' need promptly. Set up a system and channels through which customers can complain about the quality and safety of products and services.

#### **10. Conflicts of Interest**

Directors, executives, and employees must avoid any act that conflicts with the interest of the Company and the Company must prevent conflicts of interest between concerned parties. No any executive or employee shall have the right to act in conflict with laws and Company's code of conduct. Decisions and action of executives and employees must always made with consideration to the interest of stakeholders over their own interest. If a conflict of interest occurs or a director, executive, or employee is involved in a situation that may lead to a conflict of interest, that person shall notify his/her superior or relevant agency in order to rectify such situation fairly and transparently.



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#### **11. Inside Information**

Every person of the Company must comply with the Company's inside information policy.

#### **12. Competition**

The Company is committed to a free and fair commerce and competition. In negotiating business, directors, executives, and employees must refrain from demanding, accepting, or giving any dishonest benefit from and to suppliers and/or creditors.

#### **13. Public Relation**

Do not distort, conceal, and/or give false information in any publication or advertisement and disclose information of the Company as required by relevant laws.

#### **14. Social and Environmental Roles**

Encourage directors, executives and employees to be a part of society by regularly participating social, community, and environmental activities organized by the Company or state organizations or communities to improve the quality of life in communities. Such participation will help develop the economy and society which will ultimately contribute to the success of the Company and the Company has a policy to regularly support protection and conservation of the environment and local traditions and cultures.

#### **15. Accepting or Giving Gift or Entertainment**

Directors, executives, and employees shall not demand, accept, or be willing to accept money, items, or any benefit from persons related to the Company's business. However, directors, executives, and employees may accept or give gifts provided that such act in accordance with tradition, does not influence in any business decision making of the receiver, and is carried out with transparent intention or in public and can be accountable.

#### **16. Internal Control, Internal Audit, and Financial Report**

The Company's management is responsible for preparing accurate, complete, and timely financial reports including annual and quarterly financial statements in accordance with Generally Accepted Auditing Standards. Moreover, management shall set up efficient internal control and audit systems are in place to ensure the Company's compliance with relevant laws and standards and are audited by internal auditors and reviewed by the audit Committee.



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## 17. Monitoring to Ensure Compliance, Reporting and Disclosing Misconduct

There are five principles as follows:

1. The Company requires all directors, executives, and employees to acknowledge, understand, and strictly comply with code of conduct.
2. There are punishment for those who violate the code and compliment for those who strictly comply with the code, consistent with disciplinary penalty, policy, and regulation.
3. There are procedures for monitoring, querying, and reporting suspected violation of code of conduct or receiving complaints through various channels based on the nature of disciplinary misconduct and a chain of command as follows:
  - Superior in the chain of command
  - Internal audit
  - Audit committee

In reporting suspected violation of code of conduct, minor wrongdoings shall be report to a superior in the chain of command and severe wrongdoings including corruption and fraud shall be reported to the senior officer in a department. If the misconduct case involves the most senior officer in a deptsrtment, an employee may report the internal audit directly so that it will investigate the case and report the investigation results to the Audit Committee.

4. A monitoring report will be prepared to ensure compliance and the internal audit will submit the report to the Executive Committee and Adit Committee.
5. Review code of conduct once every three years or when appropriate and necessary.