

## Part 2: Anti-Corruption Practice

### General Anti-Corruption Practice

The board of directors, the management, the employees and the stakeholders shall strictly comply with the anti-corruption policy and guidelines. They shall not involve with any fraud or corruption in a direct or indirect way. The anti-corruption guidelines are defined as follows: -

- 1) The directors and the management shall realize the importance of publicizing, providing knowledge, giving advice about the anti-corruption policy to make their subordinates understand and comply with this anti-corruption policy. The directors and the management shall be role models of honesty, morality, and ethical conduct.
- 2) The company's policies, guidelines, regulations and handbooks shall be formulated in accordance with the anti-corruption policy.
- 3) As guidelines for operations, this anti-corruption policy covers personnel management procedures, including nomination/selection, promotion, training, performance evaluation and reward.
- 4) The employees shall not neglect or ignore any action which is within the scope of fraud or corruption related to the company. They shall report the action to their supervisors or authorized persons, and cooperate in verification of facts.
- 5) If the employees have any doubts or inquiries, they could consult with their supervisor, the legal department, the human resources department, the internal audit department or a person assigned to be responsible for monitoring compliance with the anti-corruption policy through various channels specified.
- 6) Disciplinary and/or legal penalties for violations of laws, rules, regulations, anti-corruption policies, and related company policies will be implemented fairly and equitably, based on intent, circumstances, and the outcome of the misconduct. No discrimination will be made based on position, authority, employee level, or gender.

In addition, the following nine guidelines are given to prevent against risks of fraud or corruption. The guidelines no. (1) – (6) will be explained in Section 2: Guidelines on Anti-Corruption Policy. The guidelines no. (7) – (9) will be described in Section 3: Whistleblowing, Inspection and Penalties.: -

- (1) Conflicts of Interest Practice
- (2) Political Contribution Practice
- (3) No Gift Practice
- (4) Charitable & Sponsorship Practice
- (5) Facilitation Payment Practice
- (6) Revolving Door (Hiring Practice)
- (7) Practice of Whistle Blowing or the complaint of corruption
- (8) Practice of Data Disclosure and Confidentiality
- (9) Practice of Investigation, Inspection and Punishment