



# PRACTICAL GUIDELINES ON ANTI-CORRUPTION MEASURES

of Bangkok Aviation Fuel Services Public Company Limited

BAFS operates its business according to good governance principle and also formulated its Anti-Corruption Policy as the practice guidelines for BAFS and its Subsidiaries. In this connection, BAFS has been continuously accredited as member of CAC.

## ➤ Corruption

means any form of bribery by offering, promising, requesting, demanding, giving, or receiving money, property, or other inappropriate benefits. Unless specifically permitted by applicable laws, regulations, announcements, rules, or customs, this includes actions that imply Corruption to Government Officers, government agencies, private agencies, or individuals in positions of authority, either directly or indirectly, for such individuals to perform or refrain from performing duties in order to obtain or maintain business, introduce business specifically to the Company, or obtain any other inappropriate business advantages.

## ➤ Conflict of Interest

means actions or circumstances in which a director or Employee has a personal interest that influences their decision-making or execution of their obligations in their position and has a direct or indirect impact on the Company's advantages, for instance, BAFS Employee holds position as executive in the company who is bidder regarding procurement of BAFS.

## ➤ BAFS Principle on Anti-Corruption Compliance

### Principle on Charitable Donations and Social Activity Support

- shall have clear, verifiable objectives, ensuring that such actions are not used as a pretext for corruption and are conducted only on behalf of BAFS
- BAFS has a policy of accepting support for Social Activities, which shall be conducted as prescribed by BAFS
- BAFS has no policy accepting donations to support its business operations.

### Principle on Giving and Receiving Gifts

 BAFS formulated the No gift Policy as follows:

- BAFS does not accept or solicit benefits, offer compensation, or provide bribes in any form, in exchange for preferential treatment that benefits the Company
- BAFS formulated its policy that the receiving of gifts, including presents or any other benefits is prohibited in all cases. In cases where it is necessary to accept a gift, souvenir, or other benefit, and it cannot be returned, employees may accept gifts from third parties during occasions and opportunities consistent with traditional customs or socially accepted practices, the gift shall have a value not exceeding 4,000 Baht. In case where the value is higher than afore-mentioned amount, BAFS's employee shall comply with the rule imposed by BAFS;
- The giving of gifts, including presents or any other benefits, to third parties is prohibited, except the giving of souvenirs, gifts which is not be extravagant or violate morals, good customs, traditions, and local laws. BAFS's employee can give the gift according to the conditions imposed by BAFS;

### Principles on Hosting/Receiving Reception and Providing/Receiving Hospitality Services

- Hosting/Receiving Reception and Providing/Receiving Hospitality Services shall be necessary for business practices according to general business traditions. It should be beneficial to the Company's business in a manner that does not exceed normal relationships with others. In this connection, BAFS's employee can host/receive reception and provide/receive hospitality services according to the conditions imposed by BAFS.

### Principles on Political Assistance

- BAFS adheres to a democratic system with the King as Head of State, maintains political neutrality, does not support or provide assistance to political activities, and encourages employees to exercise their voting rights in accordance with the Constitution.

### Principles on Facilitation Payments

- BAFS has no policy of paying facilitation fees to Government Officers/ Employees or the Public Officers in any form whatsoever.

## Whistleblowing or complaint channels

Via Email of the Executive Chairman: [ec@bafs.co.th](mailto:ec@bafs.co.th)

Via Email of Chairman of the Audit Committee: [ac@bafs.co.th](mailto:ac@bafs.co.th)

### Mail to:

the Executive Chairman or Chairman of the Audit Committee  
Bangkok Aviation Fuel Services Public Company Limited  
171/2 Kamphang Phet 6 Road, Don Mueang, Don Mueang, Bangkok 10210

Website : <http://www.bafsthailand.com> > good governance > Whistleblowing or complaint

