

**(Translation)**



**Supplier Code of Conduct**

Bangkok Aviation Fuel Services Public Company Limited

<b>Edition</b>	5.0
<b>Effective Date</b>	January 1, 2023
<b>Endorsed by</b>	<i>.....Signed.....</i> (President)

## **Message from the President**

### **Bangkok Aviation Fuel Services Public Company Limited**

Bangkok Aviation Fuel Services Public Company Limited (BAFS) is committed to conducting business in line with the Code of Conduct and the principles of good corporate governance following the Corporate Governance Policy. BAFS has declared its intention to be a member of Thailand's Private Sector Collective Action Coalition against Corruption (CAC), which is a clear commitment to sustainable business operation.

BAFS is determined to promote and support suppliers to ensure fairness and good corporate governance in their business practices. BAFS then established the Supplier Code of Conduct as practice guidelines which are aligned with its Code of Conduct.

BAFS sincerely hopes that this “Supplier Code of Conduct” outlines the basis for sustainable business growth of both BAFS and suppliers.

M.L. Nathasit Diskul

President

BAFS established the Supplier Code of Conduct as standards and practice guidelines for mutual business operation with details as follows:

## **Definitions**

<b>BAFS</b>	means Bangkok Aviation Fuel Services Public Company Limited
<b>Suppliers</b>	mean suppliers of fuel aviation, or products, or related products in support of BAFS's services or suppliers of products and services for BAFS
<b>Conflict of Interest</b>	means an action or a situation where a director/employee has so many interests that can undermine his/her decision making, or interests from the performance of duties of such director/employee that can affect BAFS's interests, whether directly or indirectly.
<b>Human Rights</b>	mean rights inherent to all human beings, regardless of physical or mental status, race, skin color, gender, language, religion, education, tradition, culture, social status, property or any other matters as stipulated by laws. Everyone is entitled, without discrimination, to the right to life, liberty, and freedom from slavery and torture, freedom from forced labor and child labor abuse and freedom of expression and association as well as the right to work and favorable remuneration.

## **Scope and Practice Guidelines of Suppliers**

### **1. Business Ethics**

- 1.1 Anti-Corruption Suppliers shall not commit or support any form of fraud and corruption and shall establish measures to prevent employees from involvement in fraud or corruption. They shall also cooperate with BAFS to prevent fraud or corruption and declare their intention to apply for certification of CAC membership.
- 1.2 Conflict of Interest Suppliers shall refrain from any action that causes conflict of interest against BAFS or has any interest with BAFS's employees.
- 1.3 Fair Competition Suppliers shall ensure fair competition without creating an unfair competitive advantage or reaching a mutual agreement to reduce competition in any transaction related to BAFS.

1.4 Confidentiality and Intellectual Property Suppliers shall not commit a violation of intellectual property of BAFS and exploit it for their own or others' interests. They shall also impose proper measures to prevent disclosure or exploitation of intellectual property or confidential data of BAFS for others' interests.

1.5 Social and Environmental Responsibility Suppliers shall adhere to business ethics, respect human rights and have responsibility for the society and community. Also, they shall not create or cause negative impacts on the environment.

## **2. Labor and Human Rights**

2.1 Labor Protection Suppliers shall strictly comply with the provisions of the Labor Law and human rights principles and shall not violate children's rights.

2.2 Equal Treatment Suppliers shall fairly treat employees and community with dignity and respect according to human rights principles.

2.3 Work Hours Suppliers shall observe the law on work hours which stipulates standard work hours per day and per week. Working overtime is voluntary. Workers shall be granted holidays and leaves as required by applicable laws.

2.4 Wages and Benefits Suppliers shall pay wages, overtime pay and holiday pay as well as provide fair and legally mandated benefits.

## **3. Quality Standards**

Suppliers shall supply and deliver quality products or services according to the standards and requirements of BAFS and relevant laws.

## **4. Occupational Health and Safety**

4.1 Safety Environment Suppliers shall comply with the law on occupational health and safety by providing proper and sufficient personal protective equipment while ensuring strict control of usage, setting systems and practice guidelines for work safety and monitoring employee compliance to reduce potential risks.

4.2 Emergency Preparedness and Response Suppliers shall establish emergency procedures and communicate them to workers for their understanding and correct practice.

4.3 Employee Hygiene Suppliers shall ensure hygiene and safety in any premises according to the standards prescribed by laws.

## **5. Environmental Management and Conservation**

Suppliers shall comply with the environmental laws, rules, regulations and standards stipulated by government agencies or BAFS.

## **6. Legal Compliance**

Suppliers shall comply with the laws and regulations related to their business operations and BAFS's businesses.

## **7. Whistleblowing or Complaint-Filing**

BAFS provides whistleblowing and complaint-filing channels as follows:

7.1 E-mail to the Executive Chairman: [ec@bafs.co.th](mailto:ec@bafs.co.th)

7.2 E-mail to the Chairman of the Audit Committee: [ac@bafs.co.th](mailto:ac@bafs.co.th)

7.3 Mail to:

The Executive Chairman or the Chairman of the Audit Committee

Bangkok Aviation Fuel Services Public Company Limited

171/2 Kamphaeng Phet 6 Road, Don Mueang, Don Mueang, Bangkok 10210

7.4 BAFS's Website: [www.bafsthai.com](http://www.bafsthai.com)

BAFS will provide protection to the whistleblower or complainant by keeping his/her information including the name, address, photo or any other information confidential. There will be no effect on relationship or business operation with BAFS, except that such whistleblowing or complaint is false to deliberately defame someone.