

Information Technology System Security Policy

The Company realizes and recognizes the importance of Information Technology Security, thus, the Company has established an "Information Technology Security Policy" to enable employees and related parties to manage the information technology system appropriately with safety and adequacy. And this is to prevent any damage that may occur, intentionally or unintentionally, which will affect the service, coordination and ability to operate the business according to goals.

1. Objective

- 1.1 To ensure the security and reliability of the Company's information technology system, the Company is able to effectively and efficiently perform and achieve its objectives.
- 1.2 To determine standards, practices and procedures to ensure that employees are aware of the importance of securing the use of the Company's information technology system and to prevent potential problems from misuse.
- 1.3 To prevent the Company's information technology system from being breached, changed, stolen, or destroyed or done by other acts that may cause damage to the Company.

2. Guidelines

- 2.1 The Company will supervise the operation of Information Technology Security to achieve the designated goals by covering the following matters :
 - 2.1.1 Maintain accuracy and safety in operations related to the information technology system.
 - 2.1.2 Control access to information and the information technology system.
 - 2.1.3 Maintain the security of data.
 - 2.1.4 Monitor and investigate malfunctions and vulnerabilities of the information technology system.
 - 2.1.5 Manage the information technology system to support business continuity.
- 2.2 The Company has assessed the effectiveness of the IT Security Policy with an internal and external audit of ISO 9001:2015 at least once a year to improve the security flaws of the Company's information technology system.
- 2.3 The Company will manage risks from improper access to information assets, including provisions on information confidentiality and non-disclosure of confidential information.

- 2.4 The Company operates business under the laws of Thailand. Therefore, the use of information technology system shall comply with the Computer Crime Act in force, and if employees are found to have violated the information technology security policy, they will be punished according to the Company's regulations. They may also be subject to both criminal and civil liability. If the violation is against the provisions of the law.
- 2.5 The information technology system provided by the Company to employees is the property of the Company and therefore, employees must use it for the Company's business only. The Company does not allow to use for private purposes.
- 2.6 Employees are responsible for maintaining the information technology system and follow the instructions of the information technology department. If there is an abnormality, the information technology unit must be notified to fix the problem immediately.
- 2.7 The software installed on the information technology system is legally purchased by the Company, so employees are prohibited from copying software and installing it on personal devices, or giving it to other person for illegal use.
- 2.8 The Company provides User ID and Password to employees in order to access the Company's information technology system individually. The Company does not allow the disclosure of username and password to other person.
- 2.9 Employees are prohibited from installing any software that infringes intellectual property rights and harmful softwares in the Company's information technology system.

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