

Message from the Chairman

To: All employees

A A Electri LI Public Company Limited. sells and distributes equipment for electrical power systems and other related components to both the public and private sectors. With professional management and support to business expansion as well as quality control of products according to standards, the company focuses on administrative and management principles under the guidelines and frameworks for proper performance management for all levels of employees to follow, acknowledge, and be pride in their responsibilities to the organization, subordinates, customers, partners including community, society, and environment with responsibility awareness.

This document is prepared with the purpose of providing management and all levels of employees in A A Electri LI Public Company Limited. to know policies and important matters of the organization as well as their responsibilities under the principles and policies, law, regulations, and moral and ethical principles with the same practices. As a result, the company will grow and succeed in business concurrently. Therefore, the company will be a good organization and trustworthy and be a part to develop the quality of population, community, environment, and society forever.

Professor Dr. Suchatvee Suwansawat

Chairman of the Board

Vision

To be a leader in high-voltage electrical equipment and installation services with international quality standards by creating return to stakeholders and society with good governance practices.

Mission

1. Sourcing and distributing integrated high-voltage electrical equipment to the customers.
2. Installing the electrical system according to international standards and delivering on time.
3. Supervising and controlling product quality and production processes efficiently in accordance with international standards
4. Aiming to develop the services and delivering goods to meet the customers' highest satisfaction.
5. Developing skills, abilities and increasing potential of personnel in the Organization efficiently.
6. Creating the maximum return to shareholders and stakeholders.
7. Bringing good things and returning the society continuously.
8. Organizing and managing the business systematically with good governance practices.

Business Strategy

The company conducts business as a partner of the customers. We aim to support customer growth by expanding the capability and production capacity continuously.

The company believes that the personnel are important to achieve success. Therefore, we focus on employees with quality skills by learning, improving, enhancing working potential, and sourcing better new technology including expanding the business network.

Value and Culture of Organization

Organization value is composed of:

- Manufacturing quality products by applying technology and skills to meet the customer needs in terms of quality, value, and cost in order to provide the clients to get good and quality products as their needs with the satisfactory prices.
- Providing good services to the customers for the highest satisfaction on the basis of the correct ethics.
- Doing business and management on the 4 principles and responsibilities as follows:

- Responsibility to employees.
- Responsibility to customers.
- Responsibility to partners and creditors.
- Responsibility to community, society and environment.

Organizational culture. The company determines good culture to be the correct approach for the employees as follows:

1. To be a learning organization to develop the learning and improvement system development, products and services of the organization including human resources development continuously to cause working efficiency and producing good quality products and services.
2. To have loyalty and integrity by working with moral, ethics, law, honesty to the organization, and the assigned responsibility strictly.
3. To use technology communication and cooperation to co-operate and make various activities have information sharing and brainstorming for the mutual success with the unity.
4. To have responsibility by focusing on the employee responsibilities to duty, policy, the company's goal, including the community and the environment.

6 good ethical cultures.

1. Honesty, no conflict of interest. Do not use the position or company information for own benefits both from a customer, business partner, or creditor directly and indirectly. In addition, do not provide benefits to other parties both inside and outside of the organization arising from incorrect actions, inappropriate based on ethical and moral principles including working with transparency and in accordance with procedures and regulations.
2. Adherence to rightness, respect to the rules and regulations, law, and ethical principle. Avoid actions that cause conflict in the organization. Do not neglect to notice and remind subordinates, colleagues to be in accordance with the rules and regulations and the rightness both inside and outside the company continuously. Do not persuade colleagues or subordinates to act contrary to the good regulations, moral and ethics.
3. Be responsible for working with the consciousness towards the duty and responsibility for the results of actions or decisions. Can clarify and investigate the causes based on the fact to improve not to misrepresent the mistakes or push the responsibility to

others. Do not be angry with those who report the mistakes. Accept the mistake to consider and improve.

4. Be equal and respectful. Do not bias. Adhere to rules and regulations, working standard according to the correct principle without using the position of supervisor, personal relationships causing inequality in the organization which may cause conflict. In addition, there are no discrimination on race, religion, society, disability, or illness with serious diseases, including the polite and respectful actions to others. Listen to the opinions of others, criticize and praise others with sincerity and good intentions. Do not criticize the irrelevant issues or unknown facts.
5. Be pride and proud in duties, responsibilities, or other assigned tasks. Be pride in the performance value, roles in the organization. Be committed to improving own performance and self-development for continuous progress.
6. Be careful and fair. Decide any action with reason including the use of sufficient and accurate information to consider carefully before taking any actions with consideration of the impacts and risks. Can separate emotion, feeling, like, unlike, or personal relationships in decision making by taking the company's benefits into consideration.

Management Principle

The company outlines the good governance principle for executives as follows:

1. Manage by using the good governance principle to rule, supervise, manage, control various activities in accordance with religion, moral, ethics and all rightness that a reasonable person would have and should behave such as honesty, fairness, kindness, leniency, sharing, and unprejudiced, etc.
2. Bring every part of the organization to success together with legal management and good practice by adhering to humanitarian principle and equality. Be aware of the importance of every employee at every level with equality.
3. Keep the company's confidentiality. Do not disclose the company's information about clients or business partners. Avoid commenting a third party or the mass media at an inappropriate event.
4. Do not use the position or company information to own benefits and others'. Do not perform any actions to claim or receive a thing, present, gift, or reception from the business partner. If cannot deny, have to disclose transparently which is beyond the scope of the company's business conditions, and be appropriate in the normal tradition or culture.

5. Be the leader who participates in and is responsible for the organization, mission, and activities of the company or the community continuously to be a good example for employees, subordinates, including not to do any action to bring the negative image to the organization.
6. Listen to opinions, suggestions, requests of employees to consider thoroughly and prudently in accordance with reasons and generally accepted principles. Bring the defects to resolve and improve the organization continuously.

Conflict of interest

The company sets the principles regarding conflict of interest as follows:

Employees, spouses, relatives or those who relate to the employees have a duty to avoid doing business, financial activities or others related to the company's business which bring unjustified benefits to those people whether directly or indirectly, or cause the company to lose interest or lack of legitimacy in the administration. Employees must avoid the conflict of interest between personal interests and the company's interests in contact with the Government or Government agencies, partners, and any other relevant parties. Those who violate must be considered the most severe penalty unless it has been approved by the Chairman of the Board of Directors that it has no serious impact or is proper by other reasons that have been approved.

Activities which may cause the conflict of interest include:

- Be a business owner or a stakeholder who receives both direct and indirect benefits from the company, organization that is the company's competitor.
- During or after the employment period of the employee, receive benefits from the company's confidential information or customer information or the trade opportunity such as bidding, cost, price, production techniques, and product design, etc. In addition, the special support to competitors, partners, customers or the Government agencies both directly and indirectly may result in personal interest or involved persons.
- Receive gratuity, present, loan, or special services from partners, customers, or those who need to receive any benefits from the company both directly and indirectly. Business activities related to others must focus on the best interests of the company and without the unjustified interests of any person.
- The company's employees must not accept to be a director or a consultant or an official permanent position of other companies which may cause the conflict of interest in the business of the company.

- Employees must use the company's resources wisely for the maximum benefit to the company and do not use the company's resources to make personal benefits or others'.
- Employees must fully devote time to the company's activities without the use of working time in work or any other activity providing personal benefits and not related to their professional responsibility.

In the case that an employee finds that any activity may cause the above conflict of interest or others that are not addressed above, the employee can disclose the information, details, relationship, and asking from the supervisor to consider with the senior executives accordingly.

The company's responsibility

Responsibility to Employees

- Define the organizational structure, position, and proper remuneration according to the market rate and the economic situation, cost of living, and other related laws, based on knowledge, ability, experience, education, responsibility, duty, and the employee's behavior by explaining the goals, roles and responsibilities, and appraisal criteria. The progress opportunity in the organization is based on reasons, appropriateness, and actual capability.
- Improve the welfare and the quality of life including other appropriate benefits such as health insurance, annual health checkup, and other aspects of the welfare at least in accordance with the Thai Labor Law. There is also a promotion for the employee to receive the equal training opportunity or further study to develop themselves continuously and appropriately. Give importance and promotion to the employees to participate in various policies and activities as appropriate.
- Clarify, announce, and make understanding about the policy, goal and management guideline to the employees including explaining rules and regulations clarification and staff orientation before performing their duties.
- Provide the opportunity and equality in recruitment without discrimination on race, religion, and society including physical condition which is the obstacle in the main performance based on the Thai Labor Law.
- Reward and punishment must be on the basis of accuracy and good faith actions and do not offend ethics.

- Do not retard the employees to perform exceeding the legally required period. The employees can leave by informing the supervisor in advance for consideration and approval as appropriate which does not cause damage to the work assigned by the company and receives the remuneration according to the principle specified in the employment contract in all respects. Avoid actions that are unfair and inaccurate which affect the progress and stability in career and pay respect for human rights and other personal rights.
- Maintain a work environment to be safe for the body and possessions, and hygienic benefits in each position. According to the principles of safety and environment, procurement of equipment to work, appropriate protective equipment at work are adequate for the employees.
- Open to comment and various complaints presented by employees through various forms such as meeting notices or others to be assessed for improvement.

Responsibility to Customers

- Produce quality products according to the customers' requirements by providing the product quality warranty according to the agreed conditions in every case. The customer can return the product to obtain a new quality product or reduce the debt, as the case may be.
- Deliver products to the customers at the agreed location and time. Improve communication and service system to provide efficient and suitable services and in accordance with the terms of trade.
- Present new technology or innovation to the customers as an alternative to consider including participating in solving problems after sale. In addition, this is the information disclosure that will be useful to the customers honestly without the fact distortion.
- Determine fair and appropriate price policy as well as make fair agreements with the customers without exploitation.
- Keep and control documents, information, drawings, or any other confidential information of the customers systematically and strictly perform accordingly.
- Give priority and opportunity to every customer equally no bias which may cause inequality and intervention which would result in loss of the system and correct principle.

- Pay respect to the rules, regulations, procedures, and principles of the customer strictly. In addition, give priority to announcements, standards, or procedures according to the customers' definition.

Responsibility to business partners and creditors.

- Provide opportunities to compete fairly, transparently, and efficiently in order to obtain the quality goods or services at a reasonable price. Do not define the specific characteristics of the goods or services with a special feature that tends to turn toward any specific direction intentionally for specific benefits of any particular suppliers by selecting only real interested supplier not just to have a number of suppliers specified in the procurement regulations.
- Make a fair contract and scrupulously respect the terms of the goods, services, and financial conditions specified in the contract. In the case that the conditions in the contract could not be met, urgently negotiate to reach a mutual agreement by no negligence, no fixing of the price, or requesting to reduce the price or the too low level, or exploitation making the partners suffer or damage.
- Do not request benefits, presents, gifts in return, and reception except on proper occasions according to the tradition with petty quantity and value. In addition, there are no personal relationships which may bring unjustifiable benefits, disparity and inequality in the procurement.
- Do not disclose confidential information of partners such as price, discount, free gift, credit term, specification, or other special services to a third party or other customers of the partners.
- Refrain from doing anything that will help the partners in conflict with the law or ethics such as tax evasion, use of child labor, and exploitation to other people, or destroy of the environment or the community.
- Support and improve the partners to develop continuously in quality, technology, information, and others based on Business & Collaboration principle for the sustainable growth.

Responsibility to the community, society, and environment

The company has a clear policy to perform according to business laws, labor laws, social regulations, and environmental care by creating the proper management system, campaign to reduce energy use, project to track and reduce waste, and treatment and management of waste water within the factory. The community can follow up and claim the environmental impact to the company according to the principles set out in the management system and other prescribed laws.

Provide support to various educational agencies such as visit, training, and internship in the company to help practice skills and experiences of the youth in the educational institutions.

In addition, the company also supports government agencies such as donation of equipment and food to social welfare agencies as well as continuous support of community activities on several occasions.

Monitoring and receiving complaint

This document is intended to be a regulation framework of employees and management. Supervisors in each unit are responsible for strict enforcement in accordance with the regulations. Employees who have questions can ask, request, or report to the supervisor or human resources manager, who will consider whether to propose to the management or not. All complaints will be considered strictly confidential.