



Employee Code of Conduct  
UAC Global Public Company Limited

## **Employees**

The employees are in charge of endeavoring to grasp the compliance with the code of conduct. Upon doubts or inquiries, the employees shall consult with their superiors, the Human Resource Department, or the person determined by the Company to be in charge of monitoring the compliance with the code of conduct via various specified channels. In addition, the employees shall notify their superiors or the persons in charge for acknowledgement upon detection on violation or breach of the code of conduct, and collaborate with the work units or the persons assigned by the Company to verify the facts.

## **Good Corporate Governance Working Group**

The duty and responsibility of the Working Group is to prepare the written Employee Code of Conduct, regularly review or revised to be appropriate at least every two (2) years, and accept the complaints, verify, and monitor the compliance with the code of conduct.

### **Executives at all levels**

- Encourage the compliance with the code of conduct and conduct oneself as good model.
- Transmit the policy, practice, and open hearing of opinions relating to the compliance with the code of conduct.
- Train the employees to be responsible and establish the management system to be consistent with the legal requirements and the Company's set of regulations.
- Supervise the operation of the work units according to the related set of regulations.

### **Human Resource Department or Human Resource Supervisory Unit**

It has duty and responsibility to clarify to the employees the duty in compliance with the code of conduct, and preparation of the President or topmost executive of the Company to handover the written Employee Code of Conduct to the employee who is the new entrant.

## **Employee Code of Conduct**

### **■ Treatment of the Company**

The employees shall comply with the laws, rules and criteria, and regulations, and orders of the Company, and avoid an involvement with the activity which is unlawful or in conflict with the public orders or public morals. Other than the compliance with laws, all employees must dutifully perform according to the code of ethics. In our consideration, the business ethics is a valuable asset of the Company.

■ **Personal Treatment**

- 1) Conduct oneself to persist on integrity, honesty, and equity, ethics in business operation.
- 2) Perform the duty with responsibility, prudence, dedication of the physical and mind strength in working by mainly considering the organizational benefits.
- 3) Constantly perform the duty with diligence, and seek for a guideline for developing and improving the efficient works.
- 4) Maintain self-dignity to be socially acceptable.
- 5) Being the disciplined person and behave and observe the organizational set of regulations, the organizational value, and good custom whether it is specified in writing or not.
- 6) Avoid any acts which may affect the organizational reputation and image, or is the problem for the organization subsequently.
- 7) Not spend working hours of the organization to perform other works or spend for personal benefit, resulting in failure to fully work in working hours of the organization.

■ **Treatment of the Customers, Related Parties and Society**

- 1) Facilitate and treat the visitors politely and willingly with all their ability, without delay.
- 2) Being glad to hear the opinions or suggestions from other persons, and ready for clarifying the correct information based on their own status.
- 3) Appreciate other persons, treat other persons equally, and always respect other persons.
- 4) Participate in creativity and development of society and community at large for prosperity and progress, not causing damage to the organizational works and image.

■ **Treatment among the Employees**

- 1) Reinforce teamwork through mutual collaboration and assistance for the collective benefit of the organizational works.
- 2) Mutually create and maintain the atmosphere of harmony and solidarity among the employees.
- 3) The superior shall behave to be respectful by the subordinate, and to be a good model for his/her subordinate pursuant to the organizational value.
- 4) Treat the superiors respectfully and treat the colleagues generously, and respect on other persons' dignity.
- 5) Not claim the achievement of the colleague who is the employee as his/her own achievement.

■ **Treatment of the Organization**

- 1) Compliance with laws, rules and regulations, orders, and resolution of the Board of Directors
  - Comply with the laws relating to the organizational operations, as well as set of regulations, regulations, orders, and resolutions of the Board of Directors.
  - Neither participate in nor conceal any illegal acts.
- 2) Recording, reporting, maintenance, use and Disclosure of the organizational information
  - Record and report the information properly according to the setting systems and standards, and prohibit not to counterfeit any letters, reports or documents.
  - Not use the documentary information, software programs, books, articles, video tapes, audiotapes, and works of any persons which will infringe the copyright law, whether the said information or works show that their copyrights are reserved.
  - After elapsing the required storage period of information or document, the related employees must oversee to shred by means which are appropriate and right with each type of information or document.
  - Not misuse the organizational information acquired from duty performance to exploit for personal or other person's gain.
  - The organizational inside information relating to the operation and the action plan, and the opinions of the Board of Directors, the Sub-Committees, the Working Groups, and the Management, shall be considered as confidential information. The disclosure of such information to any persons shall be approved by the work unit which is the information owner.
- 3) Use of the organizational properties
  - Protection of the organizational properties
    - Use the organizational properties economically for maximum benefit.
    - Assist to oversee any organizational properties not to be wrongfully devalued or lost.
    - Not use any organizational properties for personal or other person's gain.
  - Use of computer and information technology
    - The employees shall strictly comply with the practical guidelines and orders relating to the use of computer hardware and communication, as well as electronic information of the Company for the Company's benefit, and not perform any acts which are breach of laws or take place for their personal business benefit.
    - The employees shall avoid the websites regarded by the Company to be illegal or violate good morals, refrain to disseminate information or the said websites to other persons, as well as avoid the unknown websites which are doubtful of safety.
    - Only the authorized employees are entitled to access the files whether being stored in form of computer information files or others. The authorized employees are prohibited to access, duplicate, disseminate, delete, demolish, or change the information, change password, or perform any other acts that cause damages.

- The employees who use the Company's computers shall use software according to the copyright owner's authorization, and particularly for the Company's usage authorization only to prevent the problem of the intellectual property infringement.
- **Intellectual property**
  - The use of achievement or information which is the third party's right and acquired or will be used inside the Company, shall be verified to ensure not to infringe other person's intellectual property.
  - After termination of the employee status, the employee must return the intellectual property including the achievement whether being the information stored in any forms.
- **Receiving the article or any other benefit**
  - 1) It is prohibited to demand, either by the employee himself/herself or other person, for article or any other benefit from other person who has duty or business relating to the organization.
  - 2) It is prohibited to receive article or any other benefit from other person who has duty or business relating to the organization, unless in the occasion or festival as traditionalism of which the general public will treat one another with article or any other benefit. However, the said receipt must not influence any decision which are unfair for the duty performance.
  - 3) In the case of receiving the article or any other benefit that breaches the rules in Clause 2) due to the considerable necessity to maintain a good interpersonal relationship, the receiver shall report his/her superior for acknowledgement on such receipt.
  - 4) In the case of receiving the article or any other benefit which is given to one another in activities between the organizations or is a linkage of relationship between the organizations, the receiver shall report his/her superior for acknowledgement.
- **Giving the article or any other benefit**
  - 1) Not use the method of giving money, property, article, or any other benefit to anyone who intentionally induces to perform or omit to perform any improper act.
  - 2) Not offer money, property, article or any other benefit to the business-related party to exchange privilege which should not be received.
  - 3) Spending for business entertainment is an acceptable matter, but must be reasonably made.
- **Giving the political right**
  - 1) The employee's personal right on behalf of good citizen according to the constitutional law and other relevant laws should be exercised.
  - 2) Not participate in any activity which may cause an understanding that the organization is involved with or supports any political party or any group of force.
  - 3) Not use the organizational property to support any political party or any group of force.

■ **Supervision for compliance and review**

1. It shall be deemed as the duty and responsibility of the directors and employees to acknowledge, endeavor to grasp, and strictly comply with the code of conduct.
2. The superiors at all levels shall supervise and take responsibility on the strict compliance with this code of conduct by the employees under their command.
3. The superiors at all levels shall lead to comply with the code of conduct, and promote the working environment for the understanding of the employees and the related persons that the compliance with the code of conduct is proper, must be strictly complied, and is not referable that the practical guideline prescribed herein is unknown.
4. Upon doubt and uncertainty on the practice pursuant to the code of conduct, the superior or the Corporate Activity Supervision Department or work unit that performs the same duty but called in other name and is responsible for supervising the compliance with the code of conduct.

■ **Complaints**

**Notification of complaints**

If the suspicious act of violation or breach of the code of conduct is detected, the doubt can be inquired or the following persons in charge shall be reported about the said act.

- The superior trusted by him/her at all levels
- The work unit which is directly responsible for such matter

■ **Discipline**

The code of conduct shall be deemed as a discipline that all employees must conduct themselves and strictly comply with. The violating or breaching employees shall be considered for disciplinary penalty. All employees have duty to comply with and encourage other persons to comply with the code of conduct. The following acts are the breaches of the code of conduct.

- 1) Not comply with the code of conduct.
- 2) Advise, encourage or support other person not to comply with the code of conduct.
- 3) Neglect and ignore upon detection of violation or non-compliance with the code of conduct in case where the employee is informed or should be informed due to the involvement with works under his/her own responsibility.
- 4) Neither collaborate nor obstruct the investigation of the fact under the claim on violation or non-compliance with the code of conduct.
- 5) An act which is unfair with other person due to the reporting by the said person on non-compliance with the code of conduct.

However, in the case where the act is within the scope of breach of the aforesaid code of conduct, the consideration and punishment process shall be observed according to the rule of the personnel management. In addition, the employee who breaches the code of conduct may be punished according to law if the said act is a legal offence.

**Universal Absorbents & Chemicals Public Company Limited**

- 1. I have already received and read the statements herein.
- 2. I have understood and shall adhere to the principles in this volume of the Employee Code of Conduct as the code of conduct in operation with maximum standards.

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