



บริษัท พี ที เค แฟชั่น แพคเกจ ดีไซน์ จำกัด

P T K FASHION PACKAGE DESIGN CO., LTD.

80/63 MOO 5, TEPARAK RD., BANGMUANGMAI, MUANG, SAMUTPRAKARN 10270, THAILAND

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### PTK Fashion Package Design Co., Ltd. Ethics and Code of Conduct

PTK Fashion Package Design Co., Ltd. was established since June07,2000. Our company has been constantly grown until present day. One of the important factors which promotes our success is that we operate our company's activities according to the Thai law and regulations and determined to honor our Ethics and Code of Conduct. We take full responsibilities for our society and environment continuously.

In the purpose for our managements and employees to act according to our Ethics and Code of Conduct, we have made the Ethics and Code of Conduct lists for better understandings.



Announced on January20,2020

Mrs. Kunnapa Kosajiranon

President



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### **PTK Fashion Package Design Co., Ltd. Ethics and Code of Conduct**

Ethics means good deeds which the society hope for its members to act to themselves and to others and to the society which based on law and regulations or culture of each society.

So, company Ethics are the good deeds which the society hope for the business to act to themselves and to others and to the society which based on law and regulations or culture of each society. This is to create balance between company's profits and social's responsibilities.

Code of Conduct is a set of rules outlining the norms, rules, and responsibilities or proper practices of an individual party or an organization.

So, company Code of Conduct is a set of rules which is commonly written for managements and employees of a company, which protects the business and informs the company members of the company's expectations.

#### **Basic Principles**

Basic principles of company's Ethics and Code of Conduct :

1. Perform duties with honesty, moral and responsibilities.
2. Protect the classify information of the company. And do not use the mentioned information for profiting ourselves or others.
3. Prevent any acts which will lead to benefit's conflicts.
4. Perform as professional whom knowledgeable and careful.

## **Principle of Ethics and Code of Conduct**

Managements and employees must comply to the following principles :

### **1. Rule of Law**

Company always performing its activities according to the law and regulations. It is our duties to know the set of company rules, concerned laws, including future laws which will be announced and will concern with the company's activities.

1.1 Managements and employees must learn to understand the set of rules concerning all company's activities and duties.

1.2 Managements and employees must not seek for competitor's classify information by illegal methods.

### **2. Transparency**

All company's activities must be transparent and available for person/legal entity whom concerning with the company's activities. Such as customers, suppliers, debtors, competitors and society under the law and regulations.

2.1 Managements and employees must prepare the accounting report according to the truth and verifiable.

2.2 Managements and employees must follow the protocols for purchasing/recruiting according to the law and regulations.

### **3. Determined to be justice and morality**

Company must determine to perform all activities in justice and morality.

3.1 Managements and employees must provide justice for all parties.

3.2 Managements and employees must perform justice for all recruitments including recruiting the employees and the consideration of benefits for employees and all other activities concerning employees.

3.3 Managements and employees must follow the set of commercial rules to co-operate with its suppliers.

#### **4. The importance of customers**

Company always operates its activities to control the quality of products and services for customers.

- 4.1 Managements and employees must be knowledgeable on the products information to provide clear and correct information for the customers.
- 4.2 Managements and employees must learn to understand the customer's requirements.
- 4.3 Managements and employees must be polite to the customers.
- 4.4 Managements and employees must have the good service minds in servicing the customers.
- 4.5 Managements and employees must take all requirements and opinions from the customers to take into considerations and respect the customer's decisions.

#### **5. Social responsibilities**

Company must takes responsibilities to its society and neighbors.

- 5.1 Managements and employees must comply to provide co-operations to the society when required.
- 5.2 Managements and employees must comply to perform its activities to conserve the Natural resources and environments. And prevent all acts to damage the Natural resources and environments in the society.

#### **6. Non politics organization**

Company must acts neutral in political opinions and support the rights under constitution.

- 6.1 Managements and employees must not use their powers or authorities to force anyone against their will to support any activities/organization in political matters.

#### **7. Leadership**

Managements must follow their Ethics code of leadership to be suitable and respectable for the society.

- 7.1 Managements must show their visions of work activities and be responsible for their acts.
- 7.2 Managements must pay attention to research and development of the company's products and services including providing the seminars for developing the worker's skills.
- 7.3 Managements must promote leadership skills among the employees to have every employee be a part of the company's development.
- 7.4 Managements must support the employees to participate in activities for commonwealth of the society for creating good relationship with the society.

## **8. Honesty**

Company must perform its activities with honesty.

8.1 Managements and employees must perform their activities with no prejudice and do not use their authorities for profiting themselves or others.

8.2 Managements and employees must not present false information to the company.

8.3 Managements and employees must take full responsibilities and perform knowledgeable skills in their duties.

## **9. Law and regulations obedience**

Company must strictly perform its activities according to the law and regulations including the company's set of rules. And do not support any illegal acts.

9.1 Managements and employees must always obey to the law and regulations and company's rules.

9.2 Managements and employees must not possess any illegal objects.

9.3 Managements and employees must responsibly perform their I.T. skills and do not create conflicts within the organization.

9.4 Managements and employees must not perform their I.T. skills non-responsibly or in any illegal ways which will damage the company's reputations.

## **10. Property protection**

Managements and employees must protect and responsibly use the company's property for the company's benefits. And must not use the company's property in illegal ways.

10.1 Managements and employees must comply to the Safety, Occupational Health and Environment regulations in using the company's property.

10.2 Managements and employees must not take the company's property to sell or give away without permission to do so.

10.3 Managements and employees must not cause any damage to company's property.

10.4 Managements and employees must not use the company's property for their own benefits without permission to do so.

## **11. Conduct to superior officers, co-workers, and subordinates**

Management and employees must support human rights and respect each other and co-operate good co-operations within the organization.

11.1 Managements and employees must not create any conflict via verbally.

11.2 Managements and employees must not claim others works to be their own.

11.3 Managements and employees must not perform any sexual harassment.

11.4 Managements and employees must have respect in each other and treat each other politely.

## **12. Good citizen**

Managements and employees must perform their activities in good citizen ways.

12.1 Managements and employees must follow their Ethics and Code of Conduct to perform activities to improve the society.

12.2 Managements and employees must not act in harms way by verbally and actions.

12.3 Managements and employees must not carry weapon or armed objects to work without permission.

## **13. None overly compensation accepted**

Managements and employees must not accept any overly compensation from anyone to create the unfairness in commercial matters which will leads to the damage of company's reputations.

13.1 Managements and employees must not require for any compensation from their business co-operators. In case of non-avoidable, the compensation must be reported to the directors and hand over to the company.

13.2 In case that managements and employees went to attend the supplier's party and received the prize or reward or compensation or souvenir of higher value than THB3,000.00 from the supplier, the compensation must be reported to the directors and hand over to the company.

## **14. Corruption and bribery for business's benefits**

14.1 Managements and employees must be against corruption and bribery at all costs. And must support the law and regulations and all activities against corruption and bribery.

## **15. No conflict of interest**

Managements and employees must not perform their activities to create any conflict of interest with the organization.

15.1 Managements and employees and their families must not perform any activities to have the conflict of interest with the company by both direct and indirect ways.

15.2 Managements and employees must not co-operate with their families to perform any activities to create the conflict of interest with the company by both direct and indirect ways.

## **16. Secure the classify information**

16.1 Management and employees must not take the company's classify information to use for their own benefits.

16.2 Managements and employees must secure the customer's exclusive and classify information at all costs. And must not expose the mentioned information to others without the customer's permission. Unless the actions are for complying with the legal activities.

## **17. Intellectual property and copyright**

17.1 Managements and employees must present and hand over the information which has the outcomes from their duties for the company to the company. The mentioned intellectual property and copyright are to be hand over to the company and must not be copy or sell or expose to public in any methods.

17.2 Managements and employees must respect and do not claim the intellectual property and copyright of others to be their own.

17.3 Managements and employees must not install or copy any software which is not the company's right into any computer or electronic devices of the company. If required, this must be reported to the directors for their decisions before taking any action. Taking any action in this matter before permission from the directors are prohibited.



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