

5.18.3 All of AOT employees have a duty and practices as follows:

5.18.3.1 Responsible for preventing and ensuring that the AOT's information technology and communication systems in their possession or responsibility are not accessed by unauthorized persons and not disclosing significant business information to unrelated individuals.

5.18.3.2 Have discipline in using of AOT's information technology and communication systems to prevent negative impact on AOT and others. For instance, do not use the systems to wrongfully access information technology and communication systems in a way that causes damage to reputation and property, interference or disturbance to the functions of information technology and communication systems, intercept information, hacking through decryption, forge information, distribute inappropriate images, text or audio, and not using them for personal business or illegal actions.

5.18.3.3 AOT will allow only the use of information system, work system, information and application program and other utility program which have copyright in accordance with the law and must not infringe the software copyright or intellectual property of others.

5.18.3.4 Data must be encrypted when needing to send important information to the business via the internet; not exchanging information that is important to business with unprotected websites information security.

5.18.3.5 In the case that the employee requests permission for a supplementary worker, who is an employee of AOT contractor, to use AOT's information technology and communication systems, the AOT employee must supervise such usage and be responsible for the damage that occurs to AOT.

5.18.3.6 AOT will inspect, search, track, investigate and control the usage of the information technology and communication systems in an inappropriate manner to safeguard security of the AOT's information technology and communication systems.

5.18.3.7 When an employee is found violating by a fair investigation, disciplinary action and/or legal penalties will be taken as a case may be.

## **5.19 Code of Ethics on Procurement**

5.19.1 The procurement must be most advantageous to AOT with the delivery matching the requirements in terms of quality, price, quantity, service period, promptness in regard to AOT's policies on quality, safety, occupational health and environment.

5.19.2 Employees in charge of procurement must arrange the procurement plan in advance to avoid the unreasonable urgent procurement.

5.19.3 AOT will not take advantage of traders; bearing in mind the results of such action may damage AOT's reputation and image in the eyes of the outsiders.

5.19.4 Employees must provide accurate, clear and complete information to traders in a transparent and equitable ways.

5.19.5 Employees should listen to any comments or suggestions which the business partners raise to solve problems arising from the operations.

5.19.6 Employees must keep the information received from bidders in confidentiality and do not disclose it to other bidders.

5.19.7 Must ensure that bidding competition is fair to all traders.

5.19.8 Negotiations must base on fair business relationship, openness and with evidence.

5.19.9 Keep business relationships with traders with equality, not demanding property or any other benefits directly and indirectly from traders.

5.19.10 Executives with authority of procurement must use discretion to give advice and listen to the opinions of the operators.

5.19.11 Executives with authority of procurement will control, inspect and ensure the strict compliance with the code of ethics. If it is found to be unethical, investigation will be carried out and disciplinary action will be taken in regular stage.

5.19.12 Support the procurement of goods and services from Thai entrepreneurs, affiliated companies, and subsidiaries of AOT's joint venture.

5.19.13 Carry out the procurement in a correct system according to AOT's rules and regulations with tight control and flexibility for alteration suitable for business changes.

5.19.14 Employees must commit to self-improvement and work development by constantly learning new techniques to expedite works and improve effectiveness.

## **5.20 Code of Business Ethics on Investor Relations**

5.20.1 Perform duties with integrity.

5.20.2 Disclose all necessary and complete information to all parties fairly.

5.20.3 Provide opportunities for all related parties to access and inquire information.

5.20.4 Perform duties on the basis of upholding the interests of shareholders and stakeholders.

5.20.5 Maintain company's confidentiality and do not use internal information for personal gain.

5.20.6 Keep on seeking knowledge to improve work efficiency.