

## Announcement: PTTLNG Company Limited PTTLNG's Anti-Fraud and Corruption Policy

PTTLNG has commitment to honesty, fairness, and transparency in business practice following the principles of good corporate governance. PTTLNG places great importance on compliance with relevant laws and regulations in all business activities in the country and abroad. Also, we are intolerant of direct or indirect fraud and corruption in any form. On these grounds, PTTLNG established an Anti-Fraud and Corruption Policy. All PTTLNG personnel must strictly comply with the policy.

## Definition

"Fraud" means committing an act in order to procure, for himself/herself or another person, any advantage to which he/she is not entitled by law, which includes the following actions:

- 1. "Asset Misappropriation" means possessing property belonging to another person, or of which the other person is a co-owner, and dishonestly converting such property for himself/herself or a third person;
- 2. "Embezzlement" means the act of deceiving a person with the assertion of a falsehood or the concealment of facts which should be revealed, dishonestly, and, by such deception, obtaining property from the person who has been deceived or a third person, or causing the person who has been deceived or a third person to execute, revoke, or destroy any document of right;
- 3. "Financial Statement Fraud" means the alteration of financial records by taking advantage of loopholes in accounting principles and various options for valuation. This includes the disclosure of accounting information to change information in financial statements for a wrongful purpose; and
- 4. "Corruption" means wrongfully demanding, accepting, agreeing to accept or ask, offering, pledging, or promising to give assets or any other benefit to a government official, a government agency, an officer of a private organization, or a private organization, so as to induce the said person or agency to use the authority that they have in committing, not committing, hastening, or delaying

carrying out, any act which is an abuse of power, in order to obtain, for himself/herself or another person, benefits to which he/she is not entitled by law, or in order to maintain his/her business, or any benefits which are not appropriate in terms of his/her business, unless it is a case where laws, traditions, or local customs stipulate otherwise.

"PTTLNG personnel" means PTTLNG's directors, executives and employees at any level.

"PTTLNG related person" means contract employees, representatives, consultants or any person acting for or on behalf of PTTLNG, regardless of whether having the power or authority to take such action.

## **Practices**

- PTTLNG personnel shall strictly comply with PTTLNG Anti-Fraud and Corruption Policy including fraud and corruption prevention processes.
- PTTLNG personnel shall perform their duties to the best of their ability and with integrity, fairness, morality, ethics, professional code of ethics and responsibility.
- PTTLNG personnel shall not commit or involve in any form of fraud and corruption, whether directly or indirectly.
- 4. PTTLNG personnel shall perform their duties with care in receiving and offering gift, assets or other benefit, including entertainment and other expenses. The practice must be in line with Guidelines for Receiving and Offering Gifts, Hospitality, or Other Benefits Under PTTLNG's Anti-Corruption Policy
- PTTLNG shall establish an ongoing and effective internal control and risk assessment to prevent fraud and corruption. PTTLNG shall also review and assess fraud and corruption risks at least once a year.
- 6. PTTLNG shall establish a transparent and accurate financial reporting mechanism in compliance with Internationally Accepted Accounting Standards.
- 7. PTTLNG shall have human resource management system that reflects anti-fraud and corruption commitment.
- 8. PTTLNG shall provide communication and training that genuinely educate personnel on the Anti-Fraud and Corruption measures, and the punishment for violation.

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9. PTTLNG shall communicate the Anti-Fraud and Corruption Policy to PTTLNG related person and

stakeholders including general public through various communication channels. The objective

of this communication is to create awareness and ensure that the Anti-Fraud and Corruption

Policy is implemented.

10. PTTLNG shall provide whistleblowing channels so that personnel can raise concerns, provide

suggestions and complaints about fraud and corruption. PTTLNG shall provide protection to the

whistleblower.

11. PTTLNG shall establish compliance process to ensure the conformity to laws, regulations, and

the Anti-Fraud and Corruption Policy, as well as conduct business in accordance with anti-fraud

and corruption laws in all countries where PTTLNG operates.

12. Violation of or non-compliance with the Anti-Fraud and Corruption Policy, whether directly or

indirectly, shall be considered grounds for PTTLNG's disciplinary or legal penalties.

PTTLNG personnel shall understand and comply with the Anti-Fraud and Corruption Policy in every

operating procedure. If any potential violation to this policy is found, please notify your direct

executive or the responsible department or personnel.

Announced on 26 October 2022

(Mr. Rattikool Piyavongwanich)

President