



Gunkul Engineering Public Co., Ltd. and GUNKUL's Group			
	Anti-Corruption and Whistle Blowing Policy	Document No.	OMD 2560/13
		Effective on	25 Dec 2017
	Approved by: Resolution of the Board of Directors Meeting No. 9/2560 dated 8 December 2017	Issue No.	2.0
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Message from the Chairman

To ensure that the operation of the Company and its subsidiaries /affiliate complies with the global standard practices, adheres to transparency, justice and social responsibility, serves all stakeholders according to the good governance and business ethic, and follows the policy by which the Company declared its intention to fight all forms of corruption under the project “Thailand’s Private Sector Collective Action against Corruption (CAC)”, the Board of Directors established the Anti-Corruption and Whistle Blowing Policy to demonstrate the intention and determination of the Company and its subsidiaries / affiliates to all personnel in the organization, all stakeholders and involved sectors. Moreover, it shall serve as the common guideline to achieve the said objective.

The Company requires all personnel in the organization to study and strictly adhere to this policy. The Company considers the Anti-Corruption and Whistle Blowing Policy a part of the Company’s work regulation.

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1. Introduction


GUNKUL ENGINEERING PUBLIC CO., LTD. and its subsidiaries and affiliates operate the business with adherence to morality, ethic, honesty, responsibility to the society and all stakeholders, in accordance with the good governance and ethic, as well as policy and practice guideline for the stakeholders and prescribed missions, in order to affirm its intention and determination on anti-corruption.

To consider and carefully operate the business which may cause the risk of corruption, the Company set up the “Anti-Corruption and Whistle Blowing Policy” in writing to serve as an operational guideline of the organization for the transparency and sustainability.

2. Definition and Forms of Corruption

Definition

“Company”	Gunkul Engineering Public Co., Ltd.
“Subsidiaries and Affiliates”	Subsidiaries and affiliates of Gunkul Engineering Public Co., Ltd.
“Board of Directors”	Directors of Gunkul Engineering Public Co., Ltd. and subsidiaries / affiliates
“Executive”	One with the position of the Assistant Director of the Department or higher of Gunkul Engineering Public Co., Ltd. and subsidiaries / affiliates.
“Personnel”	Directors, executives, all employees and staffs of Gunkul Engineering Public Co., Ltd. and subsidiaries / affiliates.
“Related Person”	Mediator and business representative, consultant, or the employee of Gunkul Engineering Public Co., Ltd. or its subsidiaries / affiliates.
“Stakeholder”	Shareholders, employees, customers, trade partners, rivals, governmental sector, society and community
“Corruption”	Power abuse for the personal benefits, all forms of bribery, offer of contract or promise, demand or reception of money, asset and other benefits in improper manner from the governmental officials, governmental agency or private agency. This shall include the business benefit facilitation of for oneself or his allies through the corrupted duty performance, except in case that the laws, regulations, notifications, requirements, customs, local traditions and trade norms allow to do so.

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- “Corruption” Seeking for unlawful benefit for oneself or others for example false financial evidence, use of assets of the Company and its subsidiaries / affiliates for personal benefits, peculation, embezzlement, defraud, act of conflict of interest.
- “Political Assistance” Granting of any money, assets, privilege or place to facilitate the political party, politician or politic-related person.
- “Donation for Charity” Donation of money, objects or anything with the calculable financial value to the charity organization without any return.
- “Financial Support” The money, objects or return with the calculable financial value paid to or received from customers, trade partners, business partners in an appropriate opportunity to promote the trade reliability of the brand or the reputation of the Company and its subsidiaries / affiliates, or to create the business relation.

2. Forms of Corruption


Any action which promotes, facilitates or supports any person, group of persons or organization in return of the business benefit which contradicts the business ethic.

3. Scope of Implementation

This policy applies to the personnel of the Company and its subsidiaries and affiliates. In addition, it shall promotes and support all involved persons and stakeholders to adhere to the same guideline with that of the Company.


4. Anti-Corruption and Whistle Blowing Policy

The policy of Gunkul Engineering Public Company Limited and its subsidiaries / affiliates forbids the Directors, executives, employees and staffs to commit any action in relation to all forms of corruption, whether it is direct or indirect, in the position of receiver, grantor or one who offers the bribery to the related person or organization. The Company shall annually review the policy and guideline to respond to the changes of business, regulation, requirement and legal specification.

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5. Duties and Responsibilities

- 5.1 The Board of Directors: To set up the policy, supervise and promote the anti-corruption process in the organization, so that the personnel in the Company shall understand and realize the significance of anti-corruption as the organizational culture and value.
- 5.2 Audit Commission: To supervise the compliance with the anti-corruption measure, by auditing the financial and accounting reports, the internal control system, the internal audit system, and the risk management system in relation to the anti-corruption measure, to receive the report regarding the corrupted action which the personnel of the organization involves, to verify the received reports and propose the report to the Board of Directors for the acknowledgment or solution.
- 5.3 Good governance committee: To set up the framework and review the anti-corruption policy, to supervise and encourage all personnel to strictly adhere to the anti-corruption policy in compliance with the good governance policy.
- 5.4 Risk management committee: To supervise and support the operation to prevent the risk of corruption, to assess the risk arising from the operation of all sectors in the organization to adequately and properly serve as the information in establishing or reviewing the policy and measures.
- 5.5 Nomination and remuneration committee: To set up the framework for transparent and fair nomination and remuneration consideration.
- 5.6 Administration committee and executives: To establish the system and measures to support and promote the anti-corruption policy to communicate with the employees and all involved persons, as well as stakeholders for their compliance. To assess and review the properness of the system and measures to respond to the changes of business, regulation, requirement and legal specification.
- 5.7 Executive of the internal audit: To audit and review the operation to affirm the accuracy and compliance with the policy, guideline, operation authority, regulations, laws and requirements of the supervising agency. To ensure that the control system is suitable and adequate to the risk of possible corruption and propose the report to the audit committee.

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5.8 Employees and staffs: To comply with and follow the regulations, laws and requirements of the supervising agency, and to understand and realize the significance of anti-corruption.

6. Guideline

6.1 Gunkul Engineering Public Company Limited and its subsidiaries / affiliates are determined to adopt the anti-corruption notion as the organizational culture.


6.2 The personnel of Gunkul Engineering Public Company Limited and its subsidiaries / affiliates shall comply with the anti-corruption policy and business ethic. They shall not, either directly or indirectly, engage with the corruption for the benefits of themselves and involved persons. In this regard, the Directors and executives shall act as a good model and supervise all employees to comply with the anti-corruption measure.

6.3 Gunkul Engineering Public Company Limited and its subsidiaries / affiliates shall set up the internal control system with consideration on the control of corruption risk. Moreover, the Company shall assess the risk and adequately and properly establish the risk management measure.

6.4 Gunkul Engineering Public Company Limited and its subsidiaries / affiliates shall set up the process to audit the sale, marketing and procurement system and operation to be transparent in compliance with the regulations and procedure of the Company. In addition, they shall assess the risk of corruption and manage the proper solution.

6.5 Gunkul Engineering Public Company Limited and its subsidiaries / affiliates shall set up the process to keep the documents and records in preparation for verification and accuracy affirmation of the financial reports. They shall set up the operation procedure to ensure that all transactions are recorded and can be explained. They shall arrange the internal control and inspect the accounting and data preservation to ensure that the record of financial transactions is based on evidences adequately for the verification. This shall affirm the efficiency of the anti-corruption measure.

6.6 Gunkul Engineering Public Company Limited and its subsidiaries / affiliates shall have the measure to encourage employees of all levels not to disregard or ignore the possible act of corruption. In this case, they shall immediately notify the supervisor thereof or report such action via the channels stipulated in this policy. In this regard, the Company shall has the measure to protect the corruption-reporting employee, the complaint reporter or the employee cooperating with the corruption report process as stipulated in the “Anti-Corruption and Whistle Blowing Policy” and “Confidentiality preservation and Confidentiality protection and non-disclosure measure.”

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6.7 The personnel of Gunkul Engineering Public Company Limited and its subsidiaries / affiliates who commits the act of corruption which contradicts the ethic of the Company and its subsidiaries / affiliates shall be a subject of penalty in accordance with the regulation prescribed by the Company and its subsidiaries / affiliates.

6.8 The high-ranked executives shall regularly report the audit result according to the anti-corruption measure to the audit committee and the Board of Directors.

6.9 Gunkul Engineering Public Company Limited and its subsidiaries / affiliates shall arrange the training, promote the knowledge and awareness of the anti-corruption policy among the personnel and involved persons at least once a year. The training for the new personnel shall be a part of the Company's orientation. Moreover, it shall require the involved persons to submit the anti-corruption policy acknowledgement form to the Company and its subsidiaries / affiliates.

6.10 Gunkul Engineering Public Company Limited and its subsidiaries / affiliates shall promote the outsiders and stakeholders to be aware of the anti-corruption policy and participate in suppression of the corruption via the communication channels of the Company, so that they realize that the Company and its subsidiaries / affiliates are determined to seriously fight with the corruption.

7. Requirements for Operation


7.1 Any operation in accordance with the anti-corruption policy shall follow the guideline stipulated in this policy, as well as the good governance manual, the business ethic manual, relevant policy, principle, regulation, requirement, specification, guideline, operational manual, and any guideline which the Company and its subsidiaries / affiliates may establish in the future.

7.2 This policy shall apply to all activities in relation to the operation of the Company and its subsidiaries / affiliates.

7.3 This policy shall apply to the human resource management process, covering the personnel recruitment or selection, promotion, training, evaluation and award granting. The supervisors of all levels shall communicate and create the good understanding with the employees, so that the policy shall efficiently apply to the business activities under the responsibility and supervision.

7.4 There shall be the annual risk assessment for the relevant activities or activities prone to the corruption in the organization. The risk assessment shall be used to make the operational manual for the involved persons.

7.5 For the clarification in operations which have the high risk of corruption, the personnel of the Company and its subsidiaries / affiliates shall carefully carry out the following issues;

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7.5.1 Reception or granting any present, property or benefit, including welcoming service charge and other expenses shall be in accordance with the prevailing norm. Their value shall not beyond the proper level to the extent that it affects the duty performance.

- Reception or granting any present, property or benefit, including welcoming service charge and other expenses shall follow the approval process of the Company and its subsidiaries / affiliates.

- Reception of any present, property or benefit of the value more than 5,000 Baht in accordance with the prevailing norm shall be reported to the Director of the Department by submitting the “report of the personnel’s reception of any present, property or benefit” (Attachment 1). In this regard, the personnel shall deliver the present, property or benefit to the human resource department for the further use in any activity as deemed appropriate.

7.5.2 Reception or granting money donation for charity or any financial support shall be transparent and lawful under the inspection, approval and review process. It shall be evidenced to comply with the Company’ approval process.

7.5.3 It is forbidden to, directly or indirectly, grant or receive the bribery to the official, agency, representative or relevant person of governmental or private sector, to facilitate the business operation.

7.6 If the personnel does not comply with the anti-corruption measure or the personnel violates or refuses to comply with this policy, either directly or indirectly, the Company and its subsidiaries / affiliates shall impose the disciplinary penalty according to the prescribed regulation. Besides, the Company and its subsidiaries / affiliates may pursue the legal action if such violation is unlawful.


8. Whistle Blowing or Anti-Corruption Complaint

8.1 When the personnel finds the act of direct or indirect corruption in relation to the Company and its subsidiaries / affiliates, for example the reception or offer of bribery by the personnel in the organization to the governmental agency’s official or private agency’s official.

8.2 When the personnel finds the wrong-doing according to the regulation of the Company and its subsidiaries / affiliates which affects the internal control system to the extent that it can be hypothesized that the wrong-doing is a channel of corruption.

8.3 When the personal finds any action which ruin the Company and its subsidiaries / affiliates’ benefits and reputation.

8.4 When the personal finds any action which contradicts the laws, morality or business ethic.

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9. Reporting or Complaining Channels

The Board of Directors assigns the Audit Committee to receive the corruption reports, complaints of the action which could be the direct or indirect corruption to the Company, so that the audit committee shall independently and fairly consider the reports and complaints through the specified channels.

The reporter / complainer shall identify the details of the report or complaint (such as name or title of the wrong-doer, the wrong action, the time that the wrong action was found), together with the name, address and contact mobile number of the reporter / complainer. The corruption report / complaint shall be submitted via one of the following channels;

- 1) Submit via the audit committee's e-mail : audit_committee@gunkul.com
- 2) Submit via the company's website : www.gunkul.com, click at "complaint channel"
- 3) Submit via the postal mail to

Chairman of the Audit Committee

GUNKUL ENGINEERING PUBLIC CO., LTD.


1038-1046 Nakornchaisri Road, Nakornchaisri Road Sub-district,
Dusit District, Bangkok 10300

- 4) Submit via "Whistle Blowing and Corruption Complaint" Box which is set in the Company and can be opened by the Audit Committee and/or The Secretary of the Audit Committee)

10. Confidentiality Protection and Non-Disclosure Measure

To protect the right of the reporter / complainer or the notifier who provide the information with regard to corruption with the good will, the Company shall keep the information of the reporter / complainer confidential. Only the authorized person responsible for the complaint inspection can access the said information.

The authorized person receiving the complaints shall preserve the information, complaint and documentary evidence of the reporter / complainer as confidential. They shall not be disclosed to the non-authorized person, except in the case of the disclosure required by the law.

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In case of the corruption report / complaint, the Company shall be in charge for protection of the reporter / complainer, witness and information provider of the investigation process, so that they would not be affected by any trouble or injustice arising from their notification, complaint, witness status or information provision.


If the reporter / complainer, information provider or personnel who rejects the corruption is the personnel of the Company and its subsidiaries / affiliates, the Company shall extend the fair protection to prevent the negative consequence from the personnel, such as demotion, penalty, etc. , although it would ruin the Company's business opportunity.

11. Process on Complaint Reception, Investigation and Penalty

GUNKUL ENGINEERING PUBLIC CO., LTD. and subsidiaries / affiliates shall set up the process following the reception of the corruption report or complaint. They shall identify the group of involved person, complaint reception process, investigation and penalty, as follows;

11.1 Group of involved persons

- | | |
|---|--|
| 1) Corruption Reporter /
Complainer | Person who reports the corruption or submits the complaint |
| 2) Complaint Receiver | Persons who receive the report / complaint via the channels under item 9. They shall include Chairman of the Audit Committee, the Audit Committee and Secretary of the Audit Committee |
| 3) Coordinator | Person who preserves the information regarding the corruption report / complaint and the result of investigation. In this case, the person is the Secretary of the Audit Committee. |
| 4) Investigation Committee | CEO shall set up the Investigation Committee to investigate the fact. |
| 5) Audit Committee | The Audit Committee of GUNKUL ENGINEERING PUBLIC CO., LTD. |
| 6) Chairman of the Board of
Director | The Chairman of the Board of Director of GUNKUL ENGINEERING PUBLIC CO., LTD. |
| 7) CEO | CEO of GUNKUL ENGINEERING PUBLIC CO., LTD. |
| 8) Managing Director | The Managing Director of GUNKUL ENGINEERING PUBLIC CO., LTD. |
| 9) Human Resource
Department | Discipline controller |
| 10) Secretary of the Audit
Committee | Secretary of the Audit Committee of GUNKUL ENGINEERING PUBLIC CO., LTD. |
| 11) Secretary of the Company | Secretary of GUNKUL ENGINEERING PUBLIC CO., LTD. |

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11.2 Registration and Submission of Corruption Report / Complaint

1) The personnel receiving the corruption report / complaint shall submit the issue to the coordinator within 3 working days of the reception date of corruption report / complaint.

2) The coordinator submits the issue to the investigation Committee for the consideration or further investigation.

11.3 Investigation

1) After the consideration, if the Investigation Committee deems that; the corruption report / complaint

- the corruption report / complaint is not significant, then the Committee shall submit the issue to the immediate supervisor of the reporting personnel for the further consideration of disciplinary penalty according to the Company's regulation.

- the corruption report / complaint is not based on the fact or does not contradict the Company's benefits, the Committee shall record in the complaint registration and end the investigation.

2) After the consideration, if the Investigation Committee deems that the corruption or the conflict of interest really possibly occurred ;

- The Investigation Committee shall investigate and report the result to the Audit Committee and CEO for consideration and further proceeding according to the Company's regulation and / or the legal penalty.

3) If the corruption report / complaint concerns the corruption of the high-ranked executive


- The Investigation Committee shall investigate and report the result directly to the Investigation Committee for the further proceeding.

11.4 Order and Penalty

1) If the reported person is really guilty, the Company shall order the penalty according to the Company's regulation and / or the legal proceeding.

2) After the investigation, if it is found that the corruption report / complaint is not done with the good intention and the reporting person is the personnel of the Company, the Company shall impose the disciplinary penalty according to the Company's regulation.

The investigation must be finalized within 30 days after the complaint was received from the coordinator. (If the investigation cannot be finalized within 30 days, the reason of the delay shall be notified to the coordinator.)

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11.5 Notification of the Investigation Result to the Reporter / Complainer

- 1) The Investigation Committee submits the operational result to the coordinator.
- 2) The coordinator records the operational result in the registration and notifies the result to the reporter / complainer.
- 3) The coordinator reports the operational result and the following-up (if any) to the Investigation Committee, the Good Governance Committee and the Board of Directors for their acknowledgement. The report shall be proposed every quarter.

12. Organizational Communication of the Anti-Corruption Policy


To communicate the anti-corruption policy to all personnel in the organization, the Company shall;

- 1) Communicate the anti-corruption policy and other relevant policy via the channels, so that the personnel in the organization, relevant persons, and stakeholders can efficiently access to the policy.
- 2) Hold the anti-corruption policy training for the personnel of the organization and stakeholders once a year.
- 3) Encourage the employees to participate in the projects or activities held by the governmental or private sectors to affirm the determination of the Company and its subsidiaries / affiliates in compliance with the anti-corruption policy.

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OMD 2559/13	1.0	29 December 2016	Rewritten	To comply with the principles of the supervising agency and the current operations	25 December 2017
OMD 2560/13	2.0	25 December 2017	Reviewed	To comply with the principles of the supervising agency and the current operations	

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Appendix 1

Report of reception of any present, property or benefit by the personnel

I, from the Department of would like to report the reception of any present, property or benefit in compliance with “Anti-Corruption and Whistle Blowing Policy”, detailed as follows;

Details of the reception	1.	the approximate value of	Baht.
	2.	the approximate value of	Baht.
	3.	the approximate value of	Baht.
	4.	the approximate value of	Baht.
	5.	the approximate value of	Baht.
Reception date			
Received from			
Relationship with the business			
Reason of reception			
Signature of the receiving personnel	Signature of the Department Director	Signature of the Human Resource Department Director	
Position:	Position:	Position:	
Date:	Date:	Date:	

For the Human Resource Department only

The Human Resource Department has received the present as reported above and pursued the following action;

Use as an intensive for the employee

Name-Surname of the employee On (date)

Donate for charity

Name of the entity receiving the donation On (date)

Other. Please specify

Signature of the personnel conducting the action Position Date

Remark : The Report of reception of any present, property or benefit by the personnel shall be kept at the Human Resource Department.

GUNKUL ENGINEERING PUBLIC CO., LTD. and subsidiaries / affiliates



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**I have acknowledged and shall cooperate according to the Anti-Corruption and Whistle Blowing Policy of
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Name-surname	Position/Department	Signature	Date
1)			
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