



CODE OF ETHICS POLICY

Policy brief & purpose

BizWings (Thailand) Co., Ltd.'s code of ethic policy aims to give our employee guidelines on our business conduct in order to maintain and uphold our high integrity and professionalism of our company. BizWings (Thailand) Co., Ltd. is committed to conduct our business with transparency, integrity and in full compliance with regulatory requirements and to foster good corporate governance that we believe will lead to sustainable growth of our business. The Code outlines our expectation from all employees of the company, thus this policy shall be given importance and followed by everyone in the company.

Scope

This policy applies to BizWings (Thailand) Co., Ltd. and all directors and employees including full-time, part-time and interns.

Honesty, integrity, and professionalism

This follows our Trustworthy core value, which is the core of our company culture. We expect that all our employees perform their duties with high integrity, honesty and professionalism.

We hold honesty and integrity above any personal interests. We are transparent and straightforward in our actions and interactions with others in all professional and business relationships.

We comply with relevant laws and regulations and should avoid any action that may potentially discredit the profession or the company's reputation.

Professional competence

We take our commitment seriously. We also aim to maintain professional knowledge and skill at the level required to ensure that a client or employer receives competent professional service based on current developments in practice, legislation, and techniques.

Following our Strive for Excellence core value, it is our responsibility not to only meet the client's expectation but exceed it whenever possible through our knowledge and expertise.

We are also responsible to maintain required licenses and certifications through regular and timely renewals, as well as acquire required continuing professional education.



Open communication

We openly communicate with clients and with each other. We protect the client's right to know the facts and accurate situation of the work. We do not hide or conceal the fact in order to make us look good in the eyes of clients. We will be transparent and straight forward in the way we communicate. If mistakes happened, we would communicate openly internally and with the clients towards the solution and the remedy of the situation.

Act with goodwill

We act with the best interests of the counterparts in mind. We are fair and we do not take any unfair advantages. We are helpful to our clients as long as such help is allowed under the relevant law and regulations. We choose kind ways to do things and we make effort to take care of each other, of clients and the society.

Conflicts of interest and Professional Independence

BizWings (Thailand) Co., Ltd. and its employees have an obligation to identify and evaluate circumstances and relationships that may create a conflict of interest and take reasonable steps to avoid or manage them. Conflicts of interest, according to this policy refers to any situation a reasonable and informed person would perceive that a staff member could be influenced or perceived to be influenced, by any interest that is incompatible with objectivity when carrying out their professional work. This may involve but not limited to

- Personal interests - conflicts could arise through financial interests, personal beliefs, personal relationships, (which can involve the interests of the individual's immediate or close family members) or political activities.
- Inducements or intimidation - acceptance of a gift, benefit or hospitality can create a sense of obligation that may compromise impartial and honest decision making, and may be perceived as a bribe.

Shareholding in clients

To maintain our independence as an entity, BizWings (Thailand) Co., Ltd. shall not hold more than 30% shares in the client's company. Shareholding review must be performed once a year before the accounting closing date.

Professional Independence declaration

All directors and employees need to complete a Conflict of Interest and Professional Independence declaration form when assigned to any client or project and annually thereafter. Should there be any change in circumstances during the year, the declaration must be performed immediately, the employees must not wait for the annual declaration.



Should any conflict of interest, or threat to professional independence arise, it must be reported immediately via email to the CEO, who will then take the appropriate action to manage such conflicts.

Reporting conflicts of interest and threats to professional independence may involve disclosing personal or highly sensitive information. The information will be used for the purpose set out in this policy and Procedure. The information will be held confidentially.

Gifts, Benefits and Hospitality

Offering of gifts or benefits valuing more than 3,000 Thai Baht shall not be given to any external party without prior approval of the Director. The giving of gifts or any souvenirs must adhere to the same standard/ using the same consideration across all clients and stakeholders of the company.

Receiving of gifts. All directors and employees should not seek nor solicit gifts, benefits and hospitality and must refuse all offers of gifts, benefits and hospitality that are money or items easily converted to money, or gifts that may give rise to conflicts of interest, or may bring any dispute or reputation risk to the company.

The gifts according to general tradition valuing not over 3,000 Thai Baht may be received under the name of the company but may not be received personally. The receiver must report to the supervisor and such gifts will be under the provision of the company.

Gifts that are offer in the organization-to-organization manner such as contract signing souvenirs can be received and will be considered company's asset.

Confidentiality and Privacy

Through our work, we may have access to the information that may be confidential and not be available to others. We are responsible to make sure we secure and keep confident the material, and information entrusted to us. This shall include the open discussion of the entrusted information, the sharing of documents by any means. The use of such data for personal gain is prohibited and may result in certain penalties as will be determined by the company's directors.

Discrimination and Harassment

We strive to create and foster the inclusive environment where all of the employees are being treated with respect and dignity. It is our responsibility to make each other feel included. Any form of harassment, intimidation or rude and disrespectful behavior will not be tolerated. All employees are expected to refer to CG-02 Anti-Harassment Policy and strictly comply accordingly.



Violations

Violations of any Code of Ethics are subject to disciplinary action which includes, demotion, receive a written warning, suspension, negative performance review, denial of promotions and salary/ bonus consideration, and termination.

Policy: Code of Ethics Policy		Reference Number: CG-01
		Previous/ Replace: -
Approved by: Board of Directors	Effective Date: May 1, 2021	Prior Version Date: -