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1. Message from Group Chief Executive Officer

To: All stakeholders

As Workpoint Entertainment Public Company Limited and its affiliated companies (the “Company”) are fully committed to conducting its business operations by adhering to the principles of good corporate governance and sustainable development guidelines throughout its supply chain, to elevate its commercial activities along with good corporate governance to cover environmental, social and governance aspects.

Therefore, the Company has established this Procurement Policy with the intention of providing its personnel, as well as other related units, who are related to procurement activities, with a comprehensive guideline for working collaboratively with all of the Company’s business partners and stakeholders under the applicable ethical and legal framework. It is also intended to conduct such activities according to human rights principles, occupational safety and health, as well as protecting the environment, society, and the community.

On behalf of the Board of Directors and its executives, we sincerely hope that this code of conduct for business partners will be complied with accordingly.



Mr. Phanich Sodsee
Group Chief Executive Officer

2. Scope of Application

This Procurement Policy will be used as a guideline for overseeing various of the Company's procurement matters, including its personnel, as well as other related units, who are related to procurement activities, including other involved personnel who perform work for the Company and need to work with related partners and stakeholders within the Company's supply chain.

3. Definitions

The **Company**, refers to Workpoint Entertainment Public Company Limited and its affiliated companies.

Affiliated companies, refer to companies that possess one of the following characteristics:

- (a) A company over which Workpoint Entertainment Public Company Limited (the "Company") has control over its business operations.
- (b) A company in which the company mentioned under (a) has control over its business operations.
- (c) A company in which the company mentioned under (b) has control over its business operations in succession, starting with being under the control of the company mentioned under (b).
- (d) A company in which the Company or companies mentioned under (a) - (c) have the authority to be a part of its decision-making process regarding the company's financial and operating policies, but not to the level of having full control over such policies and is not considered a subsidiary or joint venture.

Controlling authority, refers to having a relationship that possesses one of the following characteristics:

- (a) Holding shares with voting rights in a company exceeding 50% of the total number of voting rights of that particular company;
- (b) Possessing the authority to control the majority of votes at the company's shareholders' meeting, whether directly or indirectly, or for any other reasons.
- (c) Possessing the authority to control the appointment or removal of at least half of the company's directors, whether directly or indirectly.

Stakeholders, refers to shareholders, directors, executives, employees, creditors, customers, trading partners, competitors, communities, and society.

Personnel, refers to the Company's directors, executives, and employees.

Business partners, refers to product distributors, contractors, service providers, renters, or hire purchasers, that deliver products or services to the Company.

4. Guidelines to the Procurement Policy

The guidelines of the Procurement Policy consist of 7 topics as follows:

1. Conduct procurements by taking into account the product's quality, price, quantity, service, and speed of response, and giving importance to value for money, efficiency, effectiveness, as well as taking into account responsibility for the environment, society, and corporate governance, to achieve maximum benefit for the Company.
2. Conduct procurement in a transparent, fair, and verifiable manner, as well as complying with the established regulations and related laws.
3. Conduct procurement with a focus on business ethics, by avoiding taking advantage of business partners and providing accurate, complete, clear, open information, and treating partners equally, while also taking into account partners' opinions and suggestions.
4. Carry out a systematic selection of business partners and conduct procurement in a transparent, fair, non-discriminatory, and verifiable manner, that strictly complies with relevant regulations and laws. In addition, provide support to partners who conduct their business ethically and are characterized with responsibility towards society and the environment, including being cautious when conducting transactions with individuals or legal entities that commit illegal or dishonest acts, or who are suspicious of behavior that suggests corruption or violates labor and human rights laws.
5. Select partners or service providers that have been certified with environmental quality standards, and consider the use of labor based on human rights principles, as well as the use of standardized quality products or services that can be delivered on time.
6. Promote environmentally friendly procurement processes and support the use of products from renewable resources that do not cause pollution to the environment.
7. Promote the employment of local workers and create opportunities for career development, to ensure a better quality of life in the local community.

5. Contact and Inquiries

Should you require additional information, or need to make suggestions, or file complaints regarding this Procurement Policy, the Company can be contacted through the complaint channel on the website or the following channels:

Address: 99 Moo 2, Bang Phun Subdistrict, Mueang Pathum Thani District, Pathum Thani

Telephone: 02-833-2281

Email: purchase@workpoint.co.th