

**Policy concerning responsibility for company assets**

1. Employees must look after company assets to ensure that they are in good working condition and usable in a period of suitable time in line with their useful life, and protect company assets against damage or loss.
2. Employees must use company assets in performing the duty with frugality and the appreciation of their values for the maximum benefits toward the company, based on the realization of environmental protection in parallel with energy conservation.
3. Whether directly or indirectly, employees do not make undue use of company assets for own benefit or the benefits of others.
4. In the event where company assets looked after by an employee or any individual sustain damage or are lost, that individual must assume joint responsibility as stipulated in various rules and regulations or policy issued by the company.
5. Upon leaving the service of the company, the employee must return to the company various assets and data used in performing the duty as well as work result and invention achieved in performing the duty without regard to the format of data storage. Recording of or duplicating or copying those data for distribution or seeking any advantage is strictly prohibited or permission from the company must be acquired first.

This Policy is effective from 8 August 2013 onwards.



Mr. Paron Israsena  
Chairman of the Board of Directors  
Thaicom Public Company Limited

