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Announcement no. DTGO-CG 001/2567

DTGO Regulations on Offering and Accepting Gifts or Other Benefits and Entertainment

DTGO has established an anti-corruption policy to guide all its FAMZ. To provide appropriate guidelines on offering and accepting gifts or other benefits and entertainment in alignment with its current operations, DTGO deems it appropriate to cancel DTGO Regulations on Offering and Accepting Gifts or Other Benefits and Entertainment as announced in DTGO-CG 004/2565 dated 8 July 2022 by creating new guidelines to be considered part of the anti-corruption policy to be applied by all FAMZ, as follows:

1. Definitions

- 1.1 **Gifts** means articles, services, or valuable items such as gift vouchers, cheques, reward points, or other services in an electronic form etc.
- 1.2 **Entertainment** covers accommodation, food, beverages, watching performances or sports, joining activities or sports such as golf or similar activities.
- 1.3 **Other benefits** means any other benefits that are not mentioned in the Clause 1.1 and 1.2.
- 1.4 **Business representatives** means any individuals or juristic persons who are not FAMZ of DTGO but have been employed to perform or act on behalf of DTGO.
- 1.5 **Tradition** means customs, culture, conventions, ceremonies, etiquette, and social customs relating to festivals, important days, or traditional events that are unique to society.

2. Offering of Gifts or Other Benefits

All FAMZ are prohibited from offering gifts or other benefits, on behalf of DTGO, to customers, suppliers, business representatives, government agencies, government officers, private organizations and employees of private organizations that may influence decision-making on business transactions. **Exceptions** shall be applied when an offering is part of a tradition or special occasion such as congratulation on the grand opening of the supplier's new project or is to promote sales, with an appropriate value. The criteria are as follows:

- 2.1 The offering of gifts or other benefits to government agencies and government officers currently has a limit of 3,000 baht/occasion/person (according to announcement of the National Anti-Corruption Commission) and shall be in accordance with the laws of each country in which DTGO run a business. In cases where local laws have stricter requirements, FAMZ must stick to that law by considering the value according to the currency of those country.



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- 2.2 The offering of gifts or other benefits to other organizations or individuals, except as stipulated in Clause 2.1, shall not exceed the value of 5,000 baht per person per time. (Any offering that exceeds this specified value shall be approved by Root Captain or higher.)
- 2.3 Giving gifts or other benefits should be in a form that helps promote the organization's image, such as corporate gifts or products featuring the DTGO logo, as appropriate. Gifts in the form of cash or cash equivalents are prohibited in all cases.
- 2.4 Gifts or any other benefits must be given in the name of the organization, not in the name of a person, and should be carried out correctly and according to the season in an appropriate place, such as company's office or public event which is generally disclosed.

3. Acceptance of Gifts or Other Benefits

All FAMZ are prohibited from accepting gifts or other benefits from customers, suppliers, business representatives, government agencies, government officers, private organizations, and employees of private organizations on behalf of DTGO or themselves. FAMZ must refuse to receive these gifts or benefits in all cases:

- Cash or items equivalents to cash such as bonds, stocks, securities, cryptocurrencies
- Gifts of unreasonable value such as gold, jewelry, real estate, or other assets of the same nature
- Gifts or any other benefits that are considered immoral, offensive, or obscene

In cases where the gifts or benefits do not fall within the aforementioned characteristics, and FAMZ are unable to decline them due to circumstances where offering and accepting gifts or benefits is in accordance with traditions, these gifts or benefits can be accepted and treated as follows:

- 3.1 For gifts or other benefits that fall under the following categories, the head of business units can consider how to appropriately utilize them:
 - 3.1.1 Gifts or other benefits that are perishable, such as food, fruits, desserts, and flowers
 - 3.1.2 Gifts or other benefits that are a reasonable value and bear the logo of the giver's organization, such as calendars, books, pens, umbrellas, tumblers, and key chains
- 3.2 Gifts or other benefits that are not covered by Clause 3.1, or gift baskets received during New Year or traditional festivals, must be registered with Workplace Management Services (WMS), through a gift registration system as specified by DTGO to be allocated appropriately such as being auctioned for charity or given to members at New Year or by lucky draw.

4. Offering and Acceptance of Entertainment

The offering and acceptance of entertainment for the purpose of strengthening relationships is allowed but must be done reasonably and transparently. The following conditions must be fulfilled:



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- 4.1 Entertainment must be appropriate, not unduly extravagant, and approved by a supervisor or approval authority that ascertains the cost is reasonable and in line with regulations.
- 4.2 The offering or acceptance of entertainment that does not violate the laws and DTGO's policies and regulations.
- 4.3 The offering or acceptance of entertainment that is not against morality, ethics, and good customs.
- 4.4 Not reciprocal or affecting transactional decisions by DTGO.
- 4.5 For transparently, FAMZ must request prior permission for providing or receiving hospitality from their supervisor or approval authority on each occasion through the Entertainment Registration system except in the case of necessity. When unable to request prior approval, FAMZ must report to their supervisors or approval authorities through the Entertainment Registration system later as determined by DTGO.

5. Invitations to domestic or overseas seminars or study visits by suppliers or business representatives

For transparency in the work of FAMZ, invitations to seminars or study visits organized by partners or business representatives both within and outside the country can be accepted with the following conditions:

- 5.1 The invitation to seminar or study visit must not influence, or bring accusations of influencing, business decisions or have reciprocal characteristics.
- 5.2 The seminar or study visit shall have a clear agenda and objectives directly related to the duties of the FAMZ invited and to the benefit of DTGO, with no hidden purpose such as tourism.
- 5.3 FAMZ must obtain approval through the DTGO Learning system before attending.
- 5.4 After attending seminar or study visit, FAMZ must present a summary report of the outcome for their supervisor as specified by DTGO.

6. Guidelines of DTGO for Business Representatives

The department that is responsible for engaging business representatives shall notify them of these regulations and ensure they comply with all the provisions. If a business representative is found to have violated these regulations, DTGO shall reserve the right to revoke or not extend the contract, or to proceed according to law as deemed appropriate.

7. Exceptions

Provisions in these regulations do not apply to receiving or giving gifts as well as any other benefits to FAMZ that are part of reward and recognition program provided by the DTGO, including receiving or giving prizes in various forms to FAMZ according to corporate traditions, such as annual festivals, team building events, or department parties celebrating success.



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8. Disciplinary Action

All FAMZ shall strictly comply with these regulations, which shall be deemed an integral part of their employment conditions. Failure to comply with these regulations shall be regarded as an act of misconduct, whereby such member shall be subject to disciplinary action according to the regulations of DTGO.

In effect from 17 July 2024.

Announced on 17 July 2024.