



Code of Conduct

(Asia Sermkij Leasing Public Company Limited (“Company”) and its Subsidiaries (“Group”)) Has deemed it appropriate to establish a Code of Conduct to provide guidance for the Board of Directors, management, and employees at all levels in conducting business and adhering to ethical standards. Furthermore, the Company has published the Code of Conduct on E-Policy, an internal communication system, as well as on the Company’s website at www.ask.co.th under the “Good Corporate Governance” section. The Company strongly believes that ethical guidelines serve as a crucial tool for enhancing operational transparency, thereby fostering confidence among investors and all key stakeholders.

Vision Mission and Corporate Value

The Board of Directors and management have established a policy to review and approve the Company’s vision and mission to align with current circumstances whenever significant changes occur, ensuring adaptability to the evolving business environment, or to conduct a review at least every 5 years.

Vision

- The best financial services company in Thailand

Mission

- A supporting partner of our customers, a driving force of economic success

Corporate Value

VALUE	Value innovation to create beneficial outcomes for all parties
GROWTH	Continuous learning to support sustainable operations
TRUST	Respect-driven to reinforce a passion to serve
DISCIPLINE	Accountability to drive execution

SLOGAN

“SERVICE WITH PASSION”

Scope

Applied to each member of the Board of Directors, managements, and all employees of Asia Sermkij Leasing Public Company Limited and subsidiary company and others that the company has control right over which including the business abroad. “Employees” mean both permanent, temporary, special contract, and hired employees working either full or part-time

บริษัท เอเชียเซิร์มกิจลีสซิ่ง จำกัด (มหาชน)

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Procedure

1. Policy on Conflict of Interests

1.1 Board of committees and managements

Must carefully consider the conflict of interest on related party transactions under the regulations of the SET between the company and its subsidiary including related individual and juristic persons with honesty, rational, and independent under morality by considering the benefit of the company as the most importance to ensure that the transactions are reasonable and happen for the company's benefit.

1.2 Audit Committee

Has duty to review transactions that relate or might relate to the conflict of interest to comply with the law and regulations from the SET to ensure that these transactions are reasonable and happen for the company's benefit.

1.3 Employees

1.3.1 Employees should avoid any act that against company's benefits neither from contacting with company business related persons such as business partners, customers, competitors nor using opportunity or information received during work with the company as an employee to find self benefits or to do any business that is considered company's competitor.

1.3.2 Employees must protect the company's benefit with their best efforts.

1.3.3 Employees must not do any act against the company's benefit neither direct or indirect way.

1.3.4 Employees must not involve with other businesses that might affect the company's benefits or be the company's competitors.

2. Protect and use of company's assets and information/confidential data of the company

2.1 During the employment, employee would know the information of the company called "the trade secrets" which means the information that is not yet disclosed or not yet accessible by groups of people who normally have duties related to those data which have commercial benefits that the company uses proper procedures to protect them. The procedures may be regulations, contracts, or any other agreements of the company that are defined and valid or under the trade secret Act, B.E. 2545 which states that the employees must agree to protect all of the company's "Trade secrets" that received or known or given due to working for the company. Employees shall not sent the company's "trade secrets" to any recipient nor copy without permission, including not disclosing and or omitting or postponing to do any act that may discredit the company's reputation or create loss or damage to the company's business, and employees shall not work or become employees or provide advice or help or make any contract with any legal entities or businesses of competitors or businesses which are similar to that of the company during the employment term.



- 2.2 Employees must not work for other persons or organizations that give compensation benefits during company's working hours except with a permission in letter from the CEO or assigned person.
- 2.3 Employees must not act anything that is against the company's benefits neither in direct nor indirect way and neither by themselves nor with others.
- 2.4 Employees must strictly follow the company's policy of information system such as:
 - Do not intervene in others' privacy in any case
 - Do not use the company's confidential information. Only the direct responsible persons are allowed.
 - Must follow the rules and regulations of using equipment's and tools in computer system.
 - Do not enter into the data and files of other users without permission
- 2.5 Employees must know and follow the guidelines for using computer system and network system correctly and properly.
- 2.6 Do not install or record any software into company's computer system without permission.
- 2.7 Do not give company's software to any person including trade partners, contract partners, and customers. And do not bring company software for personal installing, including employees' use of internet or connect with internet for data transferring and distributing of indecent material, submitting or receiving information through electronic system (E-mail) that violate the law or copyright law or against intentions, objectives, or regulation, or policy of the company's information system or violate the Computer Crimes Act B.E. 2550 or other laws.
- 2.8 Under employment contract, employees must not act and/or restrain the act that will result in any damage of the company due to the information and/or report or record or communication that is fraud or incorrect by any means with intention.
- 2.9 Employees must not violate the company's copyright and/or other companies' copyright that allow the company to use their computer programs neither by contract or other means and/or neither by duplicating nor modifying and distributing to public or renting the original or copy for seeking profit or not. If any employee violates this, the company has right to cancel the employment contract suddenly.
- 2.10 Employees must use the company's asset with care, and responsible and take care of tools and equipment's given from the company to be in good conditions and call for repair when out of order or damage.
- 2.11 Employees must not violate the rules, instructions, or commands of the company that may cause an accident or damage of the company's asset.
- 2.12 Employees must not bring the company's equipment's or assets to use in purpose other than for the company's businesses and activities.



- 2.13 All of managements, committees, and employees of the company must protect the confidential information of customers, contract partners, or trade partners or any others
- 2.14 All of managements, committees, and employees of the company must not disclose information and documents that are confidential or trade secret.
- 2.15 Managements and employees of the company must know and follow procedure for information security in order to protect the confidential information from accidentally disclosure.

3. Policy on the Safeguarding and Use of Company Assets

- 3.1 Employees must understand and comply with guidelines for the correct and appropriate use of computer and network systems.
- 3.2 Installing or saving unauthorized software on the Company's computer systems is strictly prohibited.
- 3.3 Employees shall not transfer Company software to any third party—including trade partners, contracting parties, and customers—nor install such software for personal use. In addition, internet usage or internet connections for data transfer, dissemination of obscene material, or sending and receiving information via electronic systems (email) that violate the law, copyright laws, the intent or purpose of Company policies and information technology regulations, the Computer Crime Act B.E. 2550 (2007), or any other applicable laws, are strictly prohibited.
- 3.4 Employees shall not infringe upon the copyrights of the Company and/or any third parties that have licensed computer programs to the Company through contracts or any other means. This includes reproducing, adapting, communicating to the public, or renting originals or copies of such software, whether for profit or otherwise. Any breach of this ethical guideline gives the Company the right to terminate employment immediately.
- 3.5 Employees must use Company assets with care and responsibility, ensuring that equipment and tools provided by the Company are kept in good working condition and requesting repairs promptly upon damage.
- 3.6 Employees must not violate Company rules or orders that could lead to accidents or cause damage to Company assets.
- 3.7 Employees must not use Company equipment or assets for purposes other than performing work for the Company.

4. Gifts or entertainment benefits

- 4.1 Employees should not request, receive, or accept cash or other benefit from any business related party.
- 4.2 Employees may accept or give some gifts according to the traditional common practice in case that the gifts have no effect to the receiver's business decision.
- 4.3 If employees receive the gift during the traditional occasion but in excessive value from business related parties, employees must report to the superior position under the chain of command.



5. Personal trading and use of insider information

- 5.1 Committees and managements have to submit report of personal trading record to comply with the regulations of the SET and the SEC.
- 5.2 The company and subsidiary must follow the law regarding to the use of insider information for equality and fair to all shareholders and for protecting law violation from the company's all level staffs and their families that know or receive the non-public information. The company prohibits the above people from trading or assisting others to buy or sell or bid or offer of the company's stocks neither by themselves nor through brokers during the time that receive the undisclosed information. The company and the SET will consider this type of trading as speculative trading or trading that create advantage to some group of people.
- 5.3 The company sets up the security system at workplace in order to protect the data files and confidential documents and limit the accessibility of non-public information to only related and necessary persons. So, it is a responsibility of data owners or receivers to insist related parties to follow the security procedures strictly. People who violate the insider information policy must be punished under the company's discipline and/or the law according to the case.

6. Control system and internal audit and accounting and financial reports

6.1 Control system and internal audit

Develop the efficient control system and internal audit under the supervision of internal auditors and the review of the audit committee

6.2 Accounting and financial reporting

- Managements of the Company are responsible for the preparation of both annual and quarterly financial reports that must be accurate, complete and timely and prepared according to the accepted accounting standards.
- Recording of all business transactions of the Company must be accurate and complete and can be examined without any limitations or exceptions.
- The record of accounting transactions and business records must base on the truth without distortion or false transaction for any particular purpose.
- Employees at all levels must perform business transactions complying and according to rules and regulations of the company with documentary evidence on each transaction. And employees must provide adequate and timely information to those who are responsible for recording, preparing, and evaluating accounting and financial reports. So they are able to record and prepare all kinds of accounting and financial reports of the company into the company's accounting system with correct and complete information.
- Employees at all levels must follow the regulations and related laws of the country and/or abroad in order to provide and record the financial reports correctly and completely.



- Employees at all levels must adhere to honesty, fairness, and integrity while record and prepare all financial reports.

7. Responsibility to shareholders

- 7.1 Act with integrity and perform with fairness to all shareholders including institutional investors under the good corporate governance.
- 7.2 Regularly report to shareholders on the status of organization with complete actual information.
- 7.3 Regularly report to shareholders on the future prospects of the organization in both positive and negative side with sufficient supporting reasons.
- 7.4 Disclose important information correctly, completely, clearly, and timely to give shareholders the financial position and the operational performance of the company through contact channels that allow shareholders to access the data at ease.
- 7.5 Company provides policy to facilitate and encourage the attendance of shareholders by announcing the report submission period and distributing documents related the shareholders' meeting to provide shareholders the correct and adequate information in proper time to facilitate and encourage shareholders participation during the meeting.
- 7.6 Prohibit the Board of Directors, managements, and employees from using the insider information that has not been released publicly to inappropriately seek benefits for themselves which is unfair to other shareholders.

8. Employees

- 8.1 Select and recruit with efficiency and fair and strictly follow the labor laws with respect for individual rights without limitation, and human rights violations, such as not employing child labor and no limitation set on hiring disabled workers, and so on.
- 8.2 Provide fair remuneration to employees in accordance with the operating performance of the company for example for the short term, the company has determined the rate of the salary and the annual bonus to be consistent with the performance of the company. And for long term, the company provides employees the provident fund in order to motivate employees to join the company and develop the company including providing appropriate and fair welfare.
- 8.3 Provide the working environment that is safe for employees' lives and properties.
- 8.4 The promotion and transfer of employees including the reward and punishment must be done under integrity and based on knowledge, capability, and suitability of employees.
- 8.5 Give priority to the development of knowledge and skills of employees thoroughly and regularly.
- 8.6 Strictly comply with laws and regulations related to employee

9. Practices of employees and practices of employees to other employees

- 9.1 Shall perform duties with intention, integrity, and transparency.
- 9.2 Shall refrain from giving gifts to supervisors or accepting gifts from subordinates.
- 9.3 Respect the rights of other employees

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- 9.4 Supervisors shall behave to be respected by employees. And employees shall not perform anything showing the disrespect of supervisors.
- 9.5 Shall be disciplined and follow to the rules, regulations, and good traditions of the organization whether they are in written form or not.
- 9.6 Create and maintain an atmosphere of harmony and solidarity among employees. And shall avoid any action that may affect the reputation and image of the company or later become problems to the company.

10. Practices of employees to customers

- 10.1 Commit to customers' benefits and satisfactions with fair rates and maintain good relationships in long-term.
- 10.2 Provide accurate, complete and clear information to customers with fair terms and conditions for both parties
- 10.3 Record customers' information systematically and safely and do not use customers' information in misappropriated way.
- 10.4 Set up unit responsible for advising and solving customers' problems and receiving complaints in easily accessible channel.

11. Competitors

- 11.1 Respect for the equality of competition by operating under the rules of fair competition.
- 11.2 Promote fair and free competition by refraining from any actions that distort market prices or cause adverse impacts on consumers.
- 11.3 Do not seek for confidential information of the competitors by dishonest or inappropriate way.
- 11.4 Do not violate the intellectual property rights of competitors.
- 11.5 Do not discredit the competitors by malicious accusation without the fact.

12. Trade partners

- 12.1 The Company has established selection criteria for suppliers/business partners, evaluating them based on financial stability, business expertise and experience, and credibility.
- 12.2 Comply with commercial terms and agreed contracts in a fair and transparent manner.
- 12.3 Conduct regular visits with suppliers/business partners to listen to feedback and suggestions to continuously improve the Company's systems and business operations.
- 12.4 Select suppliers/business partners that are environmentally conscious, maximizing the efficient use of natural resources—including water, energy, and packaging materials—and implementing best practices to increase resource efficiency and minimize operational waste.
- 12.5 Select suppliers/business partners that demonstrate responsibility by preventing potential impacts on local communities and society, and refraining from any activities that directly or indirectly harm communities and society.



- 12.6 Select suppliers/business partners that respect human rights, prohibit forced labor, eliminate discrimination and harassment, and treat all individuals equally.
- 12.7 Refrain from conducting business with suppliers/business partners that engage in illegal or immoral practices or have a poor financial history.
- 12.8 Do not accept assets, gifts, or any benefits from suppliers/business partners.

13. Creditors

- 13.1 Prepare all contracts according to related laws with fairness and transparency.
- 13.2 Follow conditions and agreements of contracts or other agreed conditions strictly.
- 13.3 Manage the loan repayments and interest payments to creditors in correct amount and on time as agreed.
- 13.4 The Company has proper and fair guarantee conditions. In case of overdue payment, the company agrees to follow the contract and will pay for the principal, fee, and interest at the rate clearly specified in the loan contract agreements with creditors.
- 13.5 The Company applies the principles of good capital management to provide adequate cash flow for repaying loan and interest.

14. Social and community responsibility

- 14.1 Place an importance on the guidelines and principles of social and community responsibility including operating under the proper environmental standards of the business.
- 14.2 Support and perform activities for the benefits of public, community, society and environment.
- 14.3 Place an importance on the environmental protection, such as the campaign for employees to use both sides of paper including collecting documents in Digital files (PDF files) to reduce environmental impact and to reduce the use of resources, the company's policy of turning-on lights as necessary which will be turned-off during lunch break, and policy to turn off the computers and other devices before leaving the company in order to support the energy savings.

15. Protect violation of the intellectual properties or copyrights.

- 15.1 The company respect and will not violate the intellectual property rights or copyrights of others.
- 15.2 Avoid buying products from sellers who violate the intellectual property rights or copyrights.

16. Protect violation of human rights

Respect the rights of individuals under the law including not limiting the privacy rights and not violating the human rights, such as not employing child labor and no limitation set on hiring disabled workers, and so on.



Monitoring for compliance

- 1) In case of finding themselves involving or allowing subordinates to violate laws, regulations, codes of conduct, or policies of the companies, the executives, the board of directors and employees must directly report to the human resources department and then let the human resources department to further follow the procedures set in the related policies and the regulations according to the case.
- 2) The company shall review the code of conduct every two years or when a significant change found to ensure that the code of conduct is still suitable for the business environment that has changed.

In addition, to provide channels for stakeholders' participation, the company has set communication channels to receive complaints, suggestions, and ideas sending to the board of directors through the company's website www.ask.co.th in the section of investor relation or through mails or documents directly submitted to the company.