

Policies and guidelines on intellectual property

The Company has a policy to practice on intellectual property. In which all employees must participate in protecting and taking care of Intellectual property of the company, including the practice of respecting the rights and not violating the intellectual property of others.

Practice Guidelines

1. The Company encourages executives and employees to have initiatives to create working of intellectual property for benefits to operations and to the organization.
2. The usage of various programs and operating systems within the organization must be legitimate programs.
3. Disseminate and communicate to employees within the organization to have knowledge, understanding and practices to prevent misconduct. to prevent the occurrence of lapses intellectual property infringement.
4. Employees must help look after the intellectual property of the company. Not to be infringed, disclosed, reproduced, modified, or done without permission from the Company.

Software Usage Policy

Objective

To be a guideline for the implementation of software installations that exist in the organization in accordance with copyright laws.

Criteria for installing and using software used within the company

To use computer system in all companies must install software, operating systems. Including software various programs that are right. According to the copyright that the company has registered to buy and use in the organization. If there is a need to use additional software that is not the copyrighted software, the Company must comply with the following criteria:

1. Able to install free software, open source software, beta software, demo software, which these software are licensed by the manufacturer to use for free or use with restrictions.
2. Some in the event that it is necessary to use various copyrighted software in addition to that the Company is permitted to carry out the procurement additional supply
3. Licensed software can be installed after the Company has been authorized or completed the purchase only.

To come into force on 10 July 2016.

Mr. Thongchai Tansutat
Managing Director