

Anti-fraud and corruption policy of Proficient Inspection Service Company Limited

The company is aware and emphasizes conducting business with honesty and integrity, being socially responsible towards society and stakeholders, whether the business activities are conducted domestically or internationally. In this regard, the board of directors, management, and employees at all levels of the company shall comply with relevant laws and regulations and oppose all forms of corruption, both directly and indirectly.

Definition

Fraud refers to any action undertaken to seek benefits unjustly, whether for oneself or others, by various means such as asset misappropriation, which involves possessing assets belonging to others or jointly owned by others through fraudulent means.

Asset Misappropriation involves deceiving others by presenting false or concealing the truth that should be disclosed, leading to obtaining assets from the deceived person or others, or causing the deceived person or others to perform actions such as withdrawing or destroying documents of any rights.

Embezzlement refers to deceiving others by presenting false messages or concealing the truth that should be told, which is done fraudulently, and deceiving others to obtain assets, or causing the deceived person or others to perform actions such as withdrawing or destroying documents of any rights.

Creative Accounting involves the process of adjusting accounting figures by exploiting accounting principles' loopholes or various options in measuring values and disclosing accounting information to change financial statement data as desired for purposes not permitted by the preparer.

Corruption refers to soliciting, accepting, or agreeing to receive, give, or offer a promise or contract to provide assets or other benefits to enable individuals or agencies to exercise their duties with the existing authority, whether by performing or refraining from performing actions in an unauthorized manner, in exchange for obtaining benefits not permitted, regardless of whether it's for oneself or others, or business benefits.

Employees refer to the board of directors, management, and staff of the company at all levels, including both permanent and temporary employees.

Scope

This policy applies to all employees related to the Company.

Guidelines

1. Board members, executives, and employees at all levels must adhere to the anti-fraud and corruption policy, business ethics, and good corporate governance practices, including policies and practices regarding stakeholders' welfare, company regulations, as well as any other guidelines set forth by the company. They must not engage in any form of corruption or fraudulent activities, whether directly or indirectly.
2. Employees must not overlook or ignore any incidents that may involve fraud or corruption related to the company. When encountering such activities, they must immediately report to their supervisors or individuals responsible and cooperate in investigating and examining the truth in cases where there may be suspicions or inquiries.
3. All employees are prohibited from utilizing their positions to solicit, accept, agree to receive, give, offer, promise, or contract to provide assets or any other benefits, both directly and indirectly, for personal gain or for the benefit of themselves or their relatives.

Whistleblowing and reporter protection

The company has a policy to protect employees who report complaints, grievances, express opinions, or provide suggestions. The complainant may choose not to disclose their identity if they believe that doing so may pose a risk to their safety or cause harm. In cases where the complainant chooses to reveal their identity, the company will keep the individual's information confidential and take corrective actions, which may involve conducting further investigations, evaluations, or legal proceedings.

Complaint channels

Address for sending documents: 10 Soi Nawamin 86, Ramintra, Kannayao, Bangkok 10230

Email: patchareeporn.c@proficient-inspection.com

Phone: 02-077-6261

Punishment

The company stipulates that disciplinary actions will be considered according to the regulations outlined in the company's rules and regulations regarding employment, including termination in cases where the company deems it necessary and justifiable, and/or takes the offending party through legal proceedings if such actions violate the law.