

Non-Discloser Agreement Policy

The Company has a policy to let relevant persons know the Company's information and to keep the information confidential and not to leak it to unrelated persons, especially information that may affect the Company or stakeholders. The Company therefore reserves the right not to let the Company's directors, executives, employees, consultants or contractors use inside information to benefit themselves or others in order to create fairness and equality for stakeholders.

1. “Confidential information” means any information in any form and form, including technology, plans, software, network management, proposals, contracts, procedures, know-how, specifications, accounting and financial information, graphs, charts, tables, details of the “Company” and the like, which I know or receive from working under the employment contract for the information provider, including all information obtained from such information, including the results of assessments or information disclosed orally and/or information received from third parties.
2. “Information” means all types of information in the form of documents, electronic documents, various data storage media, including information or knowledge within the information provider’s company and/or all affiliates of the information provider, such as information, equipment, hardware, software, personnel, and related support services.
3. “Disclosure of Confidential Information” means the publication, sale, leasing, distribution, reproduction, adaptation and rental of the original or copies of any work related to “Confidential Information”, whether in whole or in part, whether in a manner that may cause damage to the information provider or not.
4. “Board of Directors” means executive and non-executive directors, independent directors, audit committee members, authorized signatory directors.
5. “Manager” means executives at the manager level and above.
6. “Staff” means employees who work for the company and receive salary and wages from the company, including permanent employees, temporary employees, and daily employees.

7. “Consultant” means a person or group of persons who have experience, knowledge and expertise in academic work and provide services in providing advice and suggestions in various professional technical fields and in accordance with the tasks assigned by the employer in various fields such as engineering, finance, accounting, economics, society and environment, etc. Consultants may be broadly classified according to the nature of expertise or services provided, such as financial consultants, organizational consultants, engineering consultants (or consulting engineers), economic consultants, environmental consultants, etc.

8. “Contractor of the Company” means a person who is hired to perform or complete a piece of work, perform a task or service according to an employment agreement with the Company, who receives wages based on the completion of the work, with the essence varying according to the terms and objectives of each job.

9. The Company’s executives, employees, consultants or contractors must keep the Company’s and customers’ information confidential by not disclosing any information or news of the Company that should not be disclosed, and not providing any news or information that the authorized person has not yet permitted.

10. The Company’s executives, employees, consultants or contractors must not disclose any information of the Company and customers without permission from the Company’s board of directors or the manager or the assigned person, except for information that must be disclosed to an external person in accordance with the law.

11. The relevant departments must make contracts with individuals who know the company's confidential information and set up a system for filing contract documents correctly and completely according to the company's policy.

12. The relevant departments assign duties to individuals within their departments to take responsibility for completing such confidentiality contracts within the specified time frame.

13. Arrange for internal communication within the department responsible for such matters in making such contracts so that employees are aware of the impact of not making confidentiality contracts and the liability for negligence or failure to comply with the specified regulations.

Guidelines for Non-Disclosure Agreements

1. Directors, executives and employees shall prepare original documents, copies or store information appropriately and securely to prevent unrelated persons from accessing such information or secrets.

2. Directors, executives and employees shall avoid discussing secrets in public.

3. The responsible agency shall prepare the contract using the central contract form prepared by the Supervision and Control Department, clearly stating the purpose and details, and shall proceed with the greatest consideration for the Company's interests.

4. The level of confidentiality of information is divided into 3 levels: top secret, very secret, secret, with details as follows:

4.1 Top secret means secret information which, if disclosed in whole or in part, will cause the most serious damage to the company.

4.2 Very secret means secret information which, if disclosed in whole or in part, will cause serious damage to the company's benefits.

4.3 Secret means secret information which, if disclosed in whole or in part, will cause damage to the company's benefits.

5. Assign relevant departments to prepare a contract to keep information confidential with business partners, consultants, or related persons who know the organization's information every time a contract or business negotiation is made. The contract must be completed as soon as possible within 5 business days from the contract start date. Before making a contract, the Supervision and Control Division must notify and request a contract number. Once the process is complete, the responsible department must keep a copy of the confidentiality contract document and submit the original contract document to the Supervision and Control Division to file and create a contract document registry.

Effective on March 3, 2020

Signed



Managing Director