

Corporate Governance Policy

- Good Corporate Governance Principle
- Ethical/Moralities of Board of Directors
- Ethical/Moralities of Executives and Employees
- Workplace Safety and Sanitation Policy

SE-EDUCATION PUBLIC COMPANY LIMITED
2021-2022

The Board of Directors of SE-EDUCATION PUBLIC COMPANY LIMITED has always realized the importance of applying good corporate governance principles and maintaining business ethics in the Company's operation for both are the crucial foundation of the Company's development and sustainable growth. The Company's business operation has always emphasized on the responsibility towards all stakeholders including communities, society and environment.

Therefore, the Board of Directors has compiled the 'Corporate Governance Policy' manual to be used as a guideline in implementing policies and measures that will develop the Company's conduct of good corporate governance. The Board of Directors, executives and employees of the Company will apply this guideline in their works to promote a sustainable and long-term growth of the Company. A committee has been set up to annually revise the Company's Corporate Governance Policy to ensure its suitability and compliance with the international standard of the good corporate governance principle.

By strictly following the good corporate governance policy, the Company is determined to build an awareness in the importance of business ethics, transparency in business operation, being a good role model, social responsibility, honesty, equality and rights of employees, directors and shareholders to guarantee the maximum benefits for all stakeholders, shareholders, and the country's continuous and sustainable growth.



Kasemsant Weerakun

Mr. Kasemsant Weerakun

Chairman of the Board of Directors

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Principle

SE-EDUCATION PUBLIC COMPANY LIMITED was founded under the objective and determination to “operate a business that facilitates education in the fields necessary to the development of the country (the business that will help ‘Thai people smarter’). The business shall be sustainable with a continuous growth above the industry average. The Company shall be a good role model and able to create beneficial and widely acknowledged works with happy employees and long-term satisfactory investment returns”.

Consequently, the Company has adhered to the management system under the good corporate governance principle, and has maintained its strong business ethics and responsibilities towards society and every stakeholder. The corporate governance principle has been applied in every facet of the organization in order to guarantee the Company’s transparency and that everyone can work happily together. Ultimately, there will be an improvement in the Company’s efficiency and performance that will lead to its sustainable and long-term growth.

The Importance of Good Corporate Governance

- To improve the transparent, accurate and auditable management system, which improve the Company's competitive and supportive qualities towards other parties in the industry.
- To build confidence among investors, regulators, and stakeholders and to connect and create common goals to work for the utmost and equal benefits.
- To be employed as a tool to help the Company to achieve its goal to increase full value for every stakeholder.

Corporate Governance Policy

- The Board of Directors, all management and staffs are determined to engage in practicing Good Corporate Governance in the Company and organize management structure that offers linkage between the Board of Directors, management, shareholders and stakeholders.

- Shareholders will be treated with fairness and have their rights in access to information and available channel of communication with the Company.

- The Board of Directors will facilitate all minority shareholders in permission to add number of minority shareholders' meeting prior to the date of shareholders' meeting, which also includes a clear guideline of practice.

- The Board of Directors will engage in the release of business information with regards to finance and non-finance information adequately, reliably, timely, transparently, fairly to all shareholders, investors and Company's Stakeholders.

- The Board of Directors will establish a unit in the Company to deal with shareholders, investors, auditing the business communication with good governance office.

- The Board of Directors will promote the co-operation between the Company and the Stakeholders, and also determines the communication channel between them.

- The Board of Directors may appoint other Committee(s) to consider the monitoring of task as suitable.

- The Board of Directors has the role in determining the vision, mission, financial target, risk, work plan, and also monitor and control the work in accordance with the policy and plan as effectively prescribed.

- The Board of Directors has the role in promoting the business ethics in written form and also promotes the activity that supports good ethical conduct of Directors, management, and staffs.

- The Board of Directors will conduct the annual self-evaluation activity to create auditing framework of the Board of Directors.

- The Board of Directors will organize a recruitment System for individuals who will be responsible for management position through transparent and sufficient process of selection.

Guideline to Good Corporate Governance Principle

The Board of Directors, executives and every employee need to understand and follow the corporate governance policy and guideline and business ethics that have become the Company's rules and regulations.

As a result, the Board of Directors has undertaken a communication of Good Corporate Governance policy and business ethics, and policies on environmental and social issues to the management and staff through communication channels in a consistent fashion.

- Employee Handbook
- Handbook 'Good Corporate Governance Policy'
- Annual staff conference
- Annual planning conference
- Company intranet system and Investor Relations' website
- Company's e-mail.
- Company's public relation sign board

The Board of Directors expects every executive and employee to follow the good corporate governance principles. Any ignorance to this policy will be subjected to a punishment according to the Company's rules and regulations.

Good corporate governance policy and guideline and business ethics should be revised and updated annually. The Board of Directors hope that employees of every level will not hesitate to offer suggestions or questions regarding the good corporate governance policy from the Company's secretary, Internal Audit Department or direct supervisors via every mean of communication.

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Good Corporate Governance Principles

The Board of Directors is determined to promote the Company as a good role model with the ability to create beneficial and widely acknowledged works with happy employees and long-term satisfactory investment returns. Therefore, the Board agrees to have every board member, executive and employee follow the principles of good corporate governance, which consist of:

Section 1 Rights of Shareholders

Section 2 Equitable Treatment of Shareholders

Section 3 Roles of Stakeholders

Section 4 Disclosure and Transparency

Section 5 Board Responsibilities

Section 1: Rights of Shareholders

1. Rights of Shareholders

The Company's Board of Directors is aware of ownership rights in controlling the company through appointment of the Board of Directors to act on behalf of shareholders and maintains the right to decide on the major change of the Company's Board of Directors. Therefore, it seeks to support the shareholders to exercise their rights as bestowed upon by the stipulated basic shareholders' right which are the rights to buy-sell, or transfer stocks, sharing profit, receipt of adequate information regarding the business, and the shareholders should learn about the rule and procedure in attending the shareholders' meeting and permitting adequate information for consideration before the meeting. This also includes the opportunity to query the Directors both during the meeting or in advance submission of query request. The Company's Board of Directors is aware and put the emphasis on the importance of shareholders' right. It seeks not to infringe upon or evict the shareholders' rights.

1.1 The Board of Directors will facilitate the general shareholders meetings, treat every shareholder equally and will not limit access to the Company's information.

In every shareholders' meeting, the Board of Directors will assign either the Company's secretary and/or the Investor Relations Unit to facilitate the meetings in regards to the venue, parking space, registration process, coffee break, communication equipment in the venue, and power of attorney letters as deemed appropriate.

Invitation letter should include meeting's agendas, opinions from the Board of Directors, details of the issues of considerations, positive and negative effects in each agenda, map to the venue, power of attorney letter, and the list of independent directors so that shareholders should be able to choose to have a proxy attend the meeting. The

invitation letter should be sent to both Thai and foreign shareholders at least 21 days prior to the meeting.

The Company's secretary and/or Investor Relations Unit will provide the complete 'Notice of the Annual General Meeting' to shareholders on the Company's website for at least 30 days prior to the meeting.

Shareholders should be given at least 2 hours before the start of the meeting. The Chairman or his delegate should advise the voting and vote counting procedure by illustrating every step of the vote counting procedure in the meeting. The Company allows shareholders to give a proxy to another person, independent director, managing director or the Company's secretary to attend the meeting on their behalf.

In every meeting, questions, answers, and important comments should be recorded in the meeting minute along with the voting results so that shareholders can review. The meeting minute should be posted on the Company's website (Investor Relations) within 14 days along with the video and audio records of the meeting.

1.2 Shareholders have a right to question the chairman and the head of subcommittee on relevant issues. The Chairman will provide suitable amount of time and encourage questions and comments from the meeting.

In shareholders' meetings, the chairman, head of the audit committee, head of the Nomination and Remuneration Committee, managing directors, top executives in finance and accounting, internal audit and auditors should attend the meeting without exception.

1.3 The Board of Directors allow shareholders to propose an agenda, and nominate director candidates in advance.

The detail of meeting agenda proposal and advance nomination for director candidates were considered by the 5/2006 Audit Committee meeting and approved by the 4/2006 Board of Directors' meeting.

1.4 Shareholders are given a right to vote on separate proposed agendas by using a voting ballot that can be kept as a future auditable proof. At least one independent director is appointed as a proxy option for shareholders.

1.5 The Board of Directors moderate the shareholders' meeting according to the agenda announced earlier in the meeting's invitation document, and will not add any agenda to the meeting without informing shareholders in advanced.

Section 2: Equitable Treatment of Shareholders

2. Equitable Treatment of Shareholders

The Company has treated every shareholder equally. Small shareholders or foreign shareholders should be protected from unfair treatments, either directly or indirectly, from controlling shareholders. To comply by the rules and regulations of regulatory agencies, the Company's Board of Directors set out the policy as follows:

2.1 The Board of Director assigned the Company's secretary to announce to the shareholders through the communication channel of Stock Exchange of Thailand and Investor Relations' website for shareholders to propose meeting agenda, lists of persons to be positioned as Directors and submit questions in advance.

2.2 The Company's Board of Directors prepares the voting cards for all agendas. The Company has used the barcode system for recording and displaying the voting result.

2.3 The Board of Directors will consider and solve any possible conflicts of interest and connected transactions for the benefit of the Company and all stakeholders.

The Board of Directors has assigned the management to conduct any business transaction with basic terms and conditions. Any transaction between the Company and its subsidiary and directors,

executives or relevant parties shall be done under the common trade convention which a reasonable man would agree to with any partners in the same situation, without any influence as a director, executive or relevant party on the bargaining power. However, the details of important related transactions, including transaction value, partners of contract, reason/necessity, will be disclosed in the annual report and information declaration form.

The Board of Directors has assigned the Audit Committee the task to present the items which may pose a conflict of interest and any related items for the transaction over 2 Million Baht per quarter and reports it directly to the Board of Directors to acknowledge in a quarterly basis.

In the meeting of Board of Directors, should the Directors have interest in the decision, the Chairman of the Board will request for Directors to abide to the regulation and have the Director informed to the meeting and is asked not to vote or voice opinion for the matter. It is under the discretion of the Chairman of the Board whether to have the Directors with a conflict of interest escorted out of the meeting during a particular agenda.

The Board of Directors request that every Director must submit 'profiles and reports on conflicts of interests of directors and executives' when they first take the position or there is an update information. Such reports must be submitted at the end of each year.

2.4 Supervision on the of insider information.

The top management of the Company have also been informed about the announcement of Securities and Exchange Commission which stated that the management (including the spouse and legitimate child who has not become sui juris - or, in other words, not yet 20 years of age) must report the change of stock ownership to the Securities and Exchange Commission as stipulated in the law called Securities and

Exchange Commission Act B.E. 2535 in the section 59 within 3 days after the change of ownership of Securities taken place and inform the Company's secretary to report the Board of Directors accordingly. And, prohibit from taking the Company's document or information for personal use, or bring outside the Company, without asking for permission. This also includes exposure of financial documents or other related documents for outsiders, and also prohibits the trading activity within 1 month prior to public release of financial information. If done so, the act can be considered "misconduct" to the Company's rule of conducts. Should the management or staff violate such rules of conduct, the penalty can be ranged from warning, fine, work suspension, work without pay or job termination.

Section 3 : Roles of Stakeholders

3. Roles of Stakeholders

The Company has given priority to all groups, regardless of being internal vested interests such as the employees or the management of the Company or external vested interests such as trade partners, competitors, writers, translators, public servants and other involved parties.

3.1 The Board of Director supports the cooperation between the company and the stakeholders. The Company also developed an employee manual about business ethics and morality. This manual is to become the regulations and rules that need to be strictly followed by directors, executive staff and every employee.

3.2 The Board of Directors has implemented a policy to take care and treat every stakeholder through the Company's sustainable balance report because the Company's main mission is to fulfill its responsibilities on society, community, environment and all stakeholders. The corporation between the Company and the stakeholders is an important part that contributes to the sustainable growth of the Company.

3.3 The Board of Directors has implemented different policies and guidelines concerning the treatment of all stakeholders and reflecting its responsibilities towards society, community and environment. The policies and guidelines are as follows:

- Workplace Safety and Sanitation Policy
- Human Rights Policy
- Anti-Corruption Policy
- Anti-Copyright Infringement Policy
- Remuneration and Benefits Policy
- Employee Development Policy
- Resource Usage Policy
- Treatment Policy (including customers, competitors, partners, creditors, society, and environment)

3.4 The Board of Directors set up a channel to submit clues, or file complaints of illegal activities, intellectual properties or copyright infringements, or any actions that may violate the good governance principle, including the inaccuracy of financial reports or inefficiency of the internal auditing system. The complaints can be filed to Independent Directors at SE-EDUCATION PUBLIC COMPANY LIMITED Interlink Tower 19th Floor, 1858/87-90 Debaratna Road., Bangna Tai, Bangna, Bangkok 10260, Thailand or id@se-ed.com. The Independent Directors will keep the information in confidentiality and report it directly to the Chairman and the Board of Directors.

Section 4 : Disclosure and Transparency

4. Disclosure and Transparency

The Company focuses on accuracy, completeness, and punctuality of the disclose of information as to comply to the rules and

regulations of the regulatory agencies. The Board of Directors, therefore, sets up the policy as follows:

4.1 The Board of Directors is responsible for disclosing important information of the Company including financial and non-financial information. The information shall be accurate, complete, punctual, transparent, accessible, equal and reliable so that all stakeholders shall equally receive the information according to the regulations from different regulators.

4.2 The Board of Directors set up a public relation unit to communicate with investors, outsiders and relevant parties. The Investor Relations Unit will act as a medium of communication among shareholders, stakeholders, investors and analysts.

4.3 The Board of Directors has supported the consistent compilation and disclosure of accurate, clear, reliable, and punctual information in both Thai and English via all communication channels including the Stock Exchange of Thailand and the Investor Relations' website.

4.4 The Board of Directors has a duty to report the corporate governance and corporate social responsibility policies in the annual report and website.

4.5 The Board of Directors has a responsibility to report the responsibilities of the Directors on financial reports alongside the auditor's report in the annual report. In addition, there will be a disclosure of the remunerations of individual directors and subcommittees and the remunerations of the executives as a group.

4.6 The Board of Directors has a responsibility to disclose the meeting attendances of directors and subcommittees.

4.7 The Board of Directors has a responsibility to compile the balance sheet, profit and loss statement, and auditor's report along

with the annual report and other relevant reports to present to the shareholders' meeting for approval.

4.8 The Board of Directors has assigned the Audit Committee to audit and supervise the risk management and agrees to have the possible risk analysis and measures to manage and maintain risks at the acceptable level.

4.9 The Audit Committee has a responsibility to manage risks and consistently submit a report to the Board of Directors.

4.10 The top management of the Company have also been informed about the announcement of Securities and Exchange Commission which stated that the management (including the spouse and legitimate child who has not become sui juris - or, in other words, not yet 20 years of age) must report the change of stock ownership to the Securities and Exchange Commission as stipulated in the law called Securities and Exchange Commission Act B.E. 2535 in the section 59 within 3 days after the change of ownership of Securities taken place and inform the Company's secretary to report the Board of Directors accordingly.

4.11 The Board of Directors has a policy for the directors with potential of conflicts of interest to report the ownership of assets of the directors, spouses and legitimate child who has not become sui juris annually.

4.12 The Board of Directors has a policy for related transactions by allowing transactions with conventional conditions. As for transactions between the Company and its subsidiary with the directors, the executives or related parties, the transaction agreements must be what a reasonable man should achieve with any ordinary contract partner in the same situation. Any negotiation must be without influence from the directorship status or the status of an executive or a related party. Any significant related transaction must be declared in regards to its value, contract partners, reasons/necessity, in the annual report and form 56-1.

The Board of Directors assigns the Audit Committee to investigate any transaction with potential conflicts of interest or any related transaction that is worth more than 2 million Baht per quarter and report to the Board of Directors' meeting in every quarter.

Section 5: Board Responsibilities

5. Board Responsibilities

The Company emphasizes on the responsibilities of the Board of Directors in guiding the direction of the Company and sets out a policy as follows:

5.1 Components, Qualifications and Appointment of the Board of Directors

- The Board of Directors consists of no fewer than 5 persons but not exceeding 12 persons.
- One third of the Directors must be the independent directors and no fewer than 3 persons.
- The Board of Directors must comprise of people knowledgeable in various fields and possess ability and knowledge beneficial to the business operation.
- The Board of Directors must be selected by the Recruitment and Remuneration Committee of the Company. The selection process must be based on both consideration of the director pool and on the board skill matrix, which set up to encourage diversity in not only sexes, but also knowledge, ability, experience, leadership and vision in the Company. Furthermore, any crucial skills that the existing Board of Directors misses will be considered in selecting. The qualifications of the Board of Directors must be in line with the Company's business strategies while the selection process must be transparent.

- The Board of Directors must appoint a Company Secretary to provide advices on laws and regulations that the Directors should know, to supervise activities of the Directors and to assure that the resolutions of the Board of Directors are complied.

5.2 Roles, Duties and Responsibilities of the Board of Directors

- The Board of Directors has a responsibility to consider and approve any important matter related to the Company's operation and emphasizes on developing policies, strategies and financial goals. The Board of Directors also revises and approves new visions and missions of the Company annually.
- The Board of Directors has formulated the corporate governance policy, corporate social responsibility policy and business ethics in writing. The policies will be revised at least once a year.
- The Board of Directors has a responsibility to arrange for transaction records, financial reports, and credible audits.
- The Board of Directors has a responsibility to implement an appropriate internal audit evaluation process and an effective internal audit.
- The Board of Directors has a responsibility to consider possible risk factors and formulate a measure to thoroughly manage the risks.
- The Board of Directors has a responsibility to set a policy in regards to the conflicts of interest in alignment of rules and regulations of the Stock Exchange of Thailand.

5.3 Forming Specific Subcommittees

The Board of Directors has a responsibility to efficiently and carefully consider and approve important matters related to the operation of the Company. Therefore, the Board of Directors has formed the following subcommittees for a specific purpose.

- The Audit Committee consists of at least three independent directors in which at least one of them must possess financial and accounting knowledge, be able to review and audit the financial statement of the Company, and qualified as independent according to the announcement of the Stock Exchange of Thailand and the Company's definition of an independent director. The Audit Committee is responsible for auditing the internal audit system, financial report system, corporate governance, risk management, and auditor selection.
- The Nomination and Remuneration Committee consists of at least 3 directors.

5.4 Independence of the Board of Directors

- The Chairman of Board and Managing Directors has different responsibilities. The Board of Directors ought to assign clearly separate duties to the Chairman and Managing Directors.
- The Board of Directors has sought to prescribe the qualities of independence as announced by the Security and Exchange Commission, the Stock Exchange of Thailand and other regulators so that Independent Directors are able to independently oversee the benefits of shareholders and stakeholders.

The Board of Directors has sought to prescribe the definition of the term 'Independent Director' which is stricter than minimum frame of definition of Independent Directors announced by the Security and Exchange Commission (SEC) and the Stock Exchange of Thailand (SET) as follows:

1. Holds shares not exceeding 0.5% of the total shares with voting right of the applicant, its parent company, subsidiaries, associates, major shareholders, and controlling parties of the applicant, provided that the shares held by the related parties of such independent director shall be included.

2. Is not or has never been an executive director, employee, staff, advisor who receives salary, nor controlling parties of the applicant, its parent company, subsidiaries, associates, same-level subsidiaries, major shareholders, or controlling parties of the applicant unless the foregoing status ended for at least 2 years.

3. Is not the person who has relationship by means of descent or legal registration under the status of father, mother, spouse, brother, sister or children. The prohibitive persons also include spouses of daughters and sons of management, major shareholders, controlling party or the person who is in the process of nomination to be the management or controlling party of the applicant or its subsidiary.

4. Have not or never had business relationships with the applicant, its parent company, subsidiaries, associates, major shareholders or controlling parties of the applicant in respect to holding the power which may cause an obstacle of the independent decision, including not being or never been the significant shareholder, or controlling parties of any person having business relationship with the applicant, its parent company, subsidiaries, associates, major shareholders, or controlling parties of the applicant unless the foregoing status ended for at least 2 years.

5. Is not or has never been the auditor of the applicant, its parent company, subsidiaries, associates, major shareholders, or controlling parties of the applicant, and is not the significant shareholder, controlling parties, or partner of the auditing firm which employs such auditor of the applicant, its parent company, subsidiaries, associates, major shareholders, or controlling parties of the applicant unless the foregoing status ended for at least 2 years.

6. Is not or has never been the professional service provider, including but not limited to legal service or financial advisor and received a service fee more than 2 Million per year from the applicant, its parent company, subsidiaries, associates, major shareholders, or controlling parties, and is not the significant shareholder, controlling parties, or partner of the above mentioned service firms unless the foregoing status ended for at least 2 years.

7. Is not the director who is nominated to be the representative of the directors of the applicant, major shareholders or any other shareholder related to the major shareholders.

8. Does not operate a similar business which can significantly compete with the Company and its subsidiary's businesses. Does not have a significant amount of shares of a partnership or take a position of a director with an active managing responsibility. Is not an employee or a consultant who receives regular salaries or holds more than one percent of the voting stocks of other companies who operate a similar business and can significantly compete with the Company and its subsidiary's businesses.

9. Is not any otherwise which is unable to have the independent opinion regarding the business operation of the applicant.

10. After being appointed as the independent director in accordance with the conditions under the article (1) - (9), such independent director may be assigned by the board of directors to

make decisions in respect to business operation of the applicant, its parent company, subsidiaries, associates, same-level subsidiaries, major shareholders, or controlling parties of applicant.

5.5 The Board of Directors Meetings and Document Acquisition

- The Board of Directors has scheduled its meetings one year in advance and assigns the Company's secretary to announce the schedule to each Director.
- The Board of Directors should receive information related to the meetings in advance. The information should be accurate and punctual.

The Company's Secretary has a responsibility to send the meeting invitation along with agendas and documents related to the meeting at least 7 days in advance so that the Board of Directors has sufficient time to study the information prior to the meeting.

- The Chairman of Board has to approve the meeting's agendas with the consult with the Managing Directors. Each director has a liberty to propose a meeting agenda.

The Board of Directors assigns the Company's Secretary to compile the meeting's agendas from each director.

- The Chairman of the Board should provide sufficient time for the executives to present information so that the Board of Directors can discuss the important matters.
- The Board of Directors assigns the organizing team to compile and submit the Company's monthly operation report.
- The members of the Board who are not an executive in the Company can hold a meeting, without the presence

of the organizing team, to discuss different issues and inform the managing directors.

- The Company has a policy in regards to the minimum quorum. In order to pass a resolution, there must be at least two third of the directors in present. In case a director cannot attend the meeting, a distant teleconference may be put in use to make it as if he/ she is present.
- The directors with conflicts of interests in each agenda should not cast a vote or offer any opinion for that particular agenda.

In the meeting of Board of Directors, should the Directors have interest in the decision, the Chairman of the Board will request for Directors to abide to the regulation and have the Director inform to the meeting and is asked not to vote or voice opinion for the matter. It is under the discretion of the Chairman of the Board whether to have the Directors with a conflict of interest escorted out of the meeting during a particular agenda.

- The Board of Directors orders that the meeting of Board of Directors should be minuted, of which the minute should include the details, information and opinions of the Board of Directors which can be used for later reference.

The Board of Directors assigns the Company's secretary to minute the meetings of Board of Directors. The minute should be complete, accurate and punctual so that the directors can use it for later reference.

5.6 Remuneration for the Directors

- Remuneration for the Directors. The remuneration for Directors of the board and managing director, the

Board of Directors has appointed the Recruitment and Remuneration Committee to consider the appropriateness and responsibility of each director and managing director, circumstance, economic environment, and relative compliance with other business within a similar industry. Moreover, the Recruitment and Remuneration Committee had proposed the remuneration policy and guidelines for considering the remuneration rate for each committee and propose to the general shareholders' meeting to review and approve annually.

- Executives' Compensation. The Recruitment and Remuneration Committee will be a group to assess the performance of managing director and also consider the determination of compensation for managing director according to the said criteria. For the result of managing director' assessment, the Recruitment and Remuneration committee will be submitted to the Board of Directors to acknowledge and approve.
- For the Compensation of top executives, the Recruitment and Remuneration Committee will determine the criteria and structure of executive compensation, which will consider them according to the principle and policy specified by the Board of Directors and also in accordance with the Company performance as well as the performance of each director. The managing director will be the person to consider the appropriateness in identifying the compensation of each individual staff and also the annual pay-rise of salary for high executives, and report all the reasonable compensation increase to the Board of Directors for later acknowledgment.

5.7 Self Evaluation of the Board of Directors, Subcommittees, and Managing Director

- The Board of Directors arranged an annual self-evaluation session for individual, group, and subcommittees evaluation to permit the Directors to reconsider the past works, problems, and difficulties that each faced during the past year to understand the need to improve or correct to increase the work performance by evaluation the result of work in aggregate view, by using evaluation guidelines recommended by the Stock Exchange of Thailand, but readjusted the format slightly to best suit the Company's business environment. The performance evaluation of the committee will be reported to the Company's Board of Directors and disclosed in the Company's annual report.
- The Board of Directors arranged an annual evaluation session for Managing Director to compare with the result of operation, whereby the Board of Directors evaluates in the evaluation form which the Board of Directors has revised to suit the Company business. The Board of Directors has assigned the duty to the Chairman of the Board to announce the result of evaluation to the Managing Director and the Board of Directors.

5.8 Policy for the Company's Directors in other firms

- The Board of Directors' policy regarding the director's position indicates that the directors of the Company must not take the position of a director of more than 5 listed companies
- The Board of Directors must receive approval from the other directors of the Company before taking a directorship responsibility at another company.

- The Board of Directors has not determined the term of Directors.

Since the Company's Board of Directors believes that the expertise in the book business and other matters concerned does not depend on the number of terms in the position, but the director should have the ability and time to dedicate for the Company to their best ability in coming up with strategy, creative vision, and offering consultations to business operations. The decision to select individuals for the positions in the Board of Directors is totally the shareholders' right.

5.9 Succession Plan

- The Board of Directors assigned managing director and executives to prepare a succession plan for different levels of executive positions in management and main line of duty.
- The Board of Directors assigned managing director to report to the Board of Directors to acknowledge the readiness plan in case the executives cannot perform their duty.
- The Board of Directors will ensure that there is an effective system to recruit qualified persons for each position.

5.10 Directors' Development

- The Board of Directors will continuously support and assist the directors in attending classes or seminars that will increase the director's knowledge and competency.
- The Board of Directors will consistently and continuously be educated and trained by the regulators.

The Board of Directors assigns the Company Secretary to communicate with the directors regarding different courses or trainings.

5.11 Orientation for New Directors in the Board

- The Board of Directors appointed the Company's secretary to brief all related information to the new directors through the director's handbook.
- And, also arranged a visitation of the Company's business operation, facilitating a better understanding of the Company's business.

Ethical/Moralities of Board of Directors

- Ethical Responsibility towards Shareholders
- Information Ethics
- Ethical Responsibility towards Government
- Ethical Responsibility towards Customers
- Ethical Responsibility towards Business Partners, Competitors, and Creditors
- Ethical Responsibility towards Employees
- Ethical Responsibility towards Society and Environment

1. Ethical Responsibility towards Shareholders

The Board of Directors will strictly follow the below guidelines:

1.1 To perform its duties with honesty under the rules and regulations of the Company. Apply this ethic to any activity, decision and transaction with the determination to operate an honest business.

1.2 To perform its duties with skills, competency, and ability related to the common practice of the occupation and necessary to improve the business operation.

1.3 To restrain from exploiting the internal and undisclosed

information for the benefits of its own or any related party.

1.4 To endeavor to disclose complete, sufficient, punctual and equally accessible information while careful to avoid any misunderstanding or confusion about the information from shareholders.

2. Information Ethics

The Board of Directors will strictly follow the below guidelines:

2.1 To investigate transactions with possible conflicts of interest and connected transactions worth exceeding THB 2 million in every quarter.

2.2 To endeavor to keep the Company's secrets and not exploit them for personal benefits or reveal them to outsiders.

2.3 To stop asset sales within the one month before the financial statement or other information is disclosed to the public.

3. Ethical Responsibility towards Government

The Board of Directors will strictly follow the below guideline:

3.1 To perform its duties under the rules and regulations of regulators.

4. Ethical Responsibility towards Customers

The Board of Directors will strictly follow the below guidelines:

4.1 To guarantee the quality of books published by the Company and exchange the defective ones.

4.2 To endeavor to offer product satisfaction with most reasonable price.

4.3 To endeavor to treat and protect customers' information as if it was the Company's own information.

4.4 To provide a channel for complaints and inquiries via

id@se-ed.com and comment@se-ed.com from which the Company can promptly respond.

4.5 To endeavor to offer accurate, sufficient and up-to-date product information.

4.6 To restrain from offering unjust trade deals.

5. Ethical Responsibility towards Business Partners, Competitors, and Creditors

5.1 Responsibility towards Business Partners

5.1.1 To fairly treat business partners on the basis that the two parties able to receive reasonable returns.

5.1.2 To establish a marketing policy that encourages the overall growth of publishing industry.

5.1.3 To strictly follow contracts and agreements and promptly notify the partners if the agreements cannot be honored in order to find a reasonable remedy.

5.1.4 To endeavor to maintain good relationship with reliable partners whose products are of good quality with reasonable price and trust.

5.2 Responsibility towards Competitors

5.2.1 To ensure fair play in trade competition.

5.2.2 To restrain from the attempt to seek competitors' secrets through improper or dishonest approaches.

5.2.3 To restrain from the attempt to discredit or make harmful accusations against competitors.

5.3 Responsibility towards Creditors

5.3.1 To fairly and equally treat creditors on the basis that both parties able to receive reasonable returns.

5.3.2 To strictly follow contracts and agreements and promptly notify the partners if the agreements cannot be honored in order to find a reasonable remedy.

6. Responsibility towards Employees

The Board of Directors will strictly follow the below guidelines:

6.1 To endeavor to treat and protect information of customers, business partners, employees, directors, and shareholders as if it was the Company's own information.

6.2 To restrain from the attempt to exploit undisclosed information for the personal benefits or the benefits of any relevant parties.

6.3 To perform its duties with determination, honesty and transparency.

6.4 To endeavor to recruit highly qualified, knowledgeable, and experienced personnel and offer reasonable and attractive benefits, promotions and earnings as personnel are own vital resources.

6.5 To share the objective to drive the Company to the aimed success and exploit the Company's resources as if they were their own.

6.6 To maintain and ensure workplace safety.

6.7 To educate employees about ethical responsibility and duties to ensure that employees need to fulfill.

6.8 To welcome comments and suggestions from employees of any level.

7. Ethical Responsibility towards Society and Environment

The Board of Directors will strictly follow the below guidelines:

7.1 To endeavor to support the education of young people and general public.

7.2 To instill the awareness of social and environmental responsibility into every employee.

7.3 To encourage efficient use of powers and resources.

Ethical/Moralities of Executives and Employees

- Ethical Responsibility towards Shareholders
- Ethical Responsibility towards Government
- Ethical Responsibility towards Customers
- Ethical Responsibility towards Business Partners, Competitors and Creditors
- Ethical Responsibility towards Employees
- Ethical Responsibility towards Society and Environment

1. Ethical Responsibility towards Shareholders

The executives and employees will strictly follow the below guidelines:

1.1 To perform its duties with honesty under the rules and regulations of the Company. Apply this ethic to any activity, decision and transaction with the determination to operate an honest business.

1.2 To perform its duties with skills, competency, and ability related to the common practice of the occupation and necessary to improve the business operation.

1.3 To refrain from exploiting the internal and undisclosed information for the benefits of their own or any related party.

1.4 To endeavor to treat and protect the information of shareholders as if it was their own.

1.5 To treat and offer benefits to all shareholders equally.

2. Ethical Responsibility towards Government

The executives and employees will strictly follow the below guideline:

2.1 To perform its duties under the rules and regulations of regulators.

3. Ethical Responsibility towards Customers

The executives and employees will strictly follow the below guidelines:

3.1 To guarantee the quality of books published by the Company and exchange the defective ones.

3.2 To endeavor to offer product satisfaction with most reasonable price.

3.3 To endeavor to treat and protect customers' information as if it was their own information.

3.4 To provide a channel for complaints and inquiries via from which they can promptly respond.

3.5 To endeavor to offer accurate, sufficient and up-to-date product information.

3.6 To equally treat every customers.

4. Ethical Responsibility towards Business Partners, Competitors, and Creditors

4.1 Responsibility towards Business Partners

- 4.1.1 To fairly treat business partners on the basis that the two parties able to receive reasonable returns.
- 4.1.2 To strictly follow contracts and agreements and promptly notify the partners if the agreements cannot be honored in order to find a reasonable remedy.

4.2 Responsibility towards Competitors

- 4.2.1 To ensure fair play in trade competition.
- 4.2.2 To restrain from the attempt to seek competitors' secrets through improper or dishonest approaches.
- 4.2.3 To restrain from the attempt to discredit or make harmful accusations against competitors.

4.3 Responsibility towards Creditors

- 4.3.1 To fairly and equally treat creditors on the basis that both parties able to receive reasonable returns.
- 4.3.2 To strictly follow contracts and agreements and promptly notify the partners if the agreements cannot be honored in order to find a reasonable remedy.

5. Responsibility towards Employees

The executives and employees will strictly follow the below guidelines:

- 5.1 To perform its duties on the basis of trust and belief that everyone will perform their duties with their best effort.

5.2 To endeavor to treat and protect information of customers, business partners, employees, directors, and shareholders as if it was the Company's own information.

5.3 To restrain from the attempt to exploit undisclosed information for the personal benefits or the benefits of any relevant parties.

5.4 To perform its duties with determination, honesty and transparency.

5.5 To endeavor to recruit highly qualified, knowledgeable, and experienced personnel and offer reasonable and attractive benefits, promotions and earnings as personnel are own vital resources.

5.6 To share the objective to drive the Company to the aimed success and exploit the Company's resources as if they were their own.

5.7 To maintain and ensure workplace safety.

5.8 To respect the rights of other employees.

5.9 To restrain from demanding gifts, incentives or any benefits.

5.10 To allow reasonable exchanges of gifts, benefits, or banquets as long as they do not influence the decisions of the Company and forbid any acts of bribery.

5.11 To welcome comments and suggestions from employees of any level.

5.12 To strictly follow the Company's rules and regulations.

6. Ethical Responsibility towards Society and Environment

The executives and employees will strictly follow the below guidelines:

6.1 To endeavor to support the education of young people and general public.

6.2 To instill the awareness of social and environmental responsibility into every employee.

6.3 To encourage efficient use of powers and resources.

Environmental and Society Policy

SE-EDUCATION PUBLIC COMPANY LIMITED's determination is 'to make Thai people smarter'. The definition of 'being smart' is the ability to initiate, express and perform for the society and country can progress with the foundation of strong ethics and mortalities. Therefore, the overall social responsibility needs to focus on transforming Thai society into being the society of learning.

Consequently, the Board of Directors has established a clear social and environmental policy which directors, executives and employees have to strictly follow.

- To endeavor to make Thai people smarter.
- To endeavor to be a good role model.
- To endeavor to operate the business that complies with the National Education Act which indicates that the society needs to take parts in providing and supporting lifelong learning. The Company is determined to create various media to support the learning of Thai people, including books, magazines and other non-book media.

- To respect the importance of intellectual property and forbid the sales or distribution of infringing products.
- To endeavor to treat employees fairly by abiding by the Labor Act B.E. 2541 and encourage every employee to take part in the Company's improvement.
- To support child protection by screening and ensuring every books and materials available at SE-ED Book Center are clean so that parents can be assured that their children will not be exposed to any pornographic or indecent media.
- To endeavor to abide by the laws and pose no harms to society and community through any business transactions.

Workplace Safety and Sanitation Policy

SE-EDUCATION PUBLIC COMPANY LIMITED is aware that safety and sanitation of employees is important because employees are valuable resources and vital contribution to the growth and competitiveness. Therefore, the Company is resolved to provide safe and hygienic conditions in the workplace by establish the following policies:

1. The Company considers that safety in the workplace is the responsibility of every employees in the organization to fulfill together.
2. The Company will support and encourage the improvement around the workplace and put in place guidelines to help employees to work in safe and hygienic conditions.
3. The Company will provide sufficient and operative protection equipment.
4. The Company will support and encourage any activities to educate and instill positive attitudes and understanding about safety into employees.
5. Supervisors of every level need to be a good role model and a leader in strictly creating safety in the workplace.
6. Every employee need to corporate with the Company and participate in any safety or sanitation projects. Every employee is

encouraged to offer opinions and comments regarding the improvement and safe operations in the workplace.

7. The Company will continue to follow and evaluate the safety in the workplace to ensure that the safety and sanitation policy is strictly followed and that a proper prevention measure or remedy is set up to guarantee safety in the workplace. There has to be a concrete follow-up plan to make sure that such measure or remedy is efficiently implemented.

8. The Company will not ignore any accident or harmful situation that may affect the employee's safety and sanitation. The Company will promptly provide help and support for employees who safety and sanitation is jeopardized while an investigation will immediately take place to make sure the cause of the situation is discovered and remedied to prevent it from recurring.

Human Rights Policy

SE-EDUCATION PUBLIC COMPANY LIMITED is aware that every employee has possessed the human value. The Company pledges to respect the honor of every employee and guarantees that everyone will have the rights and freedom to work in a clean and safe workplace, be free from any form of harassment and suppression. The company will also encourage the employees to express their potential and individual value that will be a part of the organization's continuous and sustainable growth.

There are 3 aspects of the human rights that the Company is determined to maintain:

Number 1 : Respect

It is important that every employee is safe in the workplace and from any form of harassment and suppression. Every employee has rights and freedom at work as long as it complies with the Company's rules and regulations and does not affect the rights and freedom of other employees.

Number 2 : Equality

An equal opportunity must be offered despite the nationality, skin color, religion, sex, family, sexual orientation or disability.

Number 3 : Work Honor

The working atmosphere must be humane, healthy, safe, and without unfair labor practice and child labor.

Therefore, the executives and employees must strictly follow the below guidelines:

1. The Company will use honesty and sincerity in managing payments, welfares, benefits, and other conditions for employees. The Company will respect the employees' rights to form a creative group, accessibility to information that they are entitled to be aware of, the rights to suggest changes and improvement in the organization, the rights to file a complaint against an unjust act. These rights remain under the rules and regulations of the Company and must not affect the rights and freedom of other employees.

2. The Company will not practice any unjust labor, child labor and illegal labor. The Company will provide suitable working hours, requirements, equipments and safe workplace to employees and will strictly abide by the laws.

3. Company will not tolerate sexual harassment and suppression within the Company.

4. The Company will not tolerate favoritism and will ensure that every employee of any nationality, skin color, religion, sex, family, sexual orientation and disability receives an equal opportunity and benefits from the Company. Every employee is encouraged to participate in the Company's activities and express their potential that will be a part of the organization's continuous and sustainable growth.

5. The Company will endeavor to strictly follow the laws about employment, labor protection and welfare to ensure that the employment is just and fair.

6. The Company will invest reasonable effort to encourage and support its business partners to respect the human rights and abide by the laws involving employment, labor protection and welfare in their business operation.

Policies for non-infringement of intellectual property

SE-Education Public Company Limited (the Company) has announced its intention to strictly follow the laws related to intellectual property and would not deliberately commit to any infringement of intellectual property, including copyright, patent and trademark. The Company has established the guideline for practice as follows.

The basic measures :

1. All employees have a duty to protect the Company's trademarks, patents, copyrights and intellectual property in order to protect its rightful interests and prevent any kind of piracy by the third party.
2. Employees must not disclose internal information or commercial confidential information to the third party without permission. Employees are prohibited to use internal information or commercial confidential information of the Company for personal benefits.
3. The copyrights of works or creations arising from performing duties assigned by the Company, including parts of information or any elements in the works, belong to the Company. Every employee is responsible deliver the copyrights to the Company.
4. All employees have a duty to respect and honor the intellectual property of the others by not use verbatim or partly use of the intellectual property without permission of the owner.

5. Employees must use lawfully obtained software on the Company's computers and information technology systems. All software installed on the Company's computers and information technology systems must be strictly under supervision of the department of Computer System Development and Analysis.

6. The Department of Computer System Development and Analysis is responsible for regular inspecting programs and applications of the Company in order to ensure that there is no pirated software. The department of Computer System Development and Analysis has the power to immediately suspend the pirated program and applications after detected and prevent pirated software from being used in the Company.

7. Employees who coordinate with partners and writers are responsible for informing partners and writers acknowledge and understand that the Company has policies not to support the violation of intellectual property rights and request partners and writers to work with the Company under the guideline of the said policies.

8. In the event that the Company has been notified or acknowledgement of any disputes related to intellectual property infringement, trademark, or copyright directly or indirectly, the Company shall consider the order from government units and framework of law as the strict guideline for practice. In the absence of a clear statement from government units and while the validity of the law was under juristic processing, the Company shall take action with well-assessed framework that would cause the least damages and liabilities to the stakeholders.

Anti-Corruption Policy

SE-Education Public Company Limited has intention to operate its business transparently and legally in order to be one of the exemplar companies in Thailand. To align with corporate governance (CG), the Company pledged not to participate or support any kinds of corruption. Further, the Company not only supports every employee to live and behave legally as a good citizen of Thailand, but also supports its business partners to operate their businesses transparently and legally. By this, the Company created the network of cooperation in industrial level to develop business procedures transparently and legally. Since the Company is truly aware that corruption is the great obstacle in developing the country and national security, its anti-corruption policy in writing is launched to be guidance in its operating businesses.

Definition

Corruption means any actions related to using power and bribing, but not limited to offering, promising, soliciting, demanding, giving or accepting bribes or any other inappropriate monies, assets or benefits to government authorities, government units, private units or officers both directly and indirectly in order to do or not to do their duties to gain inappropriate business benefits, or any actions that leads to national loss or damages, except for it is permitted by law, rules, regulations, proclamations, customs, local traditions, or trade practices.

Anti-Corruption Policy

The Directors and employees of the Company are prohibited to engage in any kinds or any forms of corruption in every business activities both directly and indirectly. In case of charity, business gifts exchange or sponsor, the Company must operate it transparently without intentions to exchange of reciprocal benefits or to convince the government officers or private units to operate inappropriately. By this, the Company has thoroughly defined the procedures against corruption with a mean to regularly review these procedures in order to be consistent with changes in business, rules, regulations, and law.

Duties and responsibilities

1. The Board of Directors has a duty and responsibility to formulate policies and control systems that support an effective anti-corruption policy to ensure that the Management is fully aware of the importance of anti-corruption so that it becomes an organizational core values with sustainability. In addition, the Board of Directors shall obey the penalties when they do not comply with the policy against corruption.

2. The Audit Committee has a duty and responsibility to review the financial reporting and accounting systems, the internal control system, the internal audit system, and the risk management system, and control anti-corruption measures to ensure that such measures are adequate and effective.

3. The Managing Director and the Management has a duty and responsibility to determine the operating systems inside the Company in which every process has mechanism and measures to prevent corruption, and promote and support anti-corruption policies to yield a concrete achievement in practice by communicating to employees and all relevant parties. In addition, there will be the review of the suitability of the system, mechanism, and measures in order to cope with the changes of changes in business, rules, regulations, and law.

4. The Internal Audit Department has a duty and responsibility to monitor and review the operations straightforwardly to confirm that operations within an organization is consistent with the anti-corruption policy and to ensure that the system of measures and mechanisms of the company are still appropriate and effective in preventing corruption risks that may occur. By this, the Internal Audit Department is assigned to report to the Audit Committee.

5. Employees must act in accordance with policy. Employees are bound to report to their supervisors or higher supervisors or the Internal Audit Department if they found sufficient credible evidence of corruption or see the policy anti-corruption violation. The Company pledged that employees will be protected and the official officers will be assigned to investigate all the clues reported with fairness to all parties.

Instructions

1. The Board of Directors, executives, and employees in all levels must comply with the anti-corruption policy by not being involved in any kinds of corruption, whether directly or indirectly. All these policies must be declared and published within an organization to guide executives and employees to strictly follow.

2. Employees must not ignore when exposed to the action of any units of the Company which related to corruption. Employees must notify to their supervisors or higher supervisors or the Internal Audit Department and cooperate in the investigation to determine the facts.

3. The Company has a human resources management processes that reflects its commitment to anti-corruption measures and policies. There will be no penalties, degrades or negative effects on employees who refuse corruption, even though such actions would cause the Company to lose business opportunities. The company has to communicate clearly about such policies; the company will provide both fairness and protect

the employees who refused to take part in the corruption or reported such corruption acts to the Company.

4. The Company has the appropriate process to punish executives and employees who do not comply with the measures against corruption, including termination of employment in the case where the Company deems this necessary. Any direct or indirect violations of this policy will be considered by disciplinary regulations which set forth by the Company. In addition, if executives and staff must have been punishable by law for such an action, the Company will cooperate with government authorities at full capacity in the investigation, in order to prosecute legal action against those executives and staff.

5. The Company realizes on the importance of sharing knowledge and communicating with individuals and any other juristic persons for their understanding and comprehension on the guideline for working with the Company that aligned with the Anti-Corruption policy. The Company has a policy to notify its subsidiaries and associates to take measures to combat corruption as well.

6. The Company intends to create and maintain a corporate culture that corruption is unacceptable and uncompromisable in all transactions with government and cooperation with the private sectors.

Terms

1. Anti-corruption policy covers all the internal processes of the Company by assigning supervisors at all levels communicating with subordinates to understand the importance of anti-corruption policy and control all operational supervisory mechanisms and anti-corruption measures to be implemented effectively.

2. To be clear on high risk with the occurrence of corruption, Directors, executives, and employees must act with caution in the following matters:

2.1 Gifts and receptions

Employees shall avoid the receptions and giving/taking too expensive gifts or too often, except for a business reception to maintain the good business partnerships which are essential in conducting businesses.

Employees can give and take gifts in the following conditions:

- (1) Not intended for domination, induction, or reward to gain any advantages through inappropriate acts, or an exchange clearly or latently in order to obtain helps or benefits.
- (2) According to relevant laws.
- (3) Openly give the gifts in the name of the Company, not on behalf of the employee and not concealed.
- (4) Appropriate to the situation, such as giving a present during important festivals or traditions, for example, Songkran and Chinese New Year.
- (5) Types and values are suitable and in the right time, for example, in case of the Company were holding bidding; employees must not accept gifts or receptions from the Companies joined the said bidding.

2.2 Donations and charities

Donations and charities must be made under the name of the Company to the organizations that have social benefits purposes are a trusted organization with a certificate, which operated transparently and legally according to regulations of the Company. In addition, the Company will follow-up and verify to ensure that the donations are not being used as a bribe.

2.3 Support providing

The name of the company must be identified in support providing, whether it is money, object or property to any activities or projects. The objective of the support is to promote the good image of the Company and must legally proceed with transparency according to the regulations of the Company.

2.4 Facilitation

The facilitation or “the lubrication” is a small amount of bribes, paid to the government officials to accelerate the efficiency of routine or necessary duties which are in their job description.

The Company has no policy to pay the facilitation. The staff shall avoid any activities which employees may be asked to pay for the convenience. If employees have any concerns or questions about pay and convenient, they should inform their supervisor accordingly.

2.5 Political support

Political support is a help whether in financial or any other forms to political parties, politicians or political candidates to support political activities, for example, providing goods or services, advertising, promoting or supporting political parties, buying tickets to attend the event held to raise funds or donating to an organization that is closely associated with political parties.

The Company has a policy of political neutrality. It will not support or commit an act of political sympathy towards political party, including not directly or indirectly supporting any political candidates.

However, the Directors, executives, and employees have the freedom to participate in political activities or support in private under the provisions of the Constitution, but in the conditions that the Company name and assets must not be impersonated or exploited in such actions. Any political activities will to act outside working hours. If the employees participate in the political event, they must be careful not to mislead that the Company has sponsored or favored over any political parties.

2.6 Business relations and procurement

Dealing with government authorities in public or private must be with transparency, faithful, and must proceed in accordance with the relevant laws.

Sourcing/purchasing must follow the rules and procedures set out in regulations of supply/purchasing and consistent with authority. Sourcing/purchasing must be fair and transparent to related parties. In making a decision, it should be based on reasonable prices, qualities, and services received, including all the standards which the sellers or services providers should have, for example, environmental standards and industrial standards.

In addition, the person who was in charge of sourcing/purchasing shall not run a business which may bring benefits themselves by using their position in sourcing/purchasing whether directly or indirectly or using inside information to their own benefits or others.

Risk assessment

The Company shall establish a risk assessment regularly in matters relating to corruption that may occur, as well as set up the developing measures against corruption to align with an assessment result.

Internal control

The Company shall establish an effective, efficient system of internal controls against corruption in the company in order to control and manage good corporate governance as a standard practice. In addition, the employees have shared attitude on the anti-corruption concept and can be developed into a shared value in the Company.

Recording and storing data

1. The Company has a policy to follow the standard, regulations and laws which related to the accounting and financial reporting, as well as memorandums and documents whether in the form of physical documents and digital files for effective tracking back.

2. Every payment will require documentation, including storing and keeping information of the Company in according to the relevant laws and regulations.

3. False or incomplete information and records or revised accounts on purpose are not allowed to be store. There must be no accounts outside the financial statements in order to support or conceal corruption.

Training and communication

1. To ensure that all employees aware of the commitment of the Company and the importance of their roles in the anti-corruption policy, they will be regularly emphasized through orientations, trainings and meetings within the Company about anti-corruption and instructions

how to report cases, for examples, the case that employees had seen an act of corruption or had sufficient evidence to suspect. In addition, they will be cultivated the attitude that corruption cannot be accepted and ignored. If corruption occurred, all employees must report to the Company without delay. This will be a mechanism to let the Company immediately prevent corruption from getting escalated.

2. The Company is ready to exchange experiences, guidelines, and best practices in supporting anti-corruption policy with partners and organizations as deemed appropriate in order to exchange knowledge between organizations, improve systems and measures and develop mechanisms in prevention and control against corruption continuously.

3. The company will cooperate with companies in the same industry, partners and other stakeholders groups in creating the cooperation network to ethically, legally, transparently promote businesses and effective combating corruption.

Reporting channel and reporters protection

The Company provides channels for reporting information or clues and for any staff who need advice on implementation measures against corruption as follows:

Registered mail : The Independent Director, SE-EDUCATION
PUBLIC COMPANY LIMITED Interlink Tower
19th Floor, 1858/87-90 Debaratna Road.,
Bangna Tai, Bangna, Bangkok, Thailand.
Zip code 10260

Email : id@se-ed.com

The Company has assigned and created the procedures to handle the cases that have been reported. Employees can directly report on every issues related to a fraud, corruption, offense, unethical action, company policies, rights violation, or comments on business operations

of the Company to their supervisor or the Secretary of the Company or the responsible units. However, the Company has assigned the Internal Audit Department and Investor Relations to act as agents to deal with received complaints. The employees can report through this channel or through email directly to the Independent Directors. All leads, complaints, and suggestions will be considered and carried on a case-by-case basis as deemed appropriate. The Independent Director will discreetly collect information and protection measures will be applied to the whistle blowers and grand them no harm. The Independent Director will collect all the clues and present them to the Audit Committee and the Board of Directors to consider respectively.

Inquiries or Comments

Any inquiries or comments on the good corporate governance policy and principle, the business ethics, and environmental policy, and any report on the violation of the good corporate governance principle, the Company's business ethics, can be direct to the following persons in charge:

- Supervisors in respective order
- Company Secretary
- Directly Responsible Departments

The Company assigns the Internal Audit and Investor Relations Department to be responsible for any complaints or violation of the good corporate governance principle and business ethics. The complaints can be sent directly to directors via the following channels:

- Independent Director e-mail : id@se-ed.com
- Company Secretary e-mail : cs@se-ed.com
- Internal Audit and Investor Relations Department

Telephone number +66 2826 8690-1

Fax. number +66 2826 8699

e-mail : internal_audit@se-ed.com

Intranet : <http://we/ตรวจสอบภายใน>

Internet : <http://corporate.se-ed.com>

Company will treat all complaints with confidentiality.

SE-ED

inspiration starts here