



บริษัท ปตท. น้ำมันและการค้าปลีก จำกัด (มหาชน)  
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เลขประจำตัวผู้เสียภาษี : 0107561000013

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No. 31300001/ 12

January 25, 2022

Subject: Notification of Anti-Corruption Policy and Request for Cooperation in Refraining from Giving gifts, Souvenirs, or Any Other Benefits to OR Employees

To: Distributor, Customers, Partners, and all Vendors

Enclosure: Announcement of PTT Oil and Retail Business Public Company Limited No. 14/2021 regarding the Anti-Corruption Policy

PTT Oil and Retail Business Public Company Limited (“OR”) has a commitment to honesty, fairness, and transparency in business practice following the principles of good corporate governance. OR places great importance on compliance with relevant laws and regulations. Also, we are intolerant of direct or indirect fraud and corruption in any form. In this regard, the Company implemented the Anti-Corruption Policy as the guidelines for our employees to strictly adhere throughout OR’s business activities. (Details are as shown in the enclosure). In order to avoid an action possibly leading to discrimination or conflicts of interest while adhering to equal treatment towards all relevant parties and stakeholders, the Company has established No-Gift Policy as the guidelines about receiving-giving gifts, treating, or any other benefits.

The Company hereby would like to ask for your kind cooperation and support on anti-corruption. In light of this, please refrain from giving gifts, souvenirs, or any other benefits to directors, executives, and employees of the company during New Year's or any other occasion. We greatly value your cordiality and generosity. In case where OR receives a gift and the gift cannot be returned, OR will donate it to charity.

Please be informed accordingly and please accept our gratitude for your kind cooperation.

Sincerely yours,

Miss Jiraphon Kawswat

Acting in Place of President and Chief Executive Officer

Corporate Governance Division

Tel: 0 2196 6258

## **Anti-Fraud and Corruption Policy**

PTT Oil and Retail Business Public Company Limited (OR) is determined to adhere to honest, transparent and fair business practices according to good corporate governance principles, including related laws, rules and regulations, no matter where business transactions are located, both domestic and international. OR will not tolerate any direct and indirect corruption scheme in any form. The Anti-Fraud and corruption policy is thus formulated for our personnel to observe and apply with their operation.

### **1. Definition**

1.1 “Fraud” means to do an act in order to procure, for himself or the other person, any advantage to which he is not entitled by law such as:

(a) Asset Misappropriation refers to possession of property belonging to another person, or which includes in the ownership by others acquired by encroaching upon those property into theirs or a third party’s possession in a dishonest manner.

(b) Embezzlement refers to deceiving others by misrepresenting or concealing facts that should be fraudulently stated. This deceiving is aimed to acquire possession of property from the deceived person or a third party, including causing such deceived person or a third party to make, withdraw, or destroy any documents of rights.

(c) Financial Statement Fraud means the adjust of accounting numbers (window dressing) by taking advantage of the accounting principles loopholes and other alternatives of measurement and accounting disclosure, in order to exchange information of financial statement for wrongful purposes.

(d) Corruption refers to providing, offering, promising or agreeing to provide, accepting or requesting money, assets or other benefits that are

inappropriate to, from or for (i) government officers (ii) private officers or (iii) any relevant person in charge either directly or indirectly in order to do or refrain from their duty of which deliver or preserve inappropriate business affair or other business benefit. Exceptions are made for actions that are allowed by the laws, traditions, and culture.

1.2 “OR personnel” means OR’s directors, executives, Management, and employees at all levels

1.3 “ Persons associated with the Company” means employees, agents, consultants, affiliates, or any person action for or on behalf of the Company, with or without the authority to do so.

## **2. Scope of Implementation**

This policy applies with OR Personnel and other relevant persons involved with the Company.

## **3. Practice Guidelines**

### **3.1 Corruption**

OR personnel shall not commit or involve in the Fraud and Corruption; in both directly and indirectly forms of providing and accepting; and comply with the Anti-Fraud and Corruption Policy, Corporate Governance, Ethical Standards and Code of Business Ethics Handbook, regulations and relevant articles.

### **3.2 Gifts giving, receiving, and entertaining**

OR personnel shall perform with care in receiving and providing gift, assets or other benefit including hospitality and other expenses. However, providing and receiving gifts and hospitality must have business or custom objective, and must comply with OR’s relevant regulations.

### **3.3 Philanthropy donations and supports**

Philanthropy donations and supports by OR shall have review, approval and audit processes. Document evidence must be precise and comply with OR regulations. Such processes can ensure that the gifts and hospitality are not used to cover the Corruption. There should be a clear, concise, and effective procedure to control this type of action, and monitoring and follow up on various documentary evidence.

### **3.4 Facilitation Payment**

OR personnel are prohibited to pay for convenience in a manner that may be perceived as giving or receiving a bribe, including any other similar benefits from government officials, both directly and indirectly.

### **3.5 Political Assistance**

The Company strives to be a politically neutral without acting in favor of or supporting any political parties, political coalition, or any similar activities, both monetary, non-monetary, and any other forms of benefits.

In this regards, OR has given its personnel the right and freedom to express their political opinions. However, they must not use their position as OR personnel, nor any assets indicating OR for political activities participation that may cause the Company to lose their political neutrality.

### **3.6 Recruitment of Government Personnel**

Employment of government personnel can be arranged as deemed appropriated. However, such employment must not be for the Company's benefit, must not cause conflict of interest between the Company and the government, and must not be for business advantage.

### **3.7 Conflict of Interest**

OR personnel must avoid all activities that may cause the Conflict of Interest with the Company. All actions must be reasonable, based on the benefit of the Company under the relevant laws and regulations. Any actions found in the favor of Conflict of Interest with the Company must be reported to the Company through OR's specified report channels.

### **3.8 Procurement**

OR shall establish frequent reviewing process in sales and marketing operational systems and procedures, including procurement and contract drafting works. The relevant Corruption risk shall be appropriately assessed and mitigated.

### **3.9 Human Resource Management**

OR shall have human resource management system that reflects Anti-Corruption commitment. OR will not demote, punish or affect OR personnel who decline the Anti-Fraud and Corruption practices although such decline cause lost in business opportunities. OR shall have clear communication channel for such policy.

### **3.10 Training and Communication**

OR shall provide communication and training that genuinely educate OR personnel on the Anti-Fraud and Corruption measures, OR expectations and punishment for violation. OR communicates the Anti-Corruption Policy and practice to subsidiaries, affiliates, other companies where OR has control over, business partners, and stakeholders including general public through various communication channels for notification and implementation of the Anti-Fraud and Corruption Policy.

### **3.11 Internal Audit Control**

The internal control unit shall report control self-assessment result to internal audit unit for inspection. If any non-compliance to the Anti-Fraud and Corruption Policy is found, such action shall be notified to that non-compliance unit to improve controlling measures. The Internal Audit Department can make urgent report on such issues to the Chief Executive Officer and President to further report to the Board.

### **3.12 Storage and Protection of Data**

OR shall establish procedures regarding the storage of documents and records, such as financial transactions, to be ready for inspection or an audit for its correctness and appropriateness. These procedures will ensure that all transactions are properly recorded with proper explanation, no false transactions or window dressing hidden.

OR places these procedures to strengthen the trust in OR's Internal Control of accounting and data protection, confirming that internal audit is being commenced for effective anti-fraud and corruption measures. Moreover, this is to make sure that all transaction records are equipped with sufficient evidence for audit purpose.

## **4. Duty and Responsibility**

OR personnel shall never neglect or ignore any act of violation that is against the Company's anti-fraud and corruption measures. The Company provides whistleblowing channels and protection to the whistle blowers when reporting or sharing information and clues, including for those seeking advice on anti-fraud and corruption practice guidelines.

## **5. Whistleblowing Channels and Protection of Whistle Blowers**

The channels and procedures are in accordance with requirements and regulations by PTT Oil and Retail Business Public Company (Limited)

regarding complaints and whistleblowing, and/or non-compliance with the law and regulations of the Company.

## **6. Penalty**

OR shall establish appropriate punishment system on non-compliance and direct or indirect violating personnel against the Anti-Corruption Policy. Disciplinary punishment including redundant if deems necessary and legal procedure shall be considered.

OR personnel shall understand and comply with the Anti-Corruption Policy in every operating procedure. Either genuine or false Corruption accusation may defame OR personnel and OR reputation. If any potential violation to this policy is found, please notify to the designated department as specified by OR.