

Whistleblower Policy

Siam Food Products Public Company Limited and subsidiaries provides the opportunity for all stakeholders of the organization to report offenses against the law, business ethics, incorrect financial reporting or improper internal audit systems to the Board of Directors. The stakeholders are entitled to request the Audit Committee to investigate the facts. The Audit Committee shall determine appropriate measures to protect the rights of the whistleblower. The Audit Committee shall submit a report to the Board of Directors for further action as deemed appropriate.

The Reporter is any stakeholder both inside and outside the organization who finds, knows or suspects there is any action that breaches the law, good corporate governance, business ethics, policy, practice or rules of the company.

Should any stakeholder, either inside or outside of the company, find any action or situation that may infringe or not comply with the law, principles of good corporate governance or business ethics of the company, then he can report the information or complaint directly to the Audit Committee:

1. Mail: Audit Committee and Audit Department
 43rd Floor Empire Tower, 1 South Sathorn Road, Yannawa, Sathorn, Bangkok
2. Phone: 02-287-7003
3. E-mail address: auditcommittee@siamfood.co.th
4. Suggestion Box: Banbung Factory 218 Moo 8, Sattaheep-Chachoengsao Road, Tambol Nong-Irun,
 Amphoe Banbung, Cholburi 20170

Procedures upon receiving a complaint

1. Verify the facts:

1.1 The recipient of complaint shall assess and forward such complaint to the Audit Committee to investigate and make recommendations.

a) in case disciplinary action is necessary, to discuss with the HR & Admin department to determine the appropriate punishment. If it is beyond the authority of the HR & Admin department then the matter shall pass to the higher level of authorized person respectively as the case may be.

b) In case punishment under the law is necessary then appropriate legal procedures must be followed. In this case the investigation report and recommendation must be forwarded to the President for further action.

1.2 In case of an anonymous complaint and sufficient information is not available or sufficient to proceed with full recommendations then the Audit Committee shall forward the report to the President for further action. If the Managing Director concludes that there is insufficient evidence to conclude the report then he shall forward the complaint and report to the Audit Committee.

1.3 After completing the investigation if no wrongdoing is found or if there has been a misunderstanding of wrongdoing then explanations shall be given to the reporter and advice to the accused person as appropriate. The Audit Department shall close the case without punishment and forward the case directly to related superior of the respondent to approve closing the case and report to the President and the Audit Committee.

2. Report on the result of the investigation and recommended actions:

2.1 After the Audit Department has examined the facts and made recommendations for actions he shall report result of action to the company secretary to record the complaint and report to the Audit Committee.

2.2 The company secretary shall report result of action to the complainant.

3. Dishonest complaint

Any dishonest complaint is a dishonest action that causes damage to the accused or to the company shall be liable for legal prosecution.

Measures to protect the complainant

The complainant shall be protected as follows: -

1. The reporter can choose to be anonymous if revealing his identity is unsafe or could cause damage.
2. The company shall not disclose the name, address, photo or any other information that can identify the reporter and shall investigate whether such complaint is true.
3. The recipient of the complaint must keep all related information as confidential and shall disclose only as deemed necessary with concern for the safety and damage of the complainant.
4. In case the complainant believes he is unsafe or at risk of damage, then he can request the company to take appropriate protection measures. Alternatively the company may take such appropriate protection measures without the request of the complainant in case the company considers risk or damage to the reporter is likely to occur.
