

## Corporate Governance

### Governance Summary

\*1. Please indicate on the following aspects where your business has clear governance, systems and processes on:

	Yes, published internally	Yes, published / reported externally*	Not Sure	No
1.1 Corporate Ethics and/or Staff Code of Conduct				
1.2 Corporate Social Responsibility and/or Sustainability				
1.3 Supplier Code of Conduct				
1.4 Work Health & Safety				
1.5 Labour and Human Rights				
1.6 Environment				
1.7 Conflict Minerals				
1.8 Customer Data Privacy & Cyber Security				

\*if you have responded “Yes, published/reported externally”, please provide a reference

**\*1a.** – Is your organisation listed on a stock exchange or are securities in your organisation traded in an open market?

Yes/No.....

If yes, please state the governing exchange and the corporate governance framework that applies to your organisation

**\*2.** Does your business adhere to [AIS Group Supplier Code of Conduct](#)?

Yes/No/Partial.....

**\*3.** Please indicate the areas of the Supplier Code of Conduct which you may have concerns with and if yes why you have those concerns:

	<b>Yes</b>	<b>No</b>
3.1 Human Rights		
3.2 Workplace Health and Safety		
3.3 Environmental Management		
3.4 Materials		
3.5 Supplier Management		

If you have responded “Yes”, please provide the concerns.

**\*4** Does your business report on your sustainability policies and practices?

Yes/No/In Progress.....

**\*5.** Does your business actively engage with your own supply chain to identify risks and opportunities?

Yes/No.....

**\*6.** Does your business have business continuity plans to ensure there will be no disruption of the products/services that you provide to AIS?

Yes/No.....

Note: If you have answered “Yes” to Questions 4 and/or 6, please provide evidence to support your response to [aisbusinessethics@ais.co.th](mailto:aisbusinessethics@ais.co.th).

## **Labour and Human Rights**

*Labour/work rights are a group of legal rights and claimed human rights having to do with labour relations between workers and their employers usually obtained under labour and employment law.*

*Human rights is the right which is believed to belong to every person.*

**\*7.** Does your business have policies/practices in place concerning:

- Equal opportunities for all and to prevent discrimination on the basis of race, colour, sex, religion, political opinion, age, sexual orientation or disability Yes / No
- Freedom of association and access trade union membership or union or industrial activity Yes / No
- Encouragement of employment of minority groups eg people with disabilities Yes / No
- None of the above Yes / No

**\*8.** Does your business adhere to the [International Labour Organisation \(ILO\) standards](#) with respect to:

- Maximum hours of work, weekly rest and paid leave Yes / No
- Elimination of child labour and forced labour Yes / No
- Compliance with minimum wage standards Yes / No
- Freedom of association, collective bargaining and industrial relations Yes / No
- Elimination of harsh or inhumane treatment Yes / No
- None of the above Yes / No

**\*9.** Does your business adhere to the principles of:

- Supporting and respecting the protection of internationally proclaimed human rights and to ensure that they are not complicit in human rights abuses Yes / No
- Complying with rights set forth in the Convention on the Rights of the Child, the ILO Minimum Age Convention (C.138-1973) or the Prohibition and Immediate Elimination of the Worst Forms of Child Labor Convention (C. 182-1999) Yes / No
- Maintaining an environment that treats all employees with dignity and respect and will not use any threats of violence, sexual exploitation or abuse, verbal or psychological harassment or abuse Yes / No
- Allowing for complaints management process for employees, suppliers and customers including an ethics regime that has a whistleblower program Yes / No
- None of the above Yes / No

**\*10.** Does your business have a policy(s)/management system(s) in place which cover the above items (Questions 7, 8 and 9)?

Yes/No.....

Note: Please provide evidence to support your response to Question 10 to [aisbusinessethics@ais.co.th](mailto:aisbusinessethics@ais.co.th)

## Work Health & Safety (WHS)

WHS is an area concerned with the safety, health and welfare of people engaged in work or employment.

\*11. Does your business:

- Require your suppliers to comply with relevant laws/standards with respect to labour standards and workplace health & safety? Yes / No
- Conduct periodic self-audits against the specified objectives and targets? Yes / No
- None of the above Yes / No

\*12. Does your business have the following in place:

- A clearly identified representative(s) responsible for compliance to workplace health and safety requirements? Yes / No
- A risk assessment process to identify and manage workplace health and safety risks? Yes / No
- A system to regularly review relevant workplace health and safety policies and management systems? Yes / No
- A system to capture and report workplace health and safety events, including near misses, investigate these and initiate corrective action. Yes / No
- A process to implement timely corrective action for any deficiencies identified? Yes / No
- Performance objectives and targets on Work Health and Safety? Yes / No
- A channel to communicate its workplace health and safety policies clearly to all employees? Yes / No
- None of the above Yes / No

\*13. Does your business maintain appropriate records of:

- Management system audits? Yes / No
- Regulatory compliance evaluations? Yes / No
- Risk assessments? Yes / No
- Work practices and procedures? Yes / No
- Performance against objectives and targets? Yes / No
- Inspection reports? Yes / No
- Incident investigations? Yes / No
- Worker complaints? Yes / No
- Employee training records? Yes / No
- Corrective action records? Yes / No
- None of the above Yes / No

Note: Please provide evidence to support your response for Work Health and Safety to [aisbusinessethics@ais.co.th](mailto:aisbusinessethics@ais.co.th)

**Environmental & Energy Management**

*Environmental Management is **managing** the impacts of an organisation's activities on the **environment**. It provides a structured approach to planning and implementing **environment** protection measures. Our focus is on our impact to climate change, product stewardship, resource use and depletion, land, air, water, noise, as well as biodiversity.*

*Energy Management is the proactive, organized and systematic coordination of procurement, performance, efficiency and use of energy, taking into account environmental and economic objectives. This includes planning and operation of energy production and energy consumption units. Objectives are based around energy/carbon reduction, climate protection and cost savings.*

**\*14.** Does your business have an Environment Policy?

Yes/No/In Progress.....

**14a.** If yes, is the policy in compliance with the applicable environmental laws and regulations?

Yes/No.....

If you have responded "No", please list the non-compliance.

**\*15.** Does your business have an Environmental Management System (EMS) or work in alignment with an environmental management system?

Yes/No/ In Progress.....

**15a.** If yes, is the EMS certified?

Yes/No.....

If you have responded "Yes", please identify the certifying authority.

**\*16.** Does your business account for greenhouse gas emissions?

Yes/No.....

If you have responded "Yes", please outline the basis on which this is done?

**\*17.** Is your business able to provide greenhouse gas data relevant to the activities undertaken on behalf of AIS?

Yes/No.....

**\*18.** Has the business established environmental targets and objectives to improve environmental performance?

Yes/No.....

If you have responded "Yes", what are the targets?

**\*19.** If required, does your business hold the necessary environmental license(s) or permit(s)?

Yes/No.....

If Yes, please provide details

**\*20.** Has the business received any environmental related fines, prosecution or warnings by regulators?

Yes/No.....

If Yes, please provide details

Note: Please provide any supporting documents to [aisbusinessethics@ais.co.th](mailto:aisbusinessethics@ais.co.th).

**Conflict Minerals**

*Conflict resources are natural resources from conflict zones and sold to perpetuate the fighting. Example would include the eastern provinces of Democratic Republic of the Congo, where various armies, rebel groups, and outsiders act have profited while contributing to violence and exploitation during wars in the region. Common conflict minerals include cassiterite (for tin), wolframite (for tungsten), coltan (for tantalum), and gold ore.*

**\*21.** Does your business provide products to AIS that might potentially contain conflict minerals ?

Yes/No.....

## Conflict Minerals

*(If "Yes" is selected for Question 21), the following questions will be displayed.*

*(If "No" is selected for Question 21), the survey will skip to Question 22.*

\* **21a.** Does your business have due diligence guidance for responsible mineral supply chains as cassiterite (tin), coltan (tantalum), wolframite (tungsten) and gold, or derivatives of these minerals?

Yes/No.....

\* **21b.** Does your business regularly contact all of your suppliers (where conflict minerals are used) and require them to check and report on where their conflict minerals are sourced?

Yes/No.....

\* **21c.** Does your business request written assurances from the suppliers that the conflict minerals do not originate from illegal mines in conflict zones and suppliers are required to map their supply chains for the metals and their components?

Yes/No.....

If you have responded "Yes", has that process identified any issues and if so please advise the action taken?

Note: If you have answered "Yes" to any of the questions above (21a, b and c), please provide evidence to support your self-assessment on Conflict Minerals to [aisbusinessethics@ais.co.th](mailto:aisbusinessethics@ais.co.th).



**Data Privacy & Cyber Security**

*Data Privacy is the relationship between collection and dissemination of data, technology, the public expectations of privacy and the legal and political issues surrounding them.*

*Cyber Security is the protection of information systems from theft or damage to the hardware, the software, and to the information on them, as well as from disruption or misdirection of the services they provide.*

**\*22.** Does your business electronically store:

**\*22a.** AIS Customer information & data

Yes/No.....

**\*22b.** Sensitive AIS Company information & data (e.g. office policies, business plans, strategic initiatives, items subject to nondisclosure agreements, compensation information, layoff plans, classified information etc.)

Yes/No.....

**\*23.** Does your company have access to:

**\*23a.** AIS Customer information & data

Yes/No.....

**\*23b.** Sensitive AIS Company information & data (e.g. office policies, business plans, strategic initiatives, items subject to nondisclosure agreements, compensation information, layoff plans, classified information etc.)

Yes/No.....

**\*23c.** Systems that may potentially store AIS customer information and data?

Yes/No.....

**24.** If answered “yes” to questions 22 and/or 23, please describe the processes the business uses to protect the data in accordance with the required standards, including mechanisms to identify and report any breaches of data privacy or cyber security

**\*25.** Is your data protection regime subject to any local regulations and/or law?

Yes/No.....

If Yes, have there been any breaches brought to your attention?

**\*26.** Is your data protection regime subject to any audit or assurance processes?

Yes/No.....

If Yes, please advise the outcome of the most recent audit and the steps taken to address any deficiencies or issues identified by the audit.

Note: If you have answered “Yes” to any of the above, please provide evidence to support your self-assessment on Data Privacy & Cyber Security programmes and policies to [aisbusinessethics@ais.co.th](mailto:aisbusinessethics@ais.co.th)

## Electronic Magnetic Energy

In [telecommunication](#), the term **electromagnetic environment (EME)** is the emission of energy in waves that are typically emitted from a site (antenna) or being received (handset). EME is generated in the non-ionising range of the spectrum.

**\*27.** Does your business produce and supply products to AIS that emit and/or receive electronic magnetic energy (EME)?

Yes/No.....

**\*28** Is the product tested against [ICNIRP standards](#) to comply with current standards set out by International Commission on Non-Ionizing Radiation Protection (ICNIRP) / World Health Organisation (WHO)?

Yes/No/Not applicable.....

**\*29.** Does your business provide relevant information regarding your products/services to AIS on the receipt and emission of EME so that we are able to effectively comply to the standards set out by International Commission on Non-Ionizing Radiation Protection (ICNIRP) / World Health Organisation (WHO) and protect the community?

Yes/No/Not applicable.....

Note: If you have answered "Yes" to questions 27 and/or 28, please provide evidence to support your self-assessment on Electronic Magnetic energy to [aisbusinessethics@ais.co.th](mailto:aisbusinessethics@ais.co.th)

**Anti-bribery and corruption**

*Bribery is making of illegal payments, or bribes to persons in officials positions as a means of influencing their decision and Anit-bribery is opposing or prohibiting bribery.*

*Corruption is a form of dishonest or unethical conduct by a person entrusted with a position of authority, often to acquire personal benefit*

**\*30.** Does your business have a policy regarding corruption and anti-bribery?

Yes/No/In progress.....

**\*31.** Has your business established a set of process to mitigate and manage fraud and corrupt practices?

Yes/No/In Progress.....

**31a.** If you have answered “Yes” to Question 30, does the process include the identification of actual and potential fraud/corrupt practices on a regular basis?

Yes/No/In Progress.....

If yes, please describe the mechanisms used

**31b.** If you have answered “Yes” to Question 30, does the process include fraud/ corrupt reporting guidelines and investigation procedures?

Yes/No/In Progress.....

**\*32.** Please describe your business tolerance for fraudulent activity and how any fraudulent conduct is managed

Note: Please provide evidence to support your response to [aisbusinessethics@ais.co.th](mailto:aisbusinessethics@ais.co.th)

**\*33.** Please kindly provide us with the following details:

Name:

Company Name:

Company Address:

Email Address:

Position:

Contact Number:

*\*Mandatory Fields*