

Intellectual Property Policy and Guidelines



Sikarin Public Company Limited

Intellectual Property Policy and Guidelines

Objective

To establish guidelines for all employees to protect the Company's intellectual property, including copyrights, patents, trademarks, trade secrets and other proprietary information of the Company, and to strictly respect the intellectual property of others.

Sikarin Public Company Limited (the "Company") recognizes the importance of non-infringement of copyright, use of intellectual property, use of information and communication technology based on legal principles, moral and ethical principles, including copyrights, patents, trademarks, trade secrets, and proprietary information, with the following guidelines:

Definition

Intellectual property	:	the legal rights granted to the owner or "right holder" over anything arising from intellectual creativity, such as patents, trademarks, copyrights, trade secrets, or other proprietary information of the Company.
Copyright	:	a form of protection afforded to the author of a work of fiction (including literature, drama, music, art, and other creative works). The copyright owner has the exclusive right to reproduce, adapt (format, translate or simulate) depending on the nature of the work, or to publish and display or perform it to the public.
Patent	:	a property right granted to an inventor. The term of limitation of the right to prohibit any other person from using, offering for sale, selling or importing patented inventions is only limited to the country/region where the patent is registered.
Trademark	:	a text, name, symbol, slogan or logo used in the trade of goods or services that indicate the origin and distinguishes the goods or services.
Trade Secret	:	any reference to information, such as formulas, forms, compilations, programs, tools, methods, techniques, financial information processes, or customer lists, which is unknown to others and must be kept confidential.
Proprietary Information	:	information that is not publicly available, such as information that is not publicly known or used by the public and is generally and confidential.

Responsibilities

1. The Company encourages the Company not to use any use that infringes the intellectual property of others.
2. The Company encourages and encourages all employees in the Company to create works related to the Company's products in a new way that is unique to the work that bears the trademark, copyright or patent of another person.

3. To raise awareness among all directors, executives and employees to respect and respect the intellectual property rights of others, including the Company's request for permission from the person who owns such intellectual property to be legal before it is used.
4. All parties in the Company are prohibited from taking any action that infringes the intellectual property of others. Whether it is trademark infringement. Copyright, patent, etc.
5. The Company stipulates that the use of computers and the Internet within the Company is in accordance with the Computer Crime Act. The Company strictly complies with such matters.
6. Employees must perform their work using computer programs with valid copyrights, and it is strictly forbidden to install and use computer programs with invalid copyrights in the office.
7. The Company agrees to maintain the confidentiality of the Customer, the information obtained by the Company from the customer, and the information of all interested persons of the Company except with the permission of the data subject. The Company shall take great care not to disclose the confidentiality of the client and/or interested parties to third parties.
8. No copyright infringement trademarks that may cause damage to the Company.
9. Use the hardware and software provided by the Company for the Company's business.
10. Control third parties from accessing data files and programs as necessary to work for the Company and ensure that such persons comply with the law. Strictly comply with regulations, regulations, and contractual obligations related to intellectual property rights.
11. Respect the intellectual property rights of others Do not infringe or use the works of others for personal gain, unless permission or remuneration is given to the owner of the work.
12. Maintain the security of the information system, including not disclosing the password used to access the Company's information system to others.
13. Use the Company's assets efficiently to maximize the benefits of the Company and to develop their work potential, including not using the Company's assets for personal gain.
14. Protect the Company's intellectual property from damage, loss, depreciation, and use intellectual property to the best benefit of the Company, including appropriate maintenance of confidential information.
15. The works created by the employee or arising from the performance of duties shall be considered as the intellectual property of the Company, and upon termination of the employee's status, such intellectual property shall be returned to the Company. Regardless of the form in which the data is stored.

This Intellectual Property Policy and Guidelines is the 2nd revision and effective from 20 January 2024 onwards, by the resolution of the Corporate Governance Committee at its meeting No. 1/2024 on 19 January 2024.



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Mr. Seni Chittakasem
Chairman of Corporate Governance Committee