

# CODE OF CONDUCT



## Contents

1.	Ethics in Doing Business.....	3
1.1	Adherence to the Rule of Law.....	3
1.2	Transparency.....	3
1.3	Adherence to Fairness and Integrity.....	3
1.4	Giving Importance to Customers.....	3
1.5	Responsibility to Society.....	3
1.6	Politically Neutral.....	3
1.7	Anti-Corruption.....	3
2.	Ethical Bounden Duties.....	4
2.1	Have Leadership.....	4
2.2	Have Honesty and Integrity.....	4
2.3	Abide by Law, Rules, and Regulations.....	4
2.4	Take Good Care of Property.....	4
2.5	Treat Superiors, Colleagues and Subordinates.....	4
2.6	Be a Good Citizen.....	4
2.7	Not to Get Beyond Normal Remuneration.....	4
2.8	No Conflict of Interest.....	4
2.9	Not to Use Inside Information for Unlawful Benefits.....	4
3.	Whistleblowing and Complaint System.....	5

## **Business Ethics and Code of Conduct**

We conduct its business with ethics. Executives and employees shall adhere to the following guidelines in performing their duties as representatives of Siam Land Flying Co., Ltd (SLF)

### **1. Ethics in Doing Business**

#### **1.1 Adherence to the Rule of Law**

We adhere to the rule of law in conducting its business. It is the duty of executives and employees to know the Company's rules and regulations, related laws, and laws that will be enforced in the near future which will affect their management and work.

#### **1.2 Transparency**

Decision making and business operations at SLF are transparent and can be disclosed to stakeholders for their information and verification under the laws and rules, regulations and practices of SLF that are related to protecting trade secrets from being leaked to competitors.

#### **1.3 Adherence to Fairness and Integrity**

We adhere to fairness and integrity towards stakeholders in order to build continued good business relations. SLF does not discriminate against anyone, does not make decisions based on personal judgment or personal relationships, and provides equal opportunities without bias regarding race, nationality, religion or gender.

#### **1.4 Giving Importance to Customers**

We give importance to and care for customers by ensuring quality products and services, resulting in customer satisfaction.

#### **1.5 Responsibility to Society**

We recognize its responsibility to society and communities and has a main mission to create projects and activities that support community development.

#### **1.6 Politically Neutral**

We respect and supports stakeholders to exercise their individual rights and freedoms under the constitution. SLF remains politically neutral.

#### **1.7 Anti-Corruption**

We support and encourages employees at all levels to recognize the importance of and to have a conscience in fighting corruption. SLF has an internal control system to prevent corruption, extortion, and acceptance or giving of bribes in all forms.

## **2. Ethical Bounden Duties**

We have stipulated the ethical bounden duties for the executives and employees as guidelines for operating business as follows

### **2.1 Have Leadership**

Executives shall be bounded by ethics, perform their duties appropriately with leadership and conduct appropriate acts to gain social acceptance and to be beneficial to SLF's business management.

### **2.2 Have Honesty and Integrity**

Executives and employees must perform their duties with honesty and care in protecting the interest of SLF.

### **2.3 Abide by Law, Rules, and Regulations**

Executives and employees must perform their duties strictly in compliance with laws relevant to the business of SLF and work regulations of SLF, and avoid any acts that might cause a negative impact on SLF's reputation

### **2.4 Take Good Care of Property**

Executives and employees shall keep SLF's properties in a good condition and utilize them to fully generate benefits for SLF's business and must not use them for their own or others' benefit in a misconduct way.

### **2.5 Treat Superiors, Colleagues and Subordinates**

The executives and employees shall maintain the working environment to be free from infringement of personal rights, rather embed respectfulness, collaboration, suggestion and joint problem-solving.

### **2.6 Be a Good Citizen**

Executives and employees shall perform their duties as a good citizen who could live harmoniously with others in society with pride.

### **2.7 Not to Get Beyond Normal Remuneration**

Executives, employees and close relatives shall not receive money, benefits or items from others related to the business of SLF if such receiving causes misunderstanding in the way that the receiver is inclined or especially related in business with the giver, causing damages to SLF.

### **2.8 No Conflict of Interest**

Executives and employees shall not act in any way that may create a conflict of interest with SLF.

### **2.9 Not to Use Inside Information for Unlawful Benefits**

Executives and employees shall not use SLF's inside information for wrongful gains.

### 3. Whistleblowing and Complaint System

Siam Land Flying Co., Ltd (SLF) provides a channel for complaints and whistleblowing for anyone who encounters or becomes aware of any action or behavior that

- 3.1 Violates the law or the policy, rules, code of conduct, and regulations of SLF
- 3.2 Constitutes fraud or corruption or exploitation
- 3.3 Involves authority being exercised improperly for personal benefit or for the benefit of others
- 3.4 Damages an individual targeted to deter whistleblowing.

#### *Channels for Whistleblowing or Complaints*



02 535 6784 ext. 123



cgmr@aircharterthailand.com



Direct channels for authorized recipients of complaints.

#### **SIAM LAND FLYING, HEAD OFFICE**

222 Don Mueang International Airport Office Building 3rd Floor,  
Vibhavadi Rangsit Road, Sanambin, Don Mueang, Bangkok 10210, Thailand.