



(Translation)

Announcement No. LIT 015/2024

Procurement Policy

(Note: This document is an English translation of the original Thai version. In the event of any discrepancy or conflict between the English translation and the Thai original, the Thai version shall prevail in all respects.)

Endorsed by	LIT – Corporate Governance Committee, September 16, 2024
Approved by	LIT – Board of Directors, October 7, 2024
Effective Date	October 18, 2024
Next Review Date	Upon any changes



Revision History

Effective Date	Significant Changes
October 18, 2024	Procurement Policy - Endorsed by the Corporate Governance Committee on September 16, 2024 - Approved by the Board of Directors on October 7, 2024

Procurement Policy

Lease IT Public Company Limited and its subsidiaries are committed to driving sustainable business growth and earning the trust of all stakeholder groups through professional, transparent, and fair procurement processes. Accordingly, the Procurement Policy and Guidelines have been established, with the core principles outlined as follows:

Policy Scope

1. The Company shall conduct its procurement activities in an efficient and effective manner, based on established criteria. Key considerations include quality, price, quantity, service, and delivery speed. Furthermore, the Company integrates considerations for economic, social, and environmental responsibility into its procurement decisions.
2. The Company shall conduct its procurement processes with transparency, fairness, and accountability, while strictly complying with all relevant laws and regulations.
3. The Company shall treat all suppliers and contractors with fairness and without exploitation. The Company is committed to providing accurate, complete, clear, and sufficient information to all parties on an equitable basis.
4. The Company shall implement Green Procurement practices to minimize environmental impact, in alignment with the ISO 14001 Environmental Management System, Carbon Footprint initiatives, and Occupational Health and Safety management systems.
5. The Company maintains a zero-tolerance policy against all forms of corruption and strictly adheres to anti-corruption practices, whether direct or indirect. Any violation of or failure to comply with this Anti-Corruption Policy may result in legal action being taken against the supplier or contractor.
6. The Company maintains a policy prohibiting personnel from accepting or offering gifts, hospitality, entertainment, or any other benefits, whether directly or indirectly, if such actions could influence the Company's business operations. Exceptions are made only for gifts that are appropriate for the occasion and circumstances.
7. Should suppliers or contractors discover any personnel engaging in non-transparent activities or encountering a conflict of interest, they must notify the Company immediately.

Guidelines

1. Contracting parties, partners, and stakeholders must have no prior record of bribery or corruption.
2. Contracts and agreements with business partners, allies, and stakeholders must be executed in writing, clearly defining the scope of the relationship, compensation terms, and termination rights, among others. All such contracts and agreements shall be drafted by the Legal and Contract Department and are subject to approval by the Legal Department.
3. The procuring department is required to inform suppliers or relevant parties that the Company maintains a strict Anti-Corruption Policy and Guidelines, which must be strictly adhered to.
4. The Internal Audit Department is responsible for auditing procurement processes in accordance with the annual audit plan.
5. Remuneration, wages, or service fees specified in the contract must be appropriate and reasonable in relation to the goods or services received. Furthermore, no payments shall be made in cash.



Directors, executives, and employees at all levels of the Company and its subsidiaries have a duty to support, promote, and perform their duties in accordance with this Procurement Policy.

This Procurement Policy was approved by the Board of Directors at Meeting No. 8/2024 on October 7, 2024, and shall be effective from the date of announcement onwards.

Announced on October 18, 2024.

Police General Jate Mongkolhutthi
Chairman of the Board
Lease IT Public Company Limited