

## DISCIPLINARY POLICY STATEMENT

**Siam Global Engineering Co. Ltd** relies on employees to maintain a professional, business-like and safety conscious manner during work hours on all **Siam Global Engineering Co. Ltd** premises/ sites or representing the Company. Employees may also be accountable for behaviour outside of work if it has an impact on their ability to perform their responsibilities at work or the potential to cause discredit or harm to the Company.


Areas of conduct covered by this policy and standards of conduct include, but are not limited to the following:

- Unauthorised Use of Company Resources
- Personal Business
- Drugs & Alcohol Use
- Conduct on Workplace Health & Safety
- Discrimination, Harassment, Retaliation or the Threat of Retaliation

Failure to adhere to **Siam Global Engineering Co. Ltd** norms and standards of professional conduct may result in disciplinary action up to and including termination.

It is the responsibility of all employees of **Siam Global Engineering Co. Ltd** to follow the procedures outlined, other Company policies regarding employee conduct, and specific departmental guidelines.

**Siam Global Engineering Co.,Ltd.**



Apilas Suriyavanagul

08/08/10

DD/MM/YY