



Supalai Public Company Limited Environmental Policy and Guidelines

Currently, natural resources are diminishing; the Company, therefore, focuses on raising awareness of the employees to make the most effective use of resources in order to further create the habit and apply at home. This by-product is also expected to result in more efficient use of resources at national level. Such good habit would be passed on to the younger generations and be a role model for the future. This habit will lead to the concept of "thinking before using" and will further help create the saving habit.

The Company has applied various methods to create awareness on the use of resources, such as affixing stickers, conducting public relations, exhibition boards and providing knowledge through trainings under the theme "3Rs-Reduce, Reuse, Recycle" in order to achieve effective utilization of resources and reduce energy in irradiating waste, reducing pollution and reducing greenhouse gas emissions.

In addition, the Company encourages and provides supports for the design, research and development of products in order to conserve the energy and the environment by applying the principle of polluter paying the costs in order to encourage the reduction of pollution and reduce the burden of the society according to the environmental governance. The Company also encourages its directors, executives and employees including employees of its subsidiaries and associated companies to use resources efficiently by adopting relevant policies, such as policy on the use cars, electricity, air-conditioners, office equipment and water as well as the policies on reducing waste and recycle. Such policies are in accordance with the resolution of the Board of Directors No. 12/2555 held on 18 December 2012, as detailed below.

Policy on the Company's Utilization of Cars

1. Check tire pressure at least once a month, underinflated tires consume more fuel than tires with standard pressure.
2. Check wheel balancing and swap the tires at regular intervals will help save fuel.
3. Stop the engine every time while waiting for passengers or loading or unloading supplies, leaving the engine switched on wastes fuel and causes pollution from gas emission.
4. Avoid aggressive starts, ten times of jackrabbit starts lose 100 cc of gasoline that can make the car run for 700 meters
5. Never revving the engine at idle speed, doing so 10 times make a loss of 50 cc gasoline that can make the car run up to 350 meters.
6. Have the car tuned up regularly, such as cleaning the engine ignition system, changing a condenser head, setting proper ignition time, each can save fuel up to 10%.
7. Do not warm up a car in idle; doing so cause a waste of fuel, the car can warm up with slow driving for the first 1-2 kilometers.
8. Do not overload a car. The heavier car is, the harder the engine has to work, leading to higher fuel consumption and high wear and tear.
9. All employees should carpool for traveling to the same destination or the same area.

10. In order to save fuel, all employees should travel only when necessary; completing some certain matters via phone or VDO conference will help save time and fuel cost.
11. Before seeing someone, available appointment should be made in order to avoid a waste of time and fuel cost.
12. Employees should plan their trips in advance by asking for information on certain routes from people or checking with a map; this will save both energy and time.
13. Employees should consider using the Internet, telephone, fax, postal service or courier instead of traveling on your own, in order to save fuel.
14. Travels should not be made without plans; proper route and timing should be considered in order to save fuel cost.
15. Always look for shortest routes; it eliminates a time-consuming trip and possible traffic problems, saving both time and fuel cost.
16. Drive with constant speed and at legal speed limit will not only save energy, it also saves your life and property; the legal limit is :
 - not exceeding 90 km per hour on normal road
 - not exceeding 110 km per hour on expressway
 - not exceeding 120 km per hour on motorway
17. Never drive around with low gear too long since it keeps the engine revving higher, easy to wear and overheat.
18. Use renewable energy whenever possible.
19. Caretakers of the Company's cars must perform regular maintenance by changing lubricant oil, lubricant oil filter, air filter at proper period in order to save fuel cost.
20. Car air-conditioner should not be turned up too high; raising the air temperature to too cold just waste the fuel cost.
21. Relevant Division shall prepare maintenance schedule and operation manual.

Policy on the Company's Utilization of Electricity and Illumination System

1. Turn off all the lights during lunch break or when not in use; frequent turning off the switches do not waste any electricity.
2. Install tiles or window curtains open or transparent to natural sunlight instead of using a light bulb.
3. Set turning on and turning off the light schedule as suitable to operation time.
4. Arrange lighting switches suitable to each area, such as using a row switch or separate switch for each bulb.
5. Facilitate a correct use by putting stickers above each light switch to identify which tube it belongs to.
6. Use energy-saving light bulbs that receive TISI (Thai Industrial Standard Institute) Certification Mark such as using skinny fluorescent (neon) tubes instead of conventional ones.

7. Measure the light intensity in workplace two times a year; (standard brightness for office should be between 300-500 lux); if the light is found to be too bright in some unnecessary area, some tubes should be taken out; also increase illumination in some areas where the light is not enough.
8. concerned departments must clean the light tubes/bulbs at least 2 times a year since dusty tubes may produce less light and encourage the needs to turn on more light bulbs.
9. All employees must help check the electricity equipment; if the lamp, wire, or pin is worn, brown or black, they should immediately inform the concerned department for fire prevention due to a short circuit.
10. Concerned department shall prepare maintenance schedule and operation manual.

Policy on the Company's Utilization of Air-Conditioners and Ventilation Fans

1. Turn off air-conditioner immediately after use, and give it at least 15 minutes break before turning it on again.
2. Turn off air-conditioner if no one is in the room for one hour and also turn it off before the office closing time because cold air still remains in the room until the office closing time.
3. Set air conditioner temperature to be not lower than 25 degrees Celsius, every 1 degree of temperature rise will increase power save by 10 percent.
4. Separate air conditioner switch from ventilation fan switch because there is no need to always turn on the ventilation fan when using the air-conditioner.
5. Instead of using the air-conditioner, open the window to welcome natural ventilation when the weather is not hot; this will help reduce energy consumption too.
6. Check air ventilation in air-conditioned room; if there is not sufficient air flow, install a ventilation fan; the size of the fan must be suitable to the size of the room.
7. Turn the ventilation fan on for 5-10 minutes every two hours and immediately turn it off after use.
8. accurate thermostat in controlling temperature, such as digital electronic thermostat.
9. Put a thermometer in an air-conditioned room to guide the control of normal thermostat.
10. Put no plant in air-conditioned room since transpiration of the plant will make the air-conditioner work harder.
11. Move heat-related appliances such as electric kettle, photocopying machines out of the air-conditioned room because such appliance will release heat to the room and encourage more power consumption; moreover, the toner of copier dust is harmful to health in the work area.
12. At least once a month, the concerned department must check to ensure the air vents of cooling coil and condensing coil unit are not obstructed.
13. The concerned department must check the walls, ceiling, doors to prevent light leakage of cooling air for at least one month, immediate repair must be conducted if leakage is found.
14. Always clean the air filter at least once a month; this helps save 5-7 percent electricity.
15. Concerned department shall prepare maintenance schedule and operation manual..

Policy on the Company's Use of Office Equipment

1. Shut down computer when not in use for more than 15 minutes, or set a screen saver.
2. Shut down computer and printer when not in use consecutively for more than one hour; shut down every time after use, also unplug it.
3. Use energy saver computer screen; it uses 55 percent less power during stan-by time; use not too large screen size; 14-inch monitor uses 25 percent less energy than a 17-inch monitor.
4. Editing a document on screen instead of editing a printed document from the printer help save power, paper, toner and prevent wear and tear of printers.
5. A network printer reduces both energy consumption and maintenance.
6. lose copier every time after work and unplug it.
7. Unplug all electrical appliances in office when not in use or when there is no need to use them for more than one hour.
8. Follow instructions strictly in order to save energy and prolong the life of your appliances and equipment.
9. Every department shall set the plan to check and clean electrical appliance to ensure their efficiency.
10. un a serious and continuous campaign to save energy of office equipment by using various methods such as PR stickers, exhibition boards, voice broadcasting program, or training.
11. Concerned department shall prepare maintenance schedule and operation manual.

Policy to Reduce Use of Water

1. Concerned department must check leakage of water pipeline or faucets; if anyone finds leaked pipe or faucet, he or she should quickly inform the relevant department to take immediate action.
2. Use water save flush toilet tanks.
3. Use sink water as you want, and then close tightly.
4. Use water saver faucets. Faucet with push handle saves water better than the one with a knob.

Policy on Reducing Waste and Recycling

1. Use both sides of paper; do not use only one side.
2. Save paper by passing paper document rather than making many duplicate copies.
3. Reduce paper waste by avoid using a full sheet of paper for fax cover sheet. Use a small piece of paper that can be easily cut, folded on the fax.
4. ?Send information via computer instead of paper.
5. Certain information that can be read by the computer must not print out.

6. Reduce the consumption of products that use hard to dispose packaging such as foam or plastic; use packaging that can be reused or recycled.
7. The company supports the products that use recycled packaging such as glass, paper, metal and some plastic types.
8. void using paper plates, paper cups when holding parties.

Notified on this 18th day of December 2012

Prateep Tangmatitham

(Dr.Prateep Tangmatitham)
Chief Executive Officer