

## Policy on Intellectual Property Rights

Central Plaza Hotels Public Company Limited (the “Company”) has established this Policy on Intellectual Property Rights for use as operating guidelines in conducting the Company’s businesses, to protect and look after intellectual property rights of the Company as well as not to violate or infringe the intellectual property rights of others. As such, these intellectual property rights include any copyrights, patents, business trademarks and logos, and any proprietary confidential business information

“Intellectual Property” is the legal ownership given to the registered owner or “holder” of any such property that are the creative inventions derived from any intellectual activities; such as: patents, business trademarks or logos, copyrights, and any proprietary business information owned by the Company.

“Copyrights” means the method of protection granted to an author, a writer or a creator of any original piece of artistic material ( that includes literary works, plays or theatrical dramas; songs and music compositions; paintings and artworks; and any other artistic creations). As such, the creator or legal owner of the copyright is the only person with the right to make copy or to change and modify (the shape, form or format) and to replicate a similar version depending upon the creative material; or to disseminate, present and showcase the artistic work to the public.

“Patents” means the legal ownership rights granted to the original creator of an invention, a product or an item with a specified time limit, which prevents any other parties from proposing to sell, selling or importing any such patented items. Such patents are applicable for the legal ownership rights only in those countries/continents in which they have been specifically registered.

“Business Trademarks” means any sales marks or wordings, brand names and logos, or slogans that are used in business operations and activities, to signify the original source of the products or services offered as well as to differentiate the unique products or services from others.

“Trade secrets” means any references relating to specific information such as: recipes or formulae, formats and designs, compilations, concepts or programs, technical tools and methodologies, processes, financial information and lists of customers; all of which information are not known by others outside the organization and must be kept confidential.

“Proprietary Information” means any information that is not disclosed to the general public; such as: information that is not disclosed to and not known or made used of by the general public, and which is kept confidential.

The intent and purpose of this document is for all staff to protect the various intellectual property rights of the Company, that includes: copyrights, patents, trademarks and logos, trade secrets and any other types of proprietary or confidential business information of the Company; as well as to strictly respect the intellectual property rights of others. As such, the established associated operating guidelines are as follows:

1. The Company operates its businesses and encourages all its employees to strictly adhere to all applicable laws and established regulations relating to intellectual property rights.
2. The Company's employees have the right as well as receives its support in achieving creative results in their jobs in an independent manner within the established framework of the applicable laws; whereby all such work outputs, that result from performing their assigned duties or that are based on information belonging to the Company or are achieved specifically for the sake and benefit of the Company, are considered to be the property of the Company. As such, this is unless in such instances where the Company has approved and agreed in writing that any specific work output is considered to belong to a particular employee or another person, who had created, researched and invented that particular work output.
3. The Company encourages its employees to be aware of and recognize the importance of respecting the intellectual property rights that are directly involved in the discharge and performance of their assigned duties as well as those that relate to their daily lives in general.
4. In making use of some work outputs or some information in performing their assigned duties, the involved employee must verify and ensure that such actions do not violate of any intellectual property rights of others.
5. Any employee who does not act in accordance with this established Policy on Intellectual Property Rights will be subject to disciplinary action in accordance with the Company's Rules and Regulations; as well as may also be in non-compliance with any applicable laws or involved regulations.

So as to ensure that this Policy on Intellectual Property Rights will be strictly observed and adhered to, the Company has established a channel of communications to allow any employees or any Stakeholders the opportunity to express their opinions on or to make suggestions relating to any related issues, and also to submit any relevant complaints or information via email to: [whistleblower\\_centel@chr.co.th](mailto:whistleblower_centel@chr.co.th); whereby such information received will be treated and kept strictly confidential, as well as will be used for making any further improvements to this Policy and its associated operating guidelines.

This Policy is effective as of February 1, 2019.

Mr. Suthikiati Chirathivat  
Chairman of the Board of Directors  
Central Plaza Hotel Public Company Limited