




# **Rabbit Holdings Public Company Limited**

## **Sustainable Procurement Policy**

**Effective Date 11 March 2025**


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No.	Date	Description	Approval
1	11 November 2019	Revised Procurement Policy	Board of Directors meeting No. 7/2019 on 10 November 2019
2	7 March 2024	To Change of the company's name and logo (from U City Public Company Limited to Rabbit Holdings Public Company Limited)	Board of Directors meeting No. 3/2024 on 7 March 2024
3	10 March 2025	Improve the objectives of procurement to cover sustainability aspects and update the policy name to ensure consistency.	Board of Directors meeting No. 2/2025 on 10 March 2025

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	Name	Signature	Position
Prepared by	Vipa Suwanprateep		Manager – Procurement
Presented by	Vipa Suwanprateep		Manager – Procurement
Reviewed by	Soraya Satiangoset		Acting Chief Executive Officer / Chief Financial Officer

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Rabbit Holdings Public Company Limited and its subsidiaries (Company) are determined to grow the business sustainably through the good governance principles. The Company holds responsibility for society and all groups of stakeholders in accordance with the corporate governance policy. The management framework which harmonized such principles and practices reflects in this procurement policy, which is transparent, honest, fair and is in line with the international practices.


### Objectives of the Sustainable Procurement Policy

- All goods and services are acquired in accordance with approved procurement policy/guideline/procedure
- Procurement is done with standardized practices
- Procurement is most efficient and in an effective manner, for the best value of the Company
- Procurement is transparent, fair and verifiable
- Procurement acts as an enabler, to support both current and future operations
- To consider social, economic, and environmental factors in the procurement process, as part of the effort to contribute to society, the economy, and reduce environmental impacts.

### Scope


This Sustainable Procurement Policy covers the overall life cycle of procurement as follows:

1. Supplier Database
2. Supplier Analysis
3. Supplier Sourcing
4. Procurement Approval
5. Supplier Evaluation

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## Principles

- Procurement must be based on necessity and reasonability, for the best interests of the Company, according to the procurement policy/guideline/procedure and has been approved by the authorized person according to the Chart of Delegation of Authority (DOA).
- Procurement process must consider the budget, quality, price, quantity, value, and the efficiency of service or product delivery, while also considering social, economic, and environmental factors as part of the procurement decision-making process.
- Procurement can be made when there is an available budget and has been approved by the authorized person according to the Chart of Delegation of Authority (DOA).
- Procurement approval shall be in accordance with the Company's procurement policy, guidelines and procedure, according to the Chart of Delegation of Authority (DOA). If there is a necessity with valid reasons and for best benefit of the Company, the higher authority can approve or suspend the right of lower-level authorized person to sign for procurement.
- Separation of procurement, by any means, to avoid having to follow the procurement policy/guideline/procedure or to lower limits to avoid approval by the Chart of Delegation of Authority (DOA) cannot be done.
- Employees and the seller shall be responsible for maintaining the procurement-related documents and information e.g. technical information, material properties, procurement processing documents that allow the Company to maintain business advantages, or the seller's price proposals, contracts that are the Company's confidential information and prohibited from disclosure to third parties.
- The Company has a policy against all forms of corruption, both direct and indirect actions. Demanding or receiving bribes is prohibited, including not ignoring or neglecting fraud related to the Company. All employees shall strictly follow these rules.

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- The interpretation of the procurement policy/guideline/procedure is the Company executive committee's authority who will jointly proceed for consideration and interpretation.

## Enforcement

- This Sustainable Procurement Policy applies to the procurement of:
  - 1) Rabbit Holdings Public Company Limited and its subsidiaries which means subsidiaries, affiliated companies, joint ventures, joint investments, and others that Rabbit Holdings Public Company Limited and its subsidiaries administer the procurement.
  - 2) Other companies in which the Company manage the procurement for, and that other companies have specified to use the Company's procurement policy.
- The issuance of procurement guidelines and procedure shall not conflict with the currently enforced procurement policy.
- Amendment to the sustainable procurement policy must be approved by the Board of Directors and, once it comes into effect, the sustainable procurement guidelines and sustainable procedure must be revised to be in line with the foregoing amendment.

## Disciplinary Action

Any persons, with intention for corruption or with no authority, who deliberately take actions of violation, or do not comply with the procurement policy/guideline/procedure, or take any actions including behaviors that facilitate acceptance of bribe for the price proposals, or obstruction in fair price proposals, demand of interests that cause damage to the Company are considered to violate the employee discipline.

## Transitory Provision

This Policy does not affect any procurement that was performed before the date this policy becomes effective.

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