



# Policy and Control of Licensed Software Usage

Khon Kaen Sugar Industry Public Company Limited  
and Group Companies

## Policy and Control of Licensed Software Usage

To enable company executives and employees to perform their duties efficiently and without violating software copyrights, the company hereby appoints "KSL IT CENTER Co., Ltd. (KSL IT CENTER)" to inspect, control, and supervise the company's software usage, with authority to remove unauthorized software. Company executives and employees must comply with the following:

1. Company executives and employees are required to use only company-owned computers and legally licensed software programs held by the company for business operations. Installation of programs unrelated to work duties is prohibited, as is the installation of any software without proper legal licensing.
2. The company limits the licensing rights for executives and employees to install and use software on company computers as follows:
  - A) Operating System: MS-Windows Professional or other operating systems as designated by KSL IT Center.
  - B) Utility Software: Microsoft Security Essentials, antivirus systems as designated by KSL IT Center, or other software to be designated for future use.
  - C) Application Software: MS-Office Standard or other software as designated by KSL IT Center.
  - D) Specialized and Department-Specific Application Software: Autodesk, AutoCAD, Adobe Photoshop, Adobe Illustrator, Solidworks, Acrobat Professional, etc., which must have complete documentation demonstrating software usage rights.
  - E) Tools: Freeware software that is not software designed to unlock program usage status that violates copyrights unauthorized by the program owner (Crack), which can be easily verified. Software usage rights must be verified with KSL IT Center before installation and use.
3. Company executives and employees are prohibited from copying any software programs onto CDs, DVDs, Flash Drives, and Hard Disks through company computers, whether on computers under employee supervision or server computers.
4. Company executives and employees are prohibited from installing or downloading software without proper legal licensing on company computers in use or server computers. If discovered by external agencies, the user and/or possessor of such equipment shall be solely responsible for damages incurred to external parties.

5. Company executives and employees are prohibited from connecting computers or notebooks that are not company property to the corporate network system without authorization, or using them within the company premises, even without LAN or WiFi network connection. If violations under the Computer Act are discovered through the company's network or otherwise, and/or software copyright infringement is found on such equipment, the individual shall be responsible under the Computer Act and liable for all internal and external damages. Should there be a desire to request usage, such equipment must be inspected by company IT personnel, and the MAC Address of the equipment or devices to be connected to the network or used standalone must be reported to company IT personnel, along with submission of a copy of national ID card for registration and evidence keeping.
6. Company executives and employees are prohibited from bringing external software not designated for use. However, if necessary for work operations, approval must be obtained from the authorized personnel of the respective department or division beforehand, and KSL IT Center must be notified immediately to proceed with legal software procurement before installation and use.
7. Company executives and employees using computers for work operations shall provide assistance to KSL IT Center personnel in conducting inspections to ensure convenient and expeditious operations.
8. KSL IT Center will periodically inspect software usage on all user computers within the organization by sending written notification to departmental executives responsible for oversight of this matter, and shall prepare inspection reports and actions for submission to the company's Managing Director and responsible executives within 3 working days.

**Upon discovery of violations, penalties shall be established as follows:**

1. When KSL IT Center personnel discover the use of software without proper legal licensing, personnel may immediately remove the copyright-infringing software. If there is a need to use such software, a purchase order must be processed correctly through proper procedures before actual use to enable usage again.
2. If company executives and employees violate and continue such actions, having previously appeared by name in KSL IT Center inspection reports, company executives and employees consent to the company's consideration and determination of corporate disciplinary penalties.

3. If copyright infringement is discovered by external agencies, company executives and employees who violate shall be responsible for resulting damages under the Copyright Act B.E. 2537, B.E. 2558 (Amendments No. 2 and 3), Computer Crime Act B.E. 2550, B.E. 2560, Copyright Act B.E. 2561 (Amendment No. 4), and related future legislation.

To prevent users from unknowingly installing copyright-infringing programs, KSL IT Center or IT Corporate of each site shall hold Administrator passwords for PCs used by workers in their operations. Should any user wish to install any program for use, they must obtain supervisor approval, properly procure licensed software, then notify KSL IT Center or IT Corporate of each site to install such programs. KSL IT Center or IT Corporate of each site shall maintain a registry controlling various software licenses for immediate verification of compliance.