

laws, the Company's regulations and its best practices.

9.3 To record the minutes of the meetings of the Board of Directors and Shareholders including to inform resolutions of these two meetings to the management and monitor the compliance with such resolutions through CEO.

9.4 To prepare and keep the following documents:

(a) Registration of Directors

(b) Invitation letter to attend the Board of Directors' meeting, minutes of the Board of Directors' meeting and the Company's annual report

(c) Invitation letter to attend the Shareholders' Meeting and minutes of the Shareholders' Meeting.

9.5 To keep and maintain a report of interest as filed by directors and executives.

9.6 To disclose information and reports under his responsibility to supervisory agencies based on the authorities' regulations.

9.7 To communicate shareholders' rights and the Company's information to shareholders.

9.8 To provide recommendations and information relating to laws and regulations that the Board is required to know and comply with; and to regularly monitor accurate compliance.

9.9 To oversee activities of the Board of Directors to ensure that directors can effectively perform their duties.

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CSR



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Corporate Social Responsibility

Throughout its 30 years in operation, MK Restaurant Group Public Company Limited has placed a strong emphasis on good corporate governance as well as commitment to ethical principle. As a result, the Company's guidelines and policies clearly reflect corporate social responsibility (CSR). Its internal management systems, knowledge creation, and human resource development proceed based on a conviction that a good organization shall enjoy sustainable growth in a happy society. True to its slogan of sharing "Happy Moments", the Company aims to expand its CSR dimensions even further:

CSR-in-Process

- **Fair Business Practice**

To ensure transparent business practice, the Company has laid down policies to treat suppliers fairly and equally. In other words, The Company requires that remunerations and benefits involved are on the basis of equality and fairness to suppliers as well as all parties involved in the whole supply chain.

At the Company, commitment and punctuality are the heart of the business. Therefore, if any dishonestly-gotten benefits are detected, the Company is ready to

disclose details related to the case to suppliers and to engage them in solving the issue fast and fairly. In addition, the Company has the policy to proceed in line with the good framework of competition. The Company shall neither violate nor acquire through unscrupulous means trade secrets of its competitors. Also, it shall never seek its competitors' confidential information via any dishonest or improper methods. Strictly, the Company shall not damage its competitors' reputation with false and malicious accusations.

- **Anti-Corruption Practice**

As the aggravating corruption problem stretches its root into all sectors of the Thai society, social and economic development has faltered. Damages also happen in the face of raging graft. In a bid to efficiently solve this problem, leaders from both government and private sectors have joined forces in pursuing corruption-free practice on a serious and continued basis. Such cooperation has been embraced by the business sector as well.

Listed on Stock Exchange of Thailand (SET), the Company makes it an important mission to set a good example of corruption-free practice for other players in the private sector to follow. The Company, after all, is committed to conducting its business in line with ethics, good corporate

governance, transparency, and accountability, free from any form of corruption. In pursuit of tangible results, the Company via its chairman and CEO ratified the Declaration on Thailand's Private Sector Collective Action Coalition against Corruption on September 23, 2014. The chairman and CEO of the Company also established the anti-corruption panel on October 24, 2014 for the purpose of suppressing corruption with great efficiency. The panel is tasked with reviewing the Company's anti-corruption measures, and formulating practical policies/guidelines on anti-corruption.

In addition to prescribing clear-cut policies against corruption, the Company has also inculcated in its employees the attitudes of not taking any bribe

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or gift from others. In events that employees have to accept gifts on special occasions, all these gifts shall be used for public benefits.

● **Respect for Human Rights**

"MK Culture" serves as a key tool and guideline for the Company's promotion of respect for human rights. It, in addition, is the driving force behind the Company's operation. At the Company, management style allows all its members to work toward shared goals like they are in one same family. The Company has treated all its employees equally and fairly. There is no discrimination on the basis of social class, ethnicity, nationality, domicile, complexion, sexual preference, and religion because the Company is well aware these factors are no indicators of human value. The Company firmly believes that all humans have their honor, dignity, rights and liberty.

"MK Culture" serves as a key tool and guideline for the Company's promotion of respect for human rights. It, in addition, is the driving force behind the Company's operation.

Moreover, the Company has offered job opportunities to people with visual impairment or communication disorders because it has confidence in their potential. Many of the Company's employees are people with such disabilities and they are assigned to jobs that are within the scope of their capabilities. The Company has recruited them in a hope of helping them attain the quality of life.

● **Fair Labor Treatment**

Recognizing that employees are highly valuable and crucial to its success, the Company has treated them fairly in term of opportunities, remunerations, transfers, promotions, as well as potential development as follows:

- (1) The Company is polite to its employees, and respects their individuality as well as human dignity;

- (2) The Company offers fair remunerations to its employees;
- (3) The Company provides safe work environment to its employees both in terms of their lives and their property;
- (4) Any appointment, transfer, reward or punishment for the Company's employees are done, in good faith, based on their knowledge, abilities, and qualifications;
- (5) The Company recognizes the importance of human resource development, thus offering comprehensive and regular opportunities for its employees to enhance their knowledge and abilities;
- (6) The Company listens to employees' opinions and recommendations when they are based on their occupational knowledge;

- (7) The Company strictly complies with laws and regulations related to its employees;
 - (8) The Company refrains from any unfair action, which otherwise could affect employees' job security, intimidate employees or put them under pressure.
- The Company, moreover, has established the Employee Relations Department so as to provide a channel via which employees can seek counseling or discuss grievances. Employee visits are regularly carried out at the Company's branches both in Bangkok and other provinces so as to check employees' well being and extend assistance. The welfare offered by the Company to its employees is indeed better than what is required by laws. For example, the Company has even offered a pension fund for its employees. It, in addition, has organized Big Cleaning activities



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to ensure that its work environment is in line with hygienic standards.

Inspired by the Thai Health Promotion Foundation's Happy Workplace concept, the Company has also implemented the Happy 8 project to help its employees acquire sustainable happiness through eight means. They are good health, kindness, morality, knowledge, smart use of money, good family, relaxation, and sharing happiness with others, all of which can help building a good and sustainable society.

As the Company has placed a strong emphasis on occupational safety, it has organized training on fire drills every year. Its workplaces are also well-prepared, with adequate safety equipment to ensure that its employees can enjoy safety and good work environment.

● **Responsibility to Consumers**

The Company has paid serious attention to customers' health and safety, thus underlining that all items on its menu must be clean and of good quality. Its food-safety experts have monitored food-safety standards at all stages right from the receipt of ingredients, cooking at central kitchens, food delivery to branches nationwide, to food storage at each branch. In addition, the Company has

provided training to all its employees so that they understand and can follow the Company's standards. Various institutes have certified the Company's standards. Certifications include:

- ISO 9001:2008 certification for quality management system: It certifies that MK central kitchens use quality-management and food-safety systems that are on par with international standards;
- Hazard Analysis Critical Control Point (HACCP) certification: The HACCP management system ensures food safety by prescribing critical control points in food-manufacturing industry. To create food safety, HACCP standards apply to all players in the food chain from primary producers to end consumers;
- Good Manufacturing Practices (GMP) certification: The Company focuses on GMP as it aims to deliver quality products. GMP here covers the manufacturing process at central

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- kitchens, manufacturing equipment and the delivery to end consumers;
- Fruit/Vegetable Contaminant Testing certification from the Department of Medical Sciences, the Public Health Ministry: It certifies that the Company can conduct tests on fresh vegetables and fruits for contaminants in a systematic manner. The tests and their results are verifiable.
- Food Safety certification from the Department of Medical Sciences, the Public Health Ministry: It focuses on determining whether any food item is contaminated with borax, salicylic acid, sodium hydrosulfite, formalin or pesticide.
- "Q Restaurant" certification from a program of the National Bureau of Agricultural Commodity and Food Standards, Ministry of Agriculture and Cooperatives: This program encourages restaurants to use Q products, or materials produced in line with good manufacturing practices so as to ensure that consumers can enjoy safe products;

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- Certification from the "No MSG" project, the Food Institute, the Ministry of Industry: The Company has won this certification after the Food Institute inspected its systems and conducted tests on samples of its food, seasoning and sauces with lab results showing that all MK dishes are free from MSG or Monosodium Glutamate. The Food Institute has now granted "No MSG" certification signboard to all MK branches.
- The Company has closely monitored the level of polar compounds in reused oil for deep frying. No reuse is allowed when the level exceeds safety limits. In addition, the Company sells its used oil for the production of biodiesel only.
- Aware that consumers prefer "natural" food ingredients, the Company has seriously tried to use natural food dyes for its dishes. Although this policy incurs

a higher financial cost, the Company goes ahead with it to assure consumers that they enjoy chemical-free food at MK restaurants.

● **Environmental Care**

The Company has accorded much importance to environmental care. For the purposes of protecting ecological system and environment of communities in which the Company operates its business, the following actions have been taken:

- Infected waste has been disposed at the microbiological lab of the Company's factory, using sterilization at temperature of 121 degrees Celsius. The Company has also treated its wastewater, with water-quality tests conducted on the treated water to ensure that it is on par with proper standards under the Factory Act of B.E. 2535, the Ministry of Industry, before any discharge to public waterways.



On the control of its environmental impacts, the Company has strictly complied with the standards of the Department of Industrial Works, international standards, and all applicable laws and regulations.

- On the control of its environmental impacts, the Company has strictly complied with the standards of the Department of Industrial Works, international standards, and all applicable laws and regulations.
- The Company has encouraged its employees to use available resources with prudence and maximum efficiency for example by means of recycling paper, saving water, and separating garbage.
- In line with its care for the environment, the Company has replaced "bamboo chopsticks" with "plastic chopsticks" that are resistant to high heat, washable, and reusable.
- Since late 2013, the Company started installing LED lamps at its new branches as such type of bulbs is energy-saving and durable. The Company has also planned to replace old bulbs at all its older branches with LED lamps in the future.
- On transportation process, the Company has an efficient fleet-management system in place. Its fleet of 150 delivery vehicles adopts the speed range of between 80 and 90 kilometers per hour, which is found to have been the most petrol-saving range and the prevention from car accident. All these vehicles are equipped with GPS (Global Positioning System) devices, which allow the Company to conveniently





The Company has provided service training courses to these students in line with the MK Training Center's dual-education curriculum for senior secondary education.

manage and check their routes.

● **Community and Social Development**

(1) Dual Education Project

The Company has joined hands with the Office of Vocational Education Commission (Ovec) in organizing the "Dual Education System Project". Combining vocational education with on-the-job training at a business premise, this project seeks to help vocational students acquire practical knowledge, abilities and qualifications required by entrepreneurs prior to their graduation. This project is open to students of both vocational-certificate and high-vocational-certificate levels from more than 20 participating colleges. In addition to the on-the-job training, it has also offered some other training courses and various other useful activities for the students such as a commencement ceremony.

(2) Project to Support Hearing-Impaired Students

The Company has supported communities by offering job opportunities to students from three schools for the deaf namely Thungmahamek School for the Deaf, the Nonthaburi School for the Deaf and the Nakhon Pathom School for the Deaf. Under this project, the Company has provided service training courses to these students in line with the MK Training Center's dual-education curriculum for senior secondary education so as to help them acquire necessary skills. As parts of the courses, the students are brought on tour around and



on-the-job training at MK branches. Following the training, students may apply for jobs at the Company if they wish to earn income or more experiences. For the convenience of these students, designated officials of the Company can coordinate with their schools and give them jobs at an MK branch closest to their home. At present, a number of hearing-impaired have continued to work for the Company either as part-time or full-time employees.

(3) Project for Student Trainees/Cooperative Education Students

The Company has conducted PR activities so as to recruit trainees and co-operative education students to work at MK restaurants during their school breaks. Under this project, students will get both experiences and wages. In addition, participating students will also get

certificates of training from the Company.

The Company, moreover, has supported two camps for youth development. One is the Youth Camp by Yuen Poovarawan of the Kasetsart University and the Kiddy Camp by Se-Education Company. These two annual camps are held to help the youth learn various things from their surroundings.

(4) Cook House / Library Project

The Company has constructed a cook house for the Sathira Dhammasathan. Believing that this place is the Thailand's only Dhamma-practice facility for females to have the potential of becoming a university, the Company wishes to play a role in developing good, clean and hygienic environment for its food for the benefits of its female users. The cookhouse constructed

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by the Company is clean and modern.

Moreover, the Company has created a library for Pai Dam Temple in Sing Buri province for the educational benefits of monks, novice monks and local people.

Innovations

The Company has constantly introduced innovations to its business. It is the first to have replaced gas stoves with electric pots in Thailand. In addition, it has also replaced brass strainers with stainless strainers. To completely

The Company, moreover, has equipped its employees with PDA devices to speed up food-ordering process. Customers can thus enjoy faster and more efficient services.

prevent the risk of an electric shock, the Company has also introduced pot with induction system. The Company, moreover, has equipped its employees with PDA devices to speed up food-ordering process. Customers can thus enjoy faster and more efficient services. The Company also has brought the robots for food serving.

At present, the Company has been experimenting with an innovative self-ordering system. More than 10 branches of the Company have had a tablet on its table so that customers can conveniently use that tablet in ordering food by themselves.

Guided by its focus on its customers' good health, the Company has worked with the Mahidol University's Food Institute in developing a special calories-calculation system. At the end of each meal at the MK restaurant, customers can thus get a slip showing the amount of calories and nutritional facts. The information



Recognizing the importance of corporate social responsibility (CSR), the Company has constantly donated money and extended assistance to various organizations such as educational institutes and public hospitals.



is useful for customers' healthcare.

CSR-After-Process

Recognizing the importance of corporate social responsibility (CSR), the Company has constantly donated money and extended assistance to various organizations such as educational institutes and public hospitals. In the hope of delivering the good quality of life to the hospital's dedicated staff via the delivery of good food, the Company has set up four restaurants at Siriraj hospital's new building or "Piyaraj Mahakarun". They are MK Suki, Yayoi, Hakata Ramen and Le Petit outlets. The net income after expenses of these four outlets will donate to Siriraj Hospital.

In addition, the Company has donated money to Siriraj hospital for the construction of Intermediate Coronary Care Unit (ICCU) and quarantine unit.

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