



Responsible Artificial Intelligence Policy
Thai Vegetable Oil Public Company Limited

Responsible Artificial Intelligence Policy

1. Introduction

Today, Artificial Intelligence (AI) technology is capable of creating content in a wide variety of forms, such as text, images, video, audio, and source code, through instructions or prompts defined by the user. It can also generate realistic content and interact with users in a manner similar to humans, helping to reduce time and increase efficiency in operations, from drafting memoranda, writing articles, writing programs, and solving technical problems, to preparing presentation documents, creating public relations media, and any other content the user wishes to create.

However, when Generative AI technology is used to create content, it may unintentionally produce false information leading to misunderstanding (Misinformation), or deliberately produce false information intended to mislead (Disinformation). Such cases are classified as one of the most severe global risks under the World Economic Forum's Global Risks Report 2023–2024, because content generated by Generative AI technology may lead users to believe that the information is accurate, reliable, and ready for immediate use, without considering the suitability and limitations of the technology, particularly its limitations in the Thai language, and in understanding the context or culture of Thailand or of a given organization. This may give rise to negative impacts on individuals, organizations, society, and the nation, such as:

- Unintentional false information causing misunderstanding (Misinformation) and deliberate false information intended to mislead (Disinformation)
- Content that is factually inaccurate (Confabulation)
- Content that is dangerous or violent (Dangerous or Violent Recommendations)
- Content that affects data privacy
- Content that touches on sensitive issues or is contrary to ethical principles (Sensitive and Ethics Context)
- Content containing incomplete or distorted information (Information Integrity)
- Content that gives rise to bias or discrimination (Bias and Discrimination)
- Leakage of personal data (Personal Data Leakage)

- Infringement of intellectual property (Intellectual Property Infringement)
- Information security
- Any other impact that may arise from Generative AI technology or similar technologies

The Company therefore considers it appropriate to establish an Acceptable Use Policy for Generative AI (Acceptable Use Policy: Generative AI) for use within Thai Vegetable Oil Public Company Limited.

2. Objectives

This Policy sets out the key content to serve as a guideline for training, awareness-building, communicating the consequences of non-compliance, and providing examples of appropriate and inappropriate behavior (Do's and Don'ts) in the use of Generative AI technology, together with a list of Generative AI applications or services recommended by the Company. Its purpose is to enable employees, workers, personnel, and contractors of the Company to use Generative AI technology correctly, appropriately, responsibly, safely, and efficiently, while preventing risks that may arise from inappropriate use. The objectives of this Policy are as follows:

- 2.1 To provide employees, workers, personnel, and contractors of the Company with guidelines for using Generative AI technology correctly, appropriately, and efficiently.
- 2.2 To ensure that the use of Generative AI technology complies with applicable laws, rules, regulations, notifications, and other requirements, and to prevent risks arising from misuse that could impact individuals, the Company, society, and the nation.
- 2.3 To enhance awareness and understanding of the responsible and compliant use of Generative AI technology, enabling its correct, and appropriate use in accordance with the guidelines established by the Company.

3. Scope

This Policy covers the use of Generative AI technology in carrying out the Company's mission, and applies to employees, workers, and personnel, as well as contractors assigned to carry out the Company's mission (collectively referred to as "Users"), who use Generative AI technology in the performance of duties as required by law.

4. Definitions

“Company” means Thai Vegetable Oil Public Company Limited.

“Top Management” means the Chief Executive Officer.

“Supervisor” means an executive or employee responsible for overseeing, supervising, controlling, or managing the work performance of employees under their responsibility.

“Personnel” means employees of the Company at all levels.

“Contractor” means a person or juristic person who has entered into a contract with the Company, including agents, employees, or subcontractors under the contractor’s responsibility pursuant to such contract.

“Policy” means the Acceptable Use Policy for Generative AI (Acceptable Use Policy: Generative AI).

“Artificial Intelligence (AI)” means technology developed to enable computer processing systems, robots, machines, or electronic devices to have characteristics or behaviors resembling humans, for purposes defined by humans, such as learning, perceiving and responding to the environment, reasoning, and problem-solving.

“Generative AI Technology” means a type of AI technology capable of creating new content in various forms based on text or instructions (Prompt) defined by humans, such as text, images, video, source code, or other formats.

“Personal Data” means information relating to a natural person that enables the identification of that person, whether directly or indirectly, but not including information of a deceased person specifically.

“Sensitive Personal Data” means personal data as stipulated under Section 26 of the Personal Data Protection Act B.E. 2562 (2019), which includes data on race, ethnicity, political opinions, beliefs in cults, religion or philosophy, sexual behavior, criminal records, health data, disability, trade union data, genetic data, biometric data, or any other data of a similar nature as announced by the Personal Data Protection Committee.

5. Guidelines for the Acceptable Use of Generative AI Technology

5.1 Acceptable Use of Generative AI Technology in Carrying Out the Company's Mission

5.1.1 Users must study information on each type of Generative AI technology to build an understanding of its fundamentals, capabilities, benefits, risks, and limitations, so that they can apply Generative AI technology appropriately, efficiently, and in a manner consistent with the objectives of the assigned work.

5.1.2 Users may apply Generative AI technology to support operations in the following contexts:

- (1) Data analysis and report preparation
- (2) Writing code or programs
- (3) Drafting letters or documents, such as memoranda, policies, or recommendations
- (4) Providing preliminary advice or guidance for problem-solving
- (5) Creating content for internal communications
- (6) Creating public relations media
- (7) Other tasks assigned by a supervisor

The application of Generative AI technology must be solely for the benefit of the Company and in accordance with the assigned mission.

5.1.3 Users must use Generative AI technology with good governance, appropriately, securely, and in compliance with applicable laws, regulations, rules, notifications, or orders of the Company and other relevant requirements.

5.2 Prohibitions on the Use of AI Technology

Although Generative AI technology is a tool that helps support and enhance the efficiency of Users' work in many respects, its use must remain within an appropriate scope and must not cause damage to any individual, the Company, society, or the nation. The Company therefore establishes the following prohibitions for Users of Generative AI technology:

- (1) It shall not be used as a substitute for a User's judgment in high-risk decisions, such as legal, medical, or financial decisions, or decisions that may affect a person's life, property, or rights.
- (2) It shall not be used to create false information or content that may cause damage to a person, the Company, or society, or that may lead to misunderstanding or conflict in society.
- (3) It shall not be used to use or disclose the Company's confidential information, including confidential documents or information that may affect the Company's operations.
- (4) It shall not be used to process personal data without the consent of the data subject, or in a manner that may constitute an offense under the Personal Data Protection Act B.E. 2562 (2019) or other relevant laws.
- (5) It shall not be used in a manner contrary to good governance, morals, ethics, or good conscience, or with dishonest intent.
- (6) It shall not be used to create content that infringes copyright or intellectual property, including reproducing, copying, or adapting the work of others without authorization.
- (7) It shall not be used to create content that promotes discrimination on the basis of race, religion, gender, age, disability, or social status, which may be contrary to law and human rights principles.
- (8) It shall not be used to carry out any act that may constitute an offense under applicable laws, rules, regulations, notifications, orders, or other relevant requirements.

5.3 Confidentiality and Personal Data Protection

The use of Generative AI technology, particularly free-of-charge services, may carry a risk that data entered or exchanged by Users with the system could be accessed or recorded and used to train Generative AI models in order to improve system performance. Accordingly, to prevent data leakage, violation of individual rights, or damage to the Company, external parties, or relevant persons, Users must observe the following:

- (1) Internal Company information and confidential-classified information (such as passwords, contract, documents or correspondence marked confidential, or information relating to internal Company projects) must not be used in conjunction with Generative AI technology.
- (2) Where it is necessary to use Generative AI technology together with internal organizational data, confidential-classified information, personal data, or sensitive personal data, Users must use only the Generative AI technology designated by the Company, and must obtain approval from the most senior supervisor in the relevant line of work prior to any such use.
- (3) In the event of any doubt regarding information security or legal requirements, Users must consult with their supervisor or relevant officer before taking any action.

5.4 Information System Security in the Use of Generative AI Technology

- (1) Information that may affect the security of information systems (such as passwords, API keys, or system configuration details) must not be used in conjunction with Generative AI technology.
- (2) Source code generated by Generative AI technology must be verified before use, with careful consideration of accuracy and thorough vulnerability checking.
- (3) If a security incident arising from the use of Generative AI technology is identified, Users must immediately notify their supervisor through the appropriate chain of command and comply with the Work Procedure for information security incident management.
- (4) In using Generative AI technology, Users must maintain cybersecurity, information system security, data security, and other relevant security throughout the course of use.
- (5) The Company will continuously monitor Users' use of Generative AI technology in order to maintain the Company's security.

5.5 Reducing or Avoiding Bias and Discrimination

Results generated by Generative AI technology have the potential to produce negative, biased, or divisive content, which may be widely disseminated and difficult to control

once released, potentially causing reputational or psychological harm, as well as bias or discrimination against individuals or groups. Users must therefore exercise caution and observe the following:

- (1) Content generated by Generative AI technology must be reviewed before use or public disclosure, in order to reduce or avoid unfair bias or discrimination.
- (2) Users must exercise caution when using Generative AI technology in operations that may affect the rights of individuals or groups, or that may impact the principle of equality and human rights standards.

5.6 Duties and Responsibilities

The use of content generated by Generative AI technology may have negative impacts on individuals, organizations, society, and the nation, whether intentional or unintentional, for which neither the Company nor Users may disclaim responsibility. Accordingly, Users and other persons involved in the use of Generative AI technology have the following duties and responsibilities:

- (1) Users must inform their supervisor of the purpose, scope, and nature of the collaboration between the User and AI technology (AI-Human Involvement) every time Generative AI technology is used in the course of work.
- (2) Users must comply with the criteria and methods for using Generative AI technology as set out in this Policy, and must strictly verify content generated by Generative AI technology before use or disclosure, particularly content relating to legal matters, financial information, or sensitive information, giving consideration to the following:
 - The accuracy of the content
 - Whether the use or disclosure of the content could lead to unlawful conduct, including infringement of copyright, trademarks, or other intellectual property
 - Equality and non-discrimination against individuals or groups
 - The preservation of confidentiality and protection of personal data

- Security impacts and risks that may arise from use
 - Any other negative impacts that may arise for individuals, the Company, society, and the nation
- (3) Users must immediately report to their supervisor if any error or issue arises from the use of Generative AI technology, whether relating to inputs or outputs that may have negative impacts on individuals, the Company, society, or the nation, so that corrective measures may be taken promptly.
- (4) Supervisors and Users must continuously monitor, review, and evaluate the efficiency and effectiveness of the use of Generative AI technology, in order to improve working methods and the selection of Generative AI technology appropriate to the work.
- (5) Where content generated by Generative AI technology is used, it must be labeled, as appropriate, with the statement “This content was generated with the assistance of Generative AI technology,” in order to ensure transparency and prevent misunderstanding on the part of recipients.
- (6) The appointed and assigned unit or working group shall be responsible for reviewing, verifying, and submitting to the Company’s senior management a list of Generative AI applications or services for use within the Company, as appropriate to the level of use.

5.7 Respect for Intellectual Property Rights

- (1) In using or publicly disclosing content generated by Generative AI technology, Users must use only the applications or services designated by the Company.
- (2) In applying Generative AI technology, Users must exercise care to avoid infringing copyright, trademarks, or other intellectual property rights, by verifying that the content generated does not reproduce, copy, adapt, or otherwise exploit the work of another party without authorization, in order to prevent legal violations and potential disputes.

6. Training on the Use of Generative AI Technology

The Company shall provide training to employees, workers, and personnel on the use of Generative AI technology, including proper practices, risks, technological limitations, and potential impacts, at least once per year, on an annual basis.

7. Penalties for Non-Compliance with the Policy

Any employee, worker, personnel, or contractor of the Company who fails to comply with this Policy may be subject to disciplinary action under the Company's regulations, rules, or notifications, or under the terms of their employment contract, as applicable, depending on the case and the nature of the User's relationship with the Company, and may be subject to penalties under applicable subordinate legislation, rules, regulations, or orders. In the event that a User identifies incorrect, inappropriate, or risky use of Generative AI technology that may cause damage, the User must immediately report the matter to their supervisor or the responsible officer.

8. Examples of Recommended and Prohibited Behavior (Do's and Don'ts) in the Use of Generative AI Technology

Do's	Don'ts
Verify the accuracy of information before use.	Use information immediately without verifying its accuracy.
Do not use the Company's confidential information with Generative AI technology.	Use the Company's confidential information with Generative AI technology.
Publish accurate, undistorted information.	Publish inaccurate (Misinformation) or distorted (Disinformation) information.
Always cite the source of information.	Fail to cite the source of information.
Avoid creating biased or discriminatory content.	Create biased or discriminatory content.
Use only tools authorized by the Company.	Use tools that are not authorized by the Company.

Do's	Don'ts
Avoid using content that may infringe copyright or intellectual property.	Use content that may infringe copyright or intellectual property.
Comply with the Company's policies and guidelines.	Fail to comply with the Company's policies and guidelines.
Avoid using Generative AI technology unlawfully or contrary to good governance, morals, and ethics.	Use Generative AI technology unlawfully or contrary to good governance, morals, and ethics.

9. Generative AI Applications or Services

Type of Application or Service	Example Applications or Services
Text generation tools	ChatGPT, Claude, Gemini
Image generation tools	DALL·E, Midjourney, Stable Diffusion
Code generation tools	GitHub Copilot, Codeium, Tabnine
Audio and video generation tools	ElevenLabs, RunwayML

This policy will be effective as of 14 August 2026, and thereafter.

- Signature -

(Dr. Suvit Maesincee)
Chairman of the Board

References

Electronic Transactions Development Agency (ETDA), AI Governance Center (AIGC). Guidelines for the Governed Application of AI for Organizations (AI Governance Guideline for Organizations), website: https://www.etda.or.th/th/Useful-Resource/GovernanceGuideline_v1.aspx