

**KCAR**

Krungthai Car Rent and Lease Public Company Limited

# *Sustainability Report 2017*



## About This Report

Krunghthai Car Rent and Lease Public Company Limited (Company) has prepared the Report of Sustainable Development of 2017 in conformity with the Global Reporting Initiatives (GRI).

The contents of this report is the information collected from the company's business operation during the past year. This report categorises the types of stakeholders, related individuals, and treatment guidelines for stakeholders, to point out the organisational development that leads us to the coveted sustainable development.

The company realised the importance of the business operations in terms of both responsibility toward society and environment and profit-making activities or toward good results of business operations so as to reach the goal of sustainable development. The contents and the accuracy of the information disclosed have been revised by the company's executives, and can be downloaded at [www.krunghthai.co.th](http://www.krunghthai.co.th).

### More information about "Investor Relations"

Email: [sakditouch@krunghthai.co.th](mailto:sakditouch@krunghthai.co.th)





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## KCAR



In August 2004, the Company became a Public Company namely "Krungthai Car Rent and Lease Public Company Limited" and changed in the par value of Baht 1,000 per share to Baht 1 per share.



In June 2005, the Company invested in Krungthai Automobile Co., Ltd., a subsidiary company, whose nature of business is the sales of used cars and leased cars that have exceeded its leasability period under the front name of "Toyota Sure", in which the Company held 37,999,300 baht (accounted to 95% of total shares). As a development, the Company in January this year increased its proportion of investment in the subsidiary company to 100% of the total shares.

For the current moment, the subsidiary company owns three branches of used car outlet

1. Headquarters on Kanchanabhisek road
2. Srinagarindra road branch
3. Kaset branch
4. Kanchanaphisek-Baromarachachonani Branch

Krungthai Car Rent and Lease Public Company Limited registered since January 29, 1992 under the name of "Krungthai Car Rent International Co., Ltd." by Mr. Paiboon Chantaraseekul with registered capital of Baht 4 million which belonged to Chantaraseekul group for 100%. The Company operated car leasing business both short term (daily-weekly-monthly basis) and long term (operating lease 1-5 years)



In November 2005, the Company sold 50 million common shares to the public so that the new Company paid-up capital is as of Baht 250 million. The Company was listed on the Stock Exchange of Thailand by December 2005.





## สารสนเทศประชากรรมาการ

Krungthai Car Rent and Lease Public Company Limited adheres to ethical business practices good corporate governance, honesty, transparency, with clear visionary policies, ethics, business code of conduct, with an adoption of anti-corruption policy. Its policy is composed of terms of use and appropriate guidelines in an effort to prevent corruption and related activities within the company. The board of directors takes responsibility in overseeing and monitoring the company's business operations, with the committee for sustainable development taking responsibility in realising the operations according to the guidelines.

The company has drawn up the sustainable development report under the guidelines of GRI (Global Reporting Initiative) as an internal and external communication, and as a strict guideline in the operations of corporate responsibilities towards society, community, environment, and sustainable development. Its content is related and corresponds with the company's sustainable development masterplan, as stated in the previous issue of the report.

The Company strives to give emphasis on stakeholders. And in line with sustainable development, it can be seen in the conduct of safe driving training session, workshop of basic car maintenance. As a result, the number of recorded accidents was considerably reduced during the past year. In terms of corporate responsibilities towards society and community, the company provided support of car for "Missing Person Centre" of the Mirror Foundation, and "Leua Khor" project of Baan Nok Khamin to be used in their respective missions. The company also provided assistance to youth and children who are socially underprivileged by donating educational equipment, sport equipment and consumer goods through public and private agencies that provide care and assistance to such groups of youth.

In the name of the company, I would like to express gratitude to all members of staff, clients, trade partners, communities, and all stakeholders who have all been supportive to the company's operations and progress toward sustainable development. The company will be operating its business based on the principles of operation that focus on the development of personnel, the management that gives zero impact on environment, and the support for members of staff, clients, trade partners, communities, and stakeholders, to be a part of the social and environmental responsibilities, for the sake of sustainable development.



(Mr.Pithep Chantarasereekul)  
Chairman

## Overview of Business

Krunghthai Car Rent and Lease Public Company Limited operates the rented car as operating lease with the agreement of not more than 5 years and short term rent of not more than 1 year. In addition the Company also sell the expired leasing car via distribution channels which are subsidiary companies (Krunghthai Auto Mobile co., Ltd. "Toyota Sure Krunghthai Used Cars") that bring the profit of selling expired leasing car as well.

### Nature of Business

#### 1. Operating Lease

The operating lease covers a lease term from one year to five years. The target groups include medium and large corporations, multinational corporations, government agencies and state enterprises having demand for vehicle services together with comprehensive supplementary services to reduce their unnecessary expenses relating to vehicle operation and management. The company provides first class insurance for all cars and the Company responsible for the expense related to the vehicle i.e. expense for registration and vehicle tax, inspection expense, maintenance expense including 24 hour-call center to support the client in case of emergency and car replacement in case of accident or loss.



#### 2. Short Term Rent

The Company provides a short-term rental service on a daily, weekly and monthly basis, focusing on the existing operating lease customers who additionally require a short-term rental and other individual and corporate customers.



#### 3. Purchase and Sale of Used Cars

In addition to car rental both of Operating Lease and short-term contracts which are the main business of the Company as above mentioned. The Company conducts its business support services for car leasing is the purchase and sale of used cars operated by a subsidiary company, Krunghthai Automobile Co., Ltd. ("Krunghthai Automobile") under the commercial name "Toyota's Krunghthai Used Car" which has 3 branches on the Karnchanapisek Road, Khet Bangkhuae, Bangkok, the second branch located on Srinakarindra Road, Khet Prayet, Bangkok, the third branch located on Phahon Yothin Road, Khet Bangkok, and the fourth branch located on Kanchanaphisek-Baromarachachonani Road.



## Policy of Sustainability for Society, Community, and Environment

“The Leading Car Rental company focusing on distinguished services, underlining the business growth in sustainability way, emphasizing on the business partners collaboration and customer-value creation philosophy, developing staff skills to progress and professional-liked while nourishing them the morality, community, social and environment responsibilities under the good corporate governance practices.”



### Aims of the Company's CSR Activities and the Organization's Sustainable Growth

1. To develop the work of service and the business operation to make the organization more competitiveness with fair treatment of stakeholders in mind.
2. To develop the human resource in the organization in terms of knowledge, ability, and career future.



*Professionalism: proficiency and responsibility to ensure the excellence of quality*

*Partnership: service and relationship which bring about customers' top satisfaction*

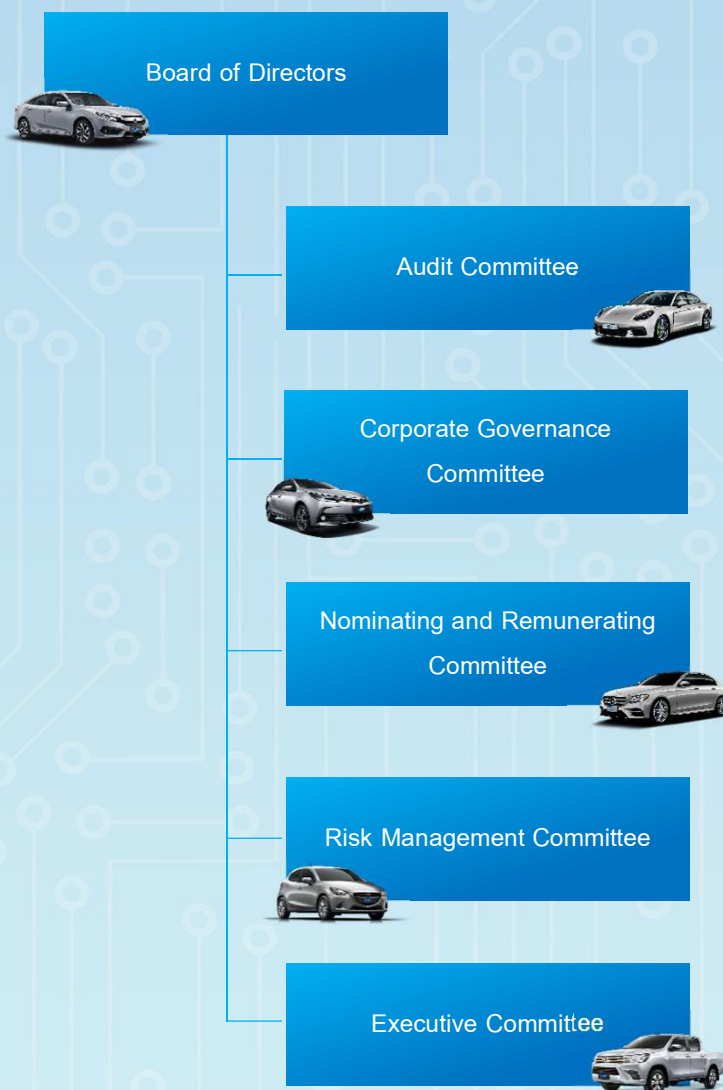
*Dynamism: determination, dedication, and continual amelioration to secure the standpoint of car rental business on a sustainable basis*

## Intra-Organizational Sustainable Management

The company adheres to the principles of good governance as the good governance is empirically believed to maximize the competitiveness and efficiency in the management of the organization, which, in turn, creates added value for the company, shareholders, and stakeholders, in the long run. The policy about the company's business management is stated in the annual report of the year 2017.

The company has set the goal of the good governance, starting from the clear structure of management, nomination and recruiting of knowledgeable board of directors with visionary management skills, designation of responsibilities among the board of directors, complete, transparent, and timely disclosure of information, transfer of policy and guidelines to inform the executives and employees of guidelines of the organization.

**Sustainable Management Structure** as at 31 December 2017



ทั้งนี้ได้กำหนดวัตถุประสงค์ อำนาจหน้าที่ของคณะกรรมการชุดย่อยดังกล่าวมานี้ไว้แล้วในรายงานประจำปี 2560



## Risk Management in the Aspects of Society and Environment

Besides the risk management for the operations of business in various aspects as stated in the annual report of 2017, the company also realises the importance of risk management in the aspects of economy, society, environment, including the creation of long-term added values for stakeholders. The company, therefore, appointed a risk management committee to conduct an evaluation, in order to efficiently plan and manage the risks should it emerge in the future.

The company also takes into account the business management in the aspects of health and environment in the work done inside and outside the organisation. Although the company's business operations do not directly affect the environment, it concerns about possible indirect impact emerged from the car rental business, such as the waste from car maintenance. The company has set a guideline of intra-organisational management procedures to minimise the impact created by the company's business operations.



## Anti-Corruption Policy

The company realises the importance of the business operations under good governance principles by putting emphasis on honesty, transparency, responsibility, and awareness of rules and regulations set by the law and by relevant standards. The company decided to sign up for the "Alliance of Anti-Corruption Practices in Private Sector" to express the company's determination to eradicate any forms of corruption.

To guarantee that the company has laid out a series of policy to set responsibilities, procedures, and regulations on appropriate actions to prevent any corrupted activities in the company's business transactions. And to prevent the risk of corrupted activities, the company has written up a set of "Anti-Corruption Guidelines" to express clear policy in operating business, so that the company advances itself to the promising sustainable development.

This report only reveals certain parts of the "Anti-Corruption Policies", the full article on anti-corruption policies are available for viewing on the company's web site [www.krunghthai.co.th](http://www.krunghthai.co.th)

### Definition

Corruption means bribery of any forms offered by promising to give, deliberately offering, or asking for money or other benefits other than those specified in the code of conducts for government and private sector workers, or for persons of direct and indirect authority, to coerce or force person or persons to wrongly refraining to perform duties so that the business can go on as planned, so that the business is referred to by suggestion, or so that the business can secure its wrongly-earned benefits. The code of conducts can be exempted on the exception of the law, regulations, announcement, rules, traditions, local traditions, or trading customs.

### Responsibilities

**1) Member of the Board of Directors** have the duties to prescribe policies, ensure that the operations happen, and supervise the efficient anti-corruption system so that they can be certain that the executives realise and are aware of the anti-corruption efforts on the level that it has become organisational culture.

**2) Member of the Audit Committee** have the duties to inspect the financial report and related accountancy details, internal control system, and the risk management system, to ensure internationally accepted practices, with conciseness, suitability, modernisation, and efficiency.

**3) Directors, Administrators, and Executives** have the duties to ensure the existence of supporting system for the anti-corruption policy so that the company may be able to communicate with its employees and related persons. They also have duties to revise the policy so that it can be used in any possible changing situations, for example, business conditions, regulations, and rules of the law.

**4) Internal Auditors** have the duties to check and inspect that the operations are up to the policy and regulations, protocols, and laws; so that the control system is suitable and sufficient for the possible corrupted activity that may emerge; and report to the Audit Committee.

**5) Board of Directors, Executives, and Employees** must carry on their duties within the guidelines stated in the policy. Should they see or witness any wrongdoing or any activity that violates the policy, they are obliged to report to their respective superior through channels specified in the policy.



## Regulations and protocols for corruption prevention

### General chapter

- 1) Board of Directors, Executives, and Employees of all levels shall adhere to the anti-corruption policy and the ethics by not being engaged in corruption, no matter it is a direct or indirect involvement.
- 2) Employees shall not neglect when they see or witness any misconduct or activity related to the company's operation that can be considered corruption. They are obliged to report to their respective superiors and cooperate with the inspections. Questions can be asked through their respective superiors or persons appointed to follow up on the ethics through designated channels.
- 3) The company will provide fair treatment and protection to employees who deny or report the suspicious activity related to the company's business operation on the basis of the protection measures for whistleblowers or reporters of corrupted activity.
- 4) The company provides sufficient and appropriate internal control on a timely basis to prevent employees from veer off from the regulations, especially on the departments of sales, marketing, and purchasing.
- 5) Those found to have committed misconduct or corruption are considered to have violated the company's code of ethics and shall be considered for disciplinary penalties according to the company's rules, plus civil penalty if the subject is also found to have violated the law.
- 6) The company realises the importance of spreading words, knowledge, and making understood with other people whose work is related to or can affect the company's business operation, in terms of anti-corruption policy.
- 7) The company is determined to build and preserve the organisational culture that adheres to the principle against corrupted activities toward government and private sectors.



## Risk Assessment

1) The company's executives shall have an understanding about possible risks emerged from bribery and corruption. They shall also communicate with all levels of employees so that they understand and cooperate with the company in order to eradicate such risks with efficacy.

2) The company regularly conducts risk assessment from business transactions which may involve certain procedures that is within the scope of bribery or corruption. The company shall revise its policy on risk management at least once a year. The company shall also revise its measures on risk management so that it's suitable for preventing or reducing the risks to somewhat satisfactory level.

## Training and Communication

### 1) Members of the Board of Directors, Executives, and Employees

a) Members of the Board of Directors, Executives, and Employees shall be trained and instructed continually about anti-corruption policy so that they realise the importance of the policy, especially on many forms of corruption, on risk emerged by involvement in corrupted activity, procedures of reporting of misconduct or suspicious activity.

b) Members of the Board of Directors, Executives, and Employees shall receive their own copy of the anti-corruption policy or they can find it on the company's intranet, to ensure that everybody acknowledges and understands the anti-corruption policy. Besides, the updated version of the policy can be consulted at the company's web site.

c) Trainings on the knowledge of this policy shall be a part of the orientation session for new position on the levels of the company's Members of the Board of Directors, Executives, and new employees.



### 2) Dealer, Business Intermediaries, Distributors of Merchandises and/or Services, and Contractors

The company shall communicate the anti-corruption policy to dealers, business intermediaries, distributors of merchandises and/or services, and contractors from the very beginning of the business relationship or after the business relationship, as appropriate. The company encourages dealers, business intermediaries, distributors of merchandises and/or services, and contractors, to adhere to the same social responsibility standards as the company's.





#### **Whistleblowing and Submission of Petition**

Should any Member of the Board of Directors, Executives, or Employees, have doubts or evidence about involvement in any corruption activity by any Member of the Board of Directors, Executives, Employees, or any person who conduct business in the name of the company, they shall report or inform the company accordingly:

Members of the Board of Directors, Executives, and Employees, can submit petition directly, verbally or in document through the following channels:

By phone: 02-291-8888 ext 120 (Mr Noppol Sakthong)

By e-mail: [noppol@krungthai.co.th](mailto:noppol@krungthai.co.th)

Over the company's web site at [www.krungthai.co.th](http://www.krungthai.co.th)

By mail to:

Khun Noppol Sakthong / Company's Secretary  
 Krung Thai Car Rent and Lease Public Company Limited  
 455/1 Rama III rd, Bang Khlo  
 Bang Kho Laem, Bangkok, 10120

The company will keep the identity of the whistleblower or petitioner a secret and use the information given for the betterment of the company's internal management and operations. It will only disclose the given information upon request by authorised representative of the law enforcement, court order, request of the Security Exchange Commission, or relevant government and authority agencies.



Whistleblowers and their petitions are to be seriously considered. They will also be protected against unlawful authority and actions to oppose the whistleblowing or petitioning.

The whistleblowers shall act honestly. If the company finds out that the petition was ill-intentioned, deliberately attacking or defaming others, the company will be forced to take action accordingly.

#### **Investigation and penalties**

When the company is informed about wrongdoing, the management and the auditing committee shall filter, investigate, and find the truth. The two committees may appoint a representative (one of the executives) report the findings to the informant or the petitioner on a timely basis.

If the truthfinding finds that the accusation of corruption is well-grounded, the company will give the accused some time to know about the accusation and to prove oneself by presenting counter-evidence that exonerates one from the accusation.

If the accused was found to have really committed corruption as stated in the anti-corruption policy, the accused shall be punished according to the penalty up to dismissal of employment or dismissal from his or her present position. If the deed in question is considered unlawful according to the law, the accused shall receive punishment as the law requires. The penalties according to the company executives are considered ultimate.

## The Committee of Sustainability Development

Sustainability Development Committee as of 31 December 2017

	Name	Position
1	Mr Sakditouch Chantarasereekul	Director of the Committee
2	Ms Sirima Cha-aemkul	Committee member
3	Ms Suntareeya Wangchai	Committee member

SD Committee member has the following powers and duties:

1. To consider the Company activity and policy for society, community and environment in order to present to the Board of Directors.
2. To consider and approve for the Company strategy and activity to achieve the SD objective and policy.
3. To consider and screen the plan and annual budget for the implementation of SD in order to present to the Board of Directors.
4. Consider and monitor the progress in implementation and evaluation of SD as well as the quality of the CSR program.
5. Encourage the Board of Directors and employees involved in the operation of SD.
6. Consider appointing for a working group to support CSR activity.
7. Operate any activity appointed by the Board of Directors concerning SD operation.

## Fair Treatments of Stakeholders

Stakeholders	Treatment
Employee	Development of knowledge and professional skills, fair treatment, instilling ethics and promoting participation in the social responsibility.
Customer	Create value in products and services to cater to the customers' needs.
Trading partner	Adherence to ethical business competition and being good trading partner.
Shareholder	Business operation under good corporate governance.
Society, Community, and Environment	Business operation in parallel with development of community, society, and good environment.



## Employees

From the company's determination to underscore the importance of employees as an essential part to drive forward the organisation toward sustainable development, the company thus adheres to principles of human rights, fair treatments to labour, and regulations as constituted in labour laws, lawful employment, appropriate welfare, safe and healthy workplace, good working environment, mutual respect, rights of privacy, including the opening of reception channels for complaints and petitions so as to encourage employees to give opinions.

The company's effort of personnel development emphasises the internal management that causes zero impact to the surrounding society and the environment. This also covers the most efficient use of materials and resources in its business operation to the fullest, under good sense of responsibility toward society, community, and environment, for the sake of sustainable development.



In 2017, the company operated according to personnel development plan with details as follow:

The company realises that employees are the main drive to advance the organisation toward the goal. Therefore, it is determined to take care of all employees so that they have good morale, do their job in good spirit, receive suitable reward that suits their performance, skills, abilities, on appropriate performance of the company. Besides, they are to have appropriate welfare and other benefits fairly.

### 1.) Recruit and Selection of Personnel

- The company recruits personnel with appropriate consideration of practical knowledge according to each individual's field.
- The company adjusted in 2017 the salary base according to salary adjustment based on the structure of the organisation to raise the employees' morale.

### 2.) Opportunity of Internship

In the past year, the company offered the opportunity of internship to mechanical student for the duration of 2 years. After graduation with successful company's evaluation test, they are promised of a career with the company.

## Employees

### 3.) Financial Security for Employees

•The company established a provident fund in 2007 with intention to provide employees with retirement savings, with the following conditions of company contribution:

- Employee contributes 2% of the salary into the fund.
- Employer contributes: 2% of the salary for employees with duration of employment of one year or less at the company.  
3% of the salary for employees with duration of employment of more than one year at the company.

In 2017, a total of 128 employees registered themselves as members of the provident fund.

### 4.) Other

- The company provides life, health, and accident insurance for all employees according to the company's personnel administration policy.
- The company provides compulsory health check-up for all employees annually, plus special check-up course for employees in certain departments that are prone to occupational hazards, e.g. employees in the car maintenance department, who presents a health risk in terms of respiratory and hearing system.
- The company encourages employees to engage themselves in sport competitions organised by the company for their good health and intra-organisational unity.
- The company organises annually a new year party to express gratitude toward all employees for their dedication for the organisation throughout the year.



New Year Party Activity



# Employees

## 5.) Development of Skills and Knowledge

- In 2017, the company organised, on a regular basis, training sessions and skill development to maximise the efficiency and proficiency among employees in the organisations

Department	Details of Workshop or Seminar sessions
Administration	Presenting for Change
	CGI
	Designation of KPI and Evaluation in Purchasing Department
	Important Tools in Human Resource Development
	Winning Presentation Skills
	Finance for Executives
	Investment Strategies for Business Expansion
Finance and Accountancy	Focusing on the real issue, and try to correct the errors.
	E-Tax Invoice & E-Receipt
	Digital-Age Tax – Accountant's Homework.
	Accountant 4.0 and Accountancy Software to Reduce Workload and Development of Accounting Information System in Specific Types of Businesses.
	Management Techniques in Front-Line Accounting and Finance Managers.
	In-Depth Financial Statements (Revised Curriculum of 2017)
	Summary of Financial Report Direction of 2018
	Excel for Managerial Accounting

## 6.) Creation of Teamworking-Friendly Environment

The company provides activities for employees to introduce themselves to encourage the cordial atmosphere over the company's intranet network and on the company's bulletin board.

After the organising of the project aimed at maximising the level of competitiveness, the working environment at the company improved greatly with the air of teamworking and unity for the betterment of the organisation.

- An announcement of intra-organisational news over the company's intranet system.

## 7.) Promotion of Ethics in the Working Environment

- The company has organised activities to promote ethical practice for moral cause, by encourage participation in blood donation to the Red Cross Society, in donation of commodities to orphanages.

- The company has set up the "Magic Eye Box" to accept reports concerning corruption claims.

## Employees



Giving alms in respect to King Rama 9

Singing song "Tonmai Khong Phor" in remembrance of King Rama 9



### 8.) Support for Career Advancement Among Employees

The project for the advancement of career among employees that have presented satisfactory performance and developed themselves well, or the "Second Row Project", is the project aimed at giving support to employees that have continuously developed themselves in the line of work for their future career advancement in the organisation. Eligible employees, according to the procedures, are selected by their respected supervisors and given training for their future position in a higher position. The company believes that, in order to grow sustainably, the company shall not depend on a single individual. All members of the team shall improve themselves in order to work in place of others.



## Trade Partners

The company treats its trade partners with fairness in their long-term collaboration and relationship. Therefore, the company has drawn up a policy that both parties shall abide by the law and the business code of ethics, under mutual understanding, support and collaborative relationship. In the past year, the company has been cooperating with insurance companies in various policies and action plans under an effort to prevent and minimise damages from the use of cars by collecting information on insurance claims and detecting causes of accidents reported and seek solutions to prevent such events in the future.



The company recognizes the importance of road and driving safety for its clients. Therefore, it has organised an array of safe driving training sessions for clients as a prevention key and a tool to reduce the number of road accidents. Based on clients' accident records in the past, the safe driving training sessions have continuously reduced significantly. In the year 2017, the company organised these training sessions for clients from 5 companies.

In addition to cooperation with insurance companies, the company also gave priority to various partnered service centres nationwide. In the past year, there have been co-ordinations and meetings on a regular basis with service centres both in Bangkok and its surrounding provinces frequented by customers in order to exchange information and to update on the progress of cooperation to improve the services rendered.



## Customers

The company takes into consideration the quality of service to attain customers' utmost satisfaction. And to develop the company to be a good trade partner, in the past year, the company conducted the following:

### 1) Development of the Quality of Car Service

#### Mobile Battery Service


The Mobile Battery Service is a service for battery changing for cars within the period of lease and maintenance contract that are due of battery change to ensure that customers have utmost confidence in driving the leased cars, and to prevent risk factors occurred from battery malfunction while on the road.

#### Mobile Service

The Mobile Service offers an oil change service for cars within the period of lease and maintenance contract that are due of engine oil change to give the cars maintenance activity on a regular basis. The service also helps reduce pollution emitted by engines that are badly cared and accidents occurred by car abuse.

During Year 2017 Battery Mobile Service and Mobile Service :

Battery	Other Service	Tire
265	698	341



### 2) Prevention and Minimisation of Loss from Driving

As the company's nature of business is car rental service, the company is concerned about various aspects of impact that could possibly emerge from driving cars. The company, therefore, launched the training of safe driving activities on a regular basis with the objective to prevent and minimise losses from driving and to promote among car users accident prevention from driving with carefulness and quality maintenance of cars. The safe driving and other projects involving cars, in the past year, successfully reached the customers.

## Customers

In 2017, the company organised an array of safe driving training sessions for clients details as below:

Event	Times	Participants (Company)
1. Safe Driving Activity	5	5
2. Safety Day Booth on the premises of client's company.	2	2
3. Visit to Car Assembly Factory	2	37
4. Vehicle inspection	1	20
5. Test Drive (Vios)	1	17





## Shareholders



The company is committed to operate business under principles of good governance and code of ethics along with results of operation on a sustainable basis. From the stated policy, the Board of Directors have appointed a governing committee that reports directly to the Board of Directors to follow up on the business operations, make adjustments and updates on the policies to make it up to the fast-pacing economic and societal environments. It also provides shareholders with communication channels through the annual shareholders' meeting, and a channel on the company's web site at <http://www.krungthai.co.th/contact/>



## Policy on Environment, Health, and Safety

The company is committed to comply with the law and standards concerning environment. It has also continuously developed working procedures in parts where the work involves the environment and pollution. The company, in the past year, conducted several activities to improve the environment, health, and safety in the company as follow:

### Health and Environment

The company is committed to the management of waste created by service rendering in service centres, e.g. used motor oil and chemicals. The company carefully collects the waste and forward it in batch to agencies that have the capability of management of such waste accordingly for easy destruction or recycling activities.



### Safety

The company is committed to maintaining good condition of tools and instruments on a regular basis based on each instrument's maintenance due for best functionality, and to prevent misuse of energy with bad tools and instruments, including to organising training sessions to members of staff on the appropriate use of such instruments and tools. The company also urges members of staff to notice abnormalities in tools and instruments in order to minimise the possibility of accidents.

The company organises, on a regular basis, in-house training sessions for members of staff who work with dangerous machinery by pointing out causes of accident to raise awareness and importance of safety procedures, e.g. reparation of hoisted cars, respiration of exhaust fumes while doing repair work. The company also encourages members of staff to report suspicious activities that pose risks of accident, including to seek solutions to the cause for better preventive measures and better collaboration within the workplace.

### Energy Conservation

The company encourages all to efficiently use energy and resources with full potential, by instructing employees to save their information in electronic form in an effort to reduce the use of paper. It also encourages the use of double-sided papers to reduce the number of pieces of paper used. In addition, the company also raises awareness and encourages employees to realise the importance of resources by instructing them to turn computer monitors off when not in use, as well as to turn off the lights and air conditioning during lunch break.

## Community and society

### Activities Organised under Corporate Social Responsibility:

Activities supporting in education and to underprivileged children. In 2017, the company held activities with customers and employees to help society and communities as below activities:

- “Missing Person Center of the Mirror Foundation” The company provided the Mirror Foundation the vehicles used in searching for missing children.
- Donation of products, food, and apparel to Baan Mahamek’s children
- Provided the Nokkamin Foundation the vehicles used in organizational activities to support and help impoverished children.



**ศูนย์ช่วยเหลือคนหาย มูลนิธิกระจกเงา**  
19 สิงหาคม เวลา 12:34 น. - @

เด็กคนนี้หายออกจากบ้านไปสิบปี  
ทีมนานยังลงมือไปเยี่ยมเยียนผู้เป็นแม่  
และลงพื้นที่ตามเบาะแสที่ได้รับแจ้งมา  
วันหนึ่งพบว่าเราจะได้ปลดปล่อยน้องครับ.  
#เด็กหาย #น้องเหิน #กะหลุมแบน #สมุทรสาคร

ขอขอบคุณบริษัทกรุงไทยคาร์เร็นท์ แอนด์ ลีส จำกัด (มหาชน)  
สนับสนุนพาหนะทีมงานในการลงพื้นที่ตามหาเด็กหาย.





## 2.) Activities to promote "Safe Driving on the Road"

As a token of recognition on road safety, a total of 300 helmets were donated to the Traffic Police Division in the "Bangkok – 100% Helmet Model City". The helmets were given to the representatives of Metropolitan Police Bureau Areas 1-9 and Traffic Police Division on December 21, 2017.



The Company strongly believes that if the community and the society remain strong, the Company will also be strong. When there is a collaborative effort, there is a good relationship among communities, and societies, as part of the Company's indirect endeavor of competitiveness development.

## Appendix

### (A) Good Corporate Governance



#### Good Corporate Governance

According to the survey of good corporate governance among registered companies in 2017, the Company was labeled as "Good CG Scoring" from the Thai Institute of Directors (IOD) thanks to its efforts in conducting business under good governance and transparency disclosure of information for investors, shareholders, and the general public.

The Company is also adhering to the good governance principles by taking all stakeholders into consideration, for the sustainable improvement of results of operations.

### (B) Statistics of Employees for 2017

By gender

Employees	Male	Female
281	161	120



By Age level

Durations of employment	Number (persons)	Percentage
0 – 5 Years	154	54.80
5 – 10 Years	71	25.27
10 – 15 Years	36	12.81
15 Years and more	20	7.12



(C) Save and Safe



Staff Safety Day จัดร่วมกับบริษัทลูกค้า



### (C) Save and Safe



Safe Driving Activity



(D) Project introducing newly launched vehicle models and suggesting the method of safe driving on the road



Test Drive (Vios)



Visit to Car Assembly Factory