



# Golden Lime Public Company Limited

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<h2>Human Rights Policy</h2>		QR for EN

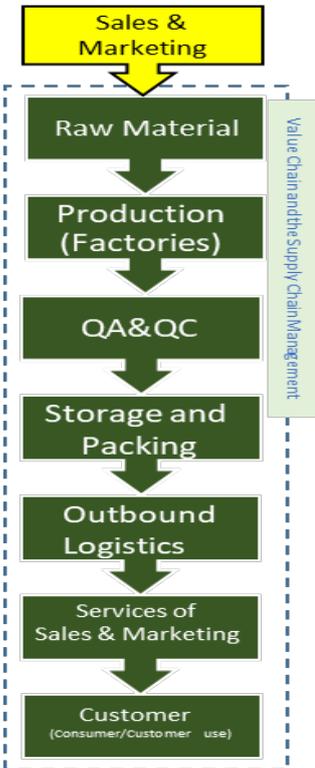
Golden Lime Public Company Limited (“The Company”) focused on implementing guidelines for human rights respect which are rights inherent to all human beings, regardless of race, sex, nationality, ethnicity, language, religion, or any other status. Human rights include the right to life and liberty, freedom from slavery and torture, freedom of opinion and expression, the right to work and education, etc. Everyone is entitled to these rights without discrimination.

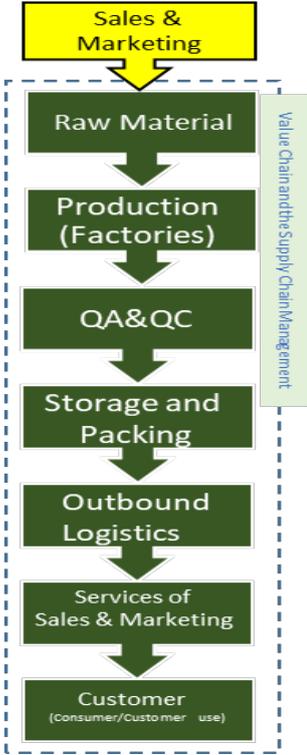
To implement actionable human rights sustainability practices jointly between companies and relevant stakeholders throughout the business chain. Therefore, the Company has established duty guidelines for business operations to cover the implementation of human rights principles reference the framework under the UNGP (United Nations Framework and Guiding Principle on Business Human Rights), which address business operation responsibilities in Human rights consists of:

<b>The State duty to Protect Human Rights</b>	Actions to promote and protect against human rights violations related to business operations
<b>The Corporate Responsibility to Respect Human Rights</b>	To establish practice guidelines and promote accountability by implementing and respecting human rights with relevant stakeholders
<b>Access to Remedy</b>	To determine a way to correct, rehabilitate, compensate, heal when an impact occurs. or human rights violations arising from business operations

By defining the framework for the implementation as follows:

**1. To ensure risk assessment in human rights impacts in business operations by analyzing the stakeholders' group related to the business supply chain.**

Scope of stakeholders' assessments through business supply chain	Stakeholders Assessments of risk and impact to human rights throughout supply chain	
	<p>Human rights in the establishment</p> <ul style="list-style-type: none"> <li>- Rights of Employee /Contractors</li> <li>- the establishment</li> </ul> 	<p>Communities and environmental rights</p> 
	<ul style="list-style-type: none"> <li>- Working Conditions</li> <li>- Safe and Healthy</li> <li>- <b>Non-discrimination</b></li> <li>- Freedom of Association</li> <li>- Personal Protection Data</li> <li>- Safe and hygienic working conditions</li> <li>- <b>No use of forced labor, child labor, or any form of illegal labor</b></li> </ul>	<ul style="list-style-type: none"> <li>- Standards of Living and Quality of Life</li> <li>- Community Health and Safety</li> <li>- Mitigation to reduce Impact of Pollution Waste &amp; Hazardous</li> <li>- waste management and dangerous goods</li> <li>- Energy and water security management</li> <li>- Biodiversity Conservation</li> </ul>

Scope of stakeholders' assessments through business supply chain	Stakeholders Assessments of risk and impact to human rights throughout supply chain	
	<p>Human rights of distributors, partners and contractors</p>  	<p>Human rights of customers and competitors</p> 
	<ul style="list-style-type: none"> <li>- Creating engagement with partners in human rights</li> <li>- Supplier Code of Conduct to comply with the human rights such as</li> <li>- Legitimate employment practices and conditions</li> <li>- Health and Safety of Employees</li> <li>- No illegal labor (illegal child labor, illegal foreign workers)</li> </ul>	<ul style="list-style-type: none"> <li>- Equal access to goods and services</li> <li>- Right to access information and services</li> <li>- Safety of using products and services</li> <li>- The right to confidentiality and protection of personal information</li> <li>- Not destroying the reputation of competitors</li> <li>- Restrain entering into and implementing monopoly agreements</li> <li>- Avoid anything that leads to disputes</li> </ul>

**Human Right Risks Assessment Criteria**

The guiding principle in assessing the composition or severity of risk issues concerning human rights impacts are as detailed in **Table no.1**, whereby the organizational stakeholders and related partners can follow these guidelines in consideration and assessment of risks according to guidance in **Table no.2**.

<b>Table 1 : Human Rights Risks Assessment : Severity</b>	
Scale	How violent the impact is, for instance, high-risk impacts on the right to life or the health and safety of workers.
Scope	How many people are or will be affected – for example, impacts on the livelihoods of entire communities or the freedom of association of entire workforce.
Remedial	For high-risk impact, corrective, rehabilitative, compensated, and treatment guidelines should be established when an impact or a violation of human rights occurs.

<b>Table 2: Criteria for Severity</b>				
Level of Risks	Low	Medium	High	Extreme
Scale of Impact	Minor impact to health and safety: (First aid case)	Slight impact to health and Safety: minor injury or illness (no loss time)	Moderate impact to health and safety: serious injury that needs rehabilitation (loss time injury)	Significant impact to health and safety: physical disability or fatality

Table 2: Criteria for Severity				
Scope (Number of Impact)	No negative impact to stakeholder	Impact to some stakeholders in particular stakeholder group	Impact to most stakeholders in particular stakeholder group	Impact to all stakeholders group (such as local communities, employees, and suppliers)
Remediability	Take less than a year (< 1 year) to restore the impact	Take 1-3 years to restore the impact	Take 3-5 years to restore the impact	Impossible to restore or will take longer than 5 years (> 5 years) to restore the impact
Criteria of Likelihood				
Level of Risks	Very unlikely	Unlikely	Likely	Very likely
	Almost Never (<10%)	Unlikely (≥ 10% - ≤ 50%)	Likely (≥ 50% - ≤ 90%)	Very likely (≥ 90%)
	Human right violation has never occurred in the company's business activity, but has happened to peers (never/unlikely to happen in 10 years)	Human rights violation has happened in the past and may continue to occur sometimes in a department (happened/may happened 1-4 times in 10 years)	Human right violation has happened in the past and may continue to occur frequently today (happened/may occur 5-8 times in 10 years)	Human right violation has occurred in an ongoing manner until now (happened/may happened every year)

### Human Rights Risk Assessment

For Human Rights Risk and Impact Assessment, there are two types of risk to consider:

- **Inherent Risk**, which is the level of risk inherent, or natural, to the situation. It is based on the nature of the context when no mitigation measures are in place.
- **Residual Risk**, which is the level of risk with all the measures and controls are in place.

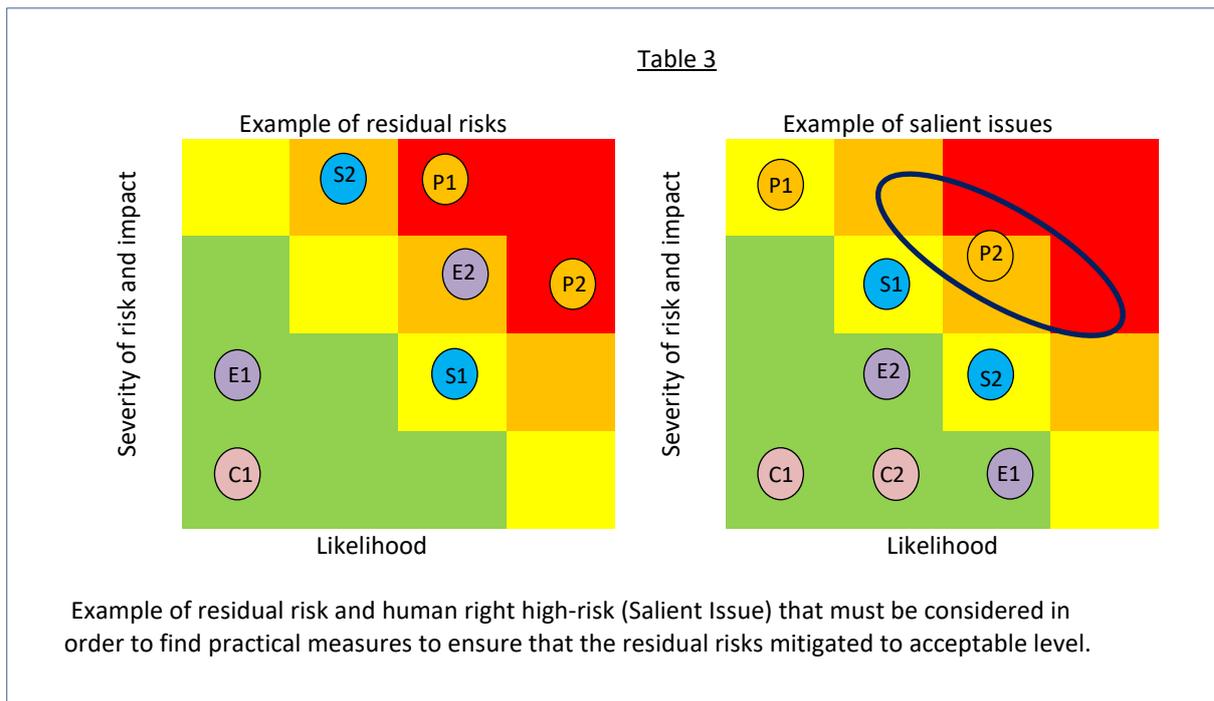
### The process to assess impact of registered Human Rights Risks is as follows.

1. Assess inherent risk level of identified human right risks using the risk criteria in **Table 1**, which assess the likelihood and the severity (scale, scope and remendability), and determine the significance of the risks prior to the company's implementation of control or mitigation measures.
2. Assess residual risks level by using the same assessment criteria with inherent risk level. However, in this step, the company needs to consider current mitigation measure and controls identified in **Table 2**
3. After the impact assessment, impact issues are prioritized by severity level against human rights of affected people. This must be discussed with either affected stakeholders or their representatives considering the size and severity of impact by preparing a severity level according to the example in **Table 3**.
4. Select the top human rights salient issues once all residual risks are finalized and placed in the matrix. The salient issues refer high priority risks (Red level) that require further actions to appropriately mitigate the risks. In other words, those human rights risks are determined to have high level of impact, the company should therefore prioritize them. This can be achieved by reviewing existing risk management measure, as well as publishing additional measures to further mitigate risks.

**Example :** To create risk assessment diagram to address potential human rights impacts on each group of stakeholders in order to prioritize high-risk issues or severe risks to find actionable measures to keep the residual risk at an acceptable level

Example of addressing risks and risks assessment

Communication to stakeholders		Risk issues with stakeholder groups
E	Employee	E1 Issues related to employees No.1st
P	Public	P1 Issues related to society and environment No.1st
S	Supplier	S1 Issues related to partners/suppliers No.1st
C	Customer	C1 Issues related to customer No.1st



## 2. Human rights policy

The Company has established policies and business ethics by laying out guidelines for compliance with the respect for human rights by treating everyone equally regardless of national origin, race, sex, age, skin color, religion, disability or any status unrelated to work, including providing fair employment conditions and opportunity for equitable advancement. The supervision and practices are implemented to prevent harassment or intimidation or infringe upon personal liberties between executives, employees or those related to the Company to increase the recognition and respect to individuals' privacy rights and operate following the Personal Data Privacy Policy. The Company sets out a structured approach to its operations concerning human rights. This involves adapting and implementing principles in practice to safeguard, honor, and uphold the human rights standards outlined by the UNGP (United Nations Framework and Guiding Principles on Business and Human Rights) as follows:

- **SUTHA practices to implement Human Rights principles**

SUTHA values the importance of human rights principles by placing importance and value on human rights and dignity to human capital which is the fundamental factor that will lead the organization to success. The Company's human rights practices are as follows;

1. **Scope of action plan on human rights** The Company action plan on human rights covers stakeholders, executives, employees, shareholders, business partners, customers, competitors, society, environment and communities who are relevant to the Company's business in order for stipulating guidelines to strictly

adhere to human rights guidelines.

2. **Respect for human rights** by requiring concern on the rights of employees and stakeholders without discrimination against any person on perspective, race, skin color, religion, disability, national origin, genetic information, gender, pregnant woman, age, sexual orientation, gender identity, gender expression, marital status, nationality or any other status under human rights principles. The Company practice is to ensure fair human rights that are reasonable and suitable with the Company's business conditions and operations to focus on eliminating injustice discrimination, intimidation and all kinds of violations of rights by laying out a clear framework of guidelines to enable all group of stakeholders to understand and be able to follow the below guidelines.
  - 2.1 Employees at all levels understand the laws related to their duties and their responsibilities in order to perform their duties with prudence and caution. If there is any unclear situation threatening or violating laws or human rights principles, consult supervisors or executives in the department.
  - 2.2 Executives and employees should cooperatively prepare a collection of laws, rules, regulations related to their responsibilities by categorizing relevant information for their own study and understanding. If any necessary training courses is needed, the head of department shall be informed to arrange such proper courses to staff to ensure thorough understanding before performing their duties without affecting the business processes affecting either internal or external stakeholders.
  - 2.3 The Company promotes compliance with international human rights principles by providing information to employees and related parties to understand the basic human rights principles that are essentials to know to prevent human rights violations.
  - 2.4 When employees are required to perform their duties in a foreign country or abroad, they should study beforehand the laws, customs, traditions and culture of that locality to ensure not taking any prohibited object, not to do anything illegal or contrary to tradition and local culture.
  - 2.5 The Company has established guidelines for the implementation of human rights as a code of conduct for employees, executives, business partners and all group of stakeholders including agents and contractor workers who work under contracts with the company, both temporary and contract) the supplier of all products or services, consulting services, wholesalers, raw material suppliers or all types of service providers to comply with human rights policies and guidelines.
  - 2.6 The Company promotes collaboration with customers to uphold human rights principles.
    - **Collaboration with Business Partners**  
The Company selects partners based on adherence to the Code of Conduct, commitment to human rights, and compliance with labor laws, including avoiding forced, illegal, and child labor. It also emphasizes the need to assess operational impacts on communities, society, and the environment, prioritizing safety, occupational health, and biodiversity.

### 3 Compliance with human rights policy

Adhering to The Company's human rights policy ,executives and employees at all levels implement and promote human rights actions to business partners, suppliers, customers and stakeholders as per guidelines given for stakeholders in compliance with the Code of Business Conduct and practices of human rights policy. The Company ensures proper compliance with the laws applicable to this policy by appropriately revising and reviewing upon a change in the rules or procedure according to the Human rights standards at a minimum required level to be carried out in accordance with the policy.

### 4. Human Rights Policy in the establishment

- 4.1 **Freedom of association or collective bargaining** Allowing employees, the freedom of association and collective bargaining not contrary to laws, royal decree, statutes, or organizational rules to negotiate fairly under general rules or rules of the organization as well as appropriately to the conditions of business.
- 4.2 **Forced labor** Labor operations are carried out in compliance with applicable labor laws in each locality and there is no illegal forced labor.
- 4.3 **Employment** is in compliance with the law and only legally licensed migrant /foreign workers are eligibly employed with pre-employment verification to simply confirm the employment information provided by the candidate. All assigned works to all groups of employees are voluntary consent which are free from coercion and all practices towards employees are in accordance with the relevant laws.

**4.4 Minimum age of employment** No child labor in accordance with local labor laws

**4.5 Equality of treatment** There shall be honesty, equity and fair treatment in the workplace to ensure all employees are treated with respect and dignity regardless of where they work. All employees are employed under applicable legal terms and conditions of employment or usual practices including receiving proper training as per the framework of guidelines as follows:

- **Fair and Equitable Treatment** The Company has established guidelines for compliance with the principles of equality within the establishment as follows:

**Recruitment and selection of employees:** The Company offers equal job opportunity regardless of race, religion, skin color, gender, age, cultures or personal belief, gender-diverse people, vulnerable group such as female ,underprivileged people ,the elderly, minorities and foreign workers ,outsourced worker and local communities that may be involved in business activities.

- **Employing individuals with disabilities.** The Company has implemented specific guidelines to align with the Government's policy on employing individuals with disabilities. In instances where the Company is unable to comply with government regulations, it is committed to making contributions to the State Fund for the Rehabilitation of Disabled Persons.

- **Child labour**

- The Company has no policy of exploitation by violating the human rights of child labor and no employment or contract for child labor.

- The Company does not hire individuals younger than 18 years old and actively engages in initiatives to support young people seeking additional income to help their families. While the company may facilitate opportunities for students wishing to earn money, it does not employ temporary workers and strictly prohibits the hiring of individuals under the age of 15. Should there be any initiatives aimed at generating income for underprivileged youth, specific measures below must be put in place.

**Youth development Activities:** The minimum age for young people to engage in work or training should be set at 15 years, while those over 18 years are also eligible.

Promotional efforts should involve collaboration with educational institutions that facilitate internships aimed at career development for students, in accordance with applicable regulations and laws. Participation in these training programs must be based on the consent and willingness of the students, who may express their intent to undergo training for assessment as per the curriculum. Educational institutions are required to provide students with official communication regarding their training. Students will receive guidance related to their field of work from the training agency, ensuring that there is no coercion involved, and that internships do not extend beyond regular working hours or involve overtime. While interns do not receive salaries, they may be provided with allowances or reimbursements for travel and food expenses, depending on the policies of the respective training establishments.

**Break Time:** During youth development activities, they must be granted a minimum of one hour of break time, which should be scheduled within the first four hours of their work.

**Working Hours:** Youth are prohibited from working between 10:00 PM and 6:00 AM. Working on holidays and overtime is strictly forbidden, and individuals under 18 years of age are not permitted to work during these times.

**Hazardous Work:** They are not allowed to engage in tasks that may pose a danger, such as metal smelting or handling hazardous chemicals.

**Work Environment:** They must not be employed in unsuitable locations, particularly those that require advanced skills and expertise.

- **Foreign Workers/Migrant Workers** the Company and its subsidiaries engage foreign workers/migrant workers in compliance with the following regulations and criteria:

**Work Permit:** It is mandatory for foreign workers to possess a work permit issued by the Ministry of Labor.

**Categories of Foreign Workers:** These workers are classified into various categories, including

those endorsed by the Board of Investment (BOI), skilled foreign workers, and unskilled foreign workers. Recruitment of foreign workers will be conducted through the Company's designated representatives, who will manage the necessary procedures to ensure adherence to legal standards and requirements.

**Employment Notification:** The Company is obligated to inform the Department of Employment about the employment of foreign workers within 15 days from the start date of their employment.

**Permit Renewal:** Foreign workers are required to renew their work permits within the designated timeframe.

**Prohibited Work:** Foreign workers employed by the Company are restricted from engaging in prohibited activities, such as those related to national security or tasks that require specialized skills that can be performed by Thai nationals.

**Health Check:** Prior to commencing work, foreign workers must undergo a health examination and obtain a medical certificate.

- **Remuneration** is paid to employees based on fairness, appropriate to their duties and responsibilities, and consistent with wage management based on the capabilities of each employee and wage rates in accordance with the law, including determining fair and appropriate benefits and welfare.
  - **Anti-Slavery and Human Trafficking** All relevant business activities shall not involve slavery, human trafficking but insist on helping ending slavery and human trafficking including forced labor, child labor, and illegal labor.
  - **Non-discrimination and the prohibition of abusive behavior** emphasizes the respectful treatment of all stakeholders. Employees must be treated with dignity and integrity, fostering adherence to guidelines that cultivate positive relationships, enhance unity, and encourage respectful interactions. Any form of abusive conduct—whether mental, physical, sexual, or verbal—such as intimidation or threats, is strictly prohibited. It is essential to empower employees by providing them with the right opportunity to voice their opinions. This can be achieved by establishing activities and channels that facilitate open communication, ensuring that employees at all levels can share their views and collaborate on various initiatives and developments.
  - **Respecting employee Privacy Rights** Including complying with the law on the protection and protection of personal information of customers, business partners, employees and other relevant stakeholders.
  - **Providing safety supervision** to prioritize the safety of individuals and property by implementing measures that guarantee a secure environment while carrying out responsibilities. Additionally, it is important to maintain a conducive working atmosphere within the organization. Each establishment should adopt practices and controls to ensure that emergency prevention equipment complies with safety standards.
- 4.6 Working hours and holidays** in compliance with all applicable laws including labor regulations for normal working hours, overtime hours, regular breaks, rest breaks, holidays, leave days, etc.
- 4.7 Wages and Benefits** To pay wages and benefits to employees at least at the rates required by law or labour standards including carrying out any joint agreements between employers and employees on various matters which have been mutually agreed upon.  
To prevent any other form of action that imposes penalties with unlawful deductions of wages and do not discriminate against any form of employment and compensation that is unlawful.
- 4.8 Safety and health** Safe operational and management system is established for employees, business partners, and relevant stakeholders to ensure a secure working environment. This system includes measures and equipment designed to prevent workplace injuries and illnesses. It encompasses the evaluation and selection of business partners who adhere to the established code of conduct regarding safety and occupational health. Additionally, it addresses the potential impacts of processes to safeguard the safety and health of customers, consumers, communities, and society at large. The Company promotes safety training and fosters a culture of safety practices by implementing the guidelines outlined in the 10 Life Protection Rules, which are disseminated and taught to employees

at all levels.

- 4.9 Working environment** Organizing the working environment to meet the standards required by law in a way to support a safe and positive working environment that does not affect the health of employees such as drinking water, sufficient lighting, proper temperature and proper ventilation. To promote good health and a healthy workplace, proper safety equipment is provided and maintained in accordance with the standards required by law.
- 4.10 Emergency preparedness** to get prepared for emergency situations, such as alerts and evacuation procedure, emergency training, contingency practice, sufficient and practical first aid equipment, fire protection plan, firefighting equipment, adequate emergency exit, emergency response plan and procedure including medical treatment in case of emergency.
- 4.11 Product quality and safety** All products and services provided by partners or the company to customers meet established **quality, environmental, and safety standards**. They are delivered punctually with adequate product-related information to ensure safe usage. This includes oversight of the **production process, from quarry management to production management, in accordance with the laws and regulations set by the Department of Industrial Works. There is a focus on managing environmental impacts, pollution control, and adherence to international quality standards (ISO 9000), environmental standards (ISO 14001), and occupational health and safety standards (ISO 45001).** Additionally, assessments of **biodiversity impacts**, and product usage are conducted to prevent safety issues and **protect the rights of surrounding communities** and the environment. Partners are required to comply with all laws and respect human rights.
- 4.12 Social and Environmental Sustainability** Conforming to environmental laws, regulations, and standards including other actions to prevent the operating process from negatively affecting society and the environment by careful management and focusing on operating with social and environmental responsibility.
- 4.13 Anti-corruption in** cooperation with business partners, customers and all stakeholders to comply with the code of business conduct through recognizing that corruption is a major obstacle for the ongoing sustainable development. All group of stakeholders shall not either directly or indirectly offer or promise any personal benefit or improper benefit to maintain business operations or receive other benefits from outsiders whether government or private sectors, business partners; not pay or accept bribes or all types of corruption.

### 3. Preventive measures and impact management

#### Human Rights Risk Management

Measures to prevent or reduce the impact from risks to human rights are in accordance with the results of human rights risk assessments addressed then providing following operational guidelines according to the level of risk

Level of Risks		Execution
	<b>LOW</b>	Take action to control and mitigate the impact and to monitor the situation regularly to reduce the likelihood of an issue or a trend towards high risk.
	<b>MEDIUM</b>	Management attention should be given to establish measures to mitigate the risks and to regularly and continuously monitor risk issues.
	<b>HIGH</b>	Measures must be taken to minimize the risks to an acceptable level.
	<b>VERY HIGH</b>	Risk cannot be justified. The Company must immediately cease any activity related to that risk.

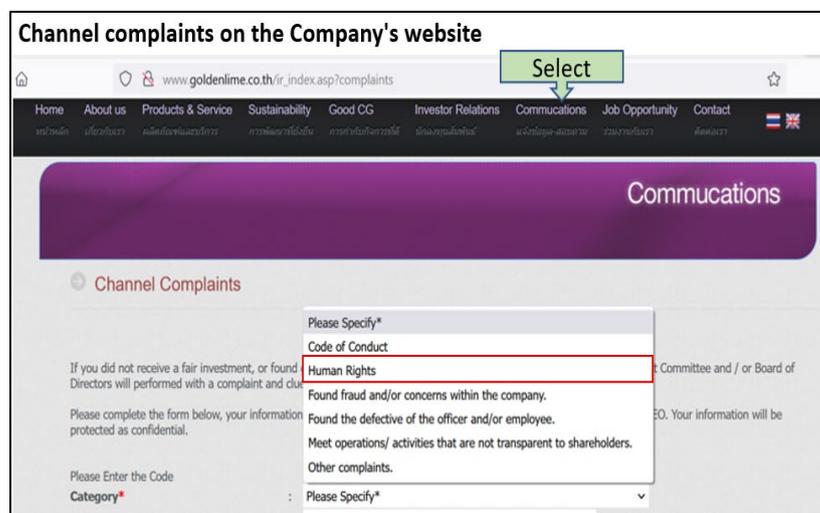
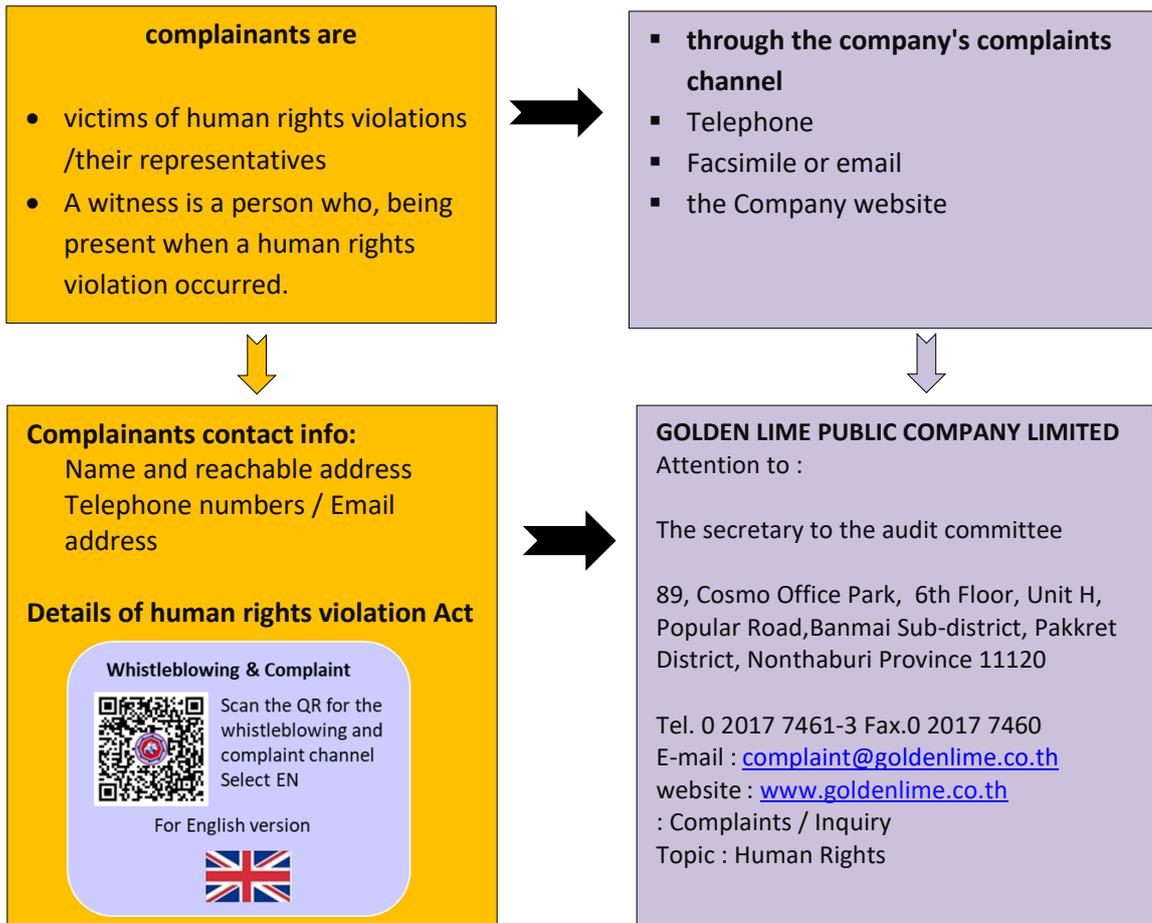
#### Impact and Management

After assessing the risks issues, The Company or stakeholders should establish measures to manage the impacts especially those are considered high risk for mitigating and minimizing negative impacts with prevention of human rights violations by guideline and measures as follows:

- Approaches and measures to mitigate human rights impacts need to be in accordance with international human rights standards and human rights-based management approaches.
- Compensation and effective remedy under human rights principles should be categorized according to context and type of violations in remedying the human rights damage by healing, apology, restoration,

financial compensation or other non-monetary ways and punitive enforcement measures (whether criminal or administrative (such as fines) and the prevention of damages by means of a court order prohibiting or guaranteeing their recurrence, etc.). The procedures for providing remedies should be neutral to prevent fraud and free from political interference and others which may affect remedies. (Remedy framework from the National Human Rights Commission Manual)

**4. Monitoring of human rights action and providing an appeal channel for those complainants** for the collection, verification, and use of information on breaches of human rights.



Process for complaints handling	Responsible persons
<div style="border: 1px solid black; padding: 5px; text-align: center;">receive and register complaint</div>	<div style="border: 1px solid black; padding: 5px; text-align: center;">relevant sector or secretary to the relevant sector/committee</div>
<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">acknowledgment and review</div>	<div style="border: 1px solid black; padding: 5px; text-align: center;">head of department related to the impact</div>
<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">investigate (Proceed with fair investigation process)</div>	<div style="border: 1px solid black; padding: 5px; text-align: center;">Managing Director to assign responsible persons and those responsible for relevant matters to conduct a fair investigation</div>
<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">report and response</div>	<div style="border: 1px solid black; padding: 5px; text-align: center;">The assigned coordinator is to respond and contact with a said victim or his representative.</div>
<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">corrective action</div>	<div style="border: 1px solid black; padding: 5px; text-align: center;">The responsible unit taking corrective action in accordance with the measures already discussed with all stakeholders to reduce the impact or compensate as a remedy to those affected or victim.</div>
<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">           appeal – reconcile/ compensation process         </div> </div> </div>	
<div style="border: 1px solid black; padding: 5px; text-align: center;">Follow-up and closing a complaint</div>	<div style="border: 1px solid black; padding: 5px; text-align: center;">The responsible unit is to report to all parties involved after completion of corrective action to close a complaint.</div>

**Responsibility and follow-ups**

The follow-up process starts with receiving issues from the responsible unit to notify the chief or supervisors. Then in case the issue is considered a high-risk or high-severity issue, it must be reported in order from the department level, to the Managing Director to the meeting of the executive committee or any relevant committees depending on the impact and severity of the issue. If the issue is considered high or very high risk causing a big impact on outsiders, its impact and damage should be brought into the mitigation plan for implementing correction, mitigation, and remedies, compensation to provide relief to those affected or to have corrective action to get back to normal state or the risk level is reduced to an acceptable level. In the case of a complaint related to fraud or violating the code of conduct, there will be a process to investigate and verify the issue, If true, an employee shall be subject to penalties and reported. If the Company can contact those who address a complaint, the Company should report the complaint treatment status within 30 days. If the complaint closure requires longer days than previously identified, the Company shall report continuously until its closure.

## 5. Remedy guidelines

- Responsible persons establish measures to correct, rehabilitate, compensate, heal when the impact occurs or human rights violations arise from business operations.
- Remedies for human rights violations include an apology, restoration, financial compensation or other non-monetary ways with fairness to all parties both the affected and the Company and its stakeholders under agreements that are mutually agreed upon by all parties.

This Human Rights Policy, issued on December 24, 2021, was approved by the Board of Directors in Meeting No. 1/2022 on February 25, 2022. The latest review (Revision 2) was conducted on February 21, 2025, and the updated policy has been published on the Company's website.



Mr. Sripop Sarasas  
Chairman of the Board of Directors

### Revision listing of policies for annual review.

Item	Document number	Prepared by documentation	Annual Review	Reference the Board of Directors Meeting to reviewed
1	CS20211201	24 December 2021	25 February 2022	The Board of Directors Meeting no. 1/2022
2	CS20211201_Rev1	11 November 2022	24 February 2022	The Board of Directors Meeting no. 2/2022
3	CS20211201_Rev2	28 November 2024	21 February 2025	The Board of Directors Meeting no. 1/2025

**Appendix 1:** Summary of reviewed and revised policies as for Year 2024

**Summary of revision**

**Collaboration with Business Partners:** The Company selects partners based on adherence to the Code of Conduct, commitment to human rights, and compliance with labor laws, including avoiding forced, illegal, and child labor. It also emphasizes the need to assess operational impacts on communities, society, and the environment, prioritizing safety, occupational health, and biodiversity.

**Employing individuals with disabilities:** The Company has implemented specific guidelines to align with the Government's policy on employing individuals with disabilities. In instances where the Company is unable to comply with government regulations, it is committed to making contributions to the State Fund for the Rehabilitation of Disabled Persons.

**Employee rights:** Include guidelines against discrimination and requirements for each workplace to maintain emergency prevention equipment that meets safety standards.

**Foreign Workers/Migrant Workers:** Do not employ illegal migrant workers or aliens. This includes evaluating and choosing business partners who adhere to ethical standards and do not utilize illegal migrant workers or aliens.

- the Company and its subsidiaries engage foreign workers/migrant workers in compliance with the following regulations and criteria:

**Work Permit:** It is mandatory for foreign workers to possess a work permit issued by the Ministry of Labor.

**Categories of Foreign Workers:** These workers are classified into various categories, including those endorsed by the Board of Investment (BOI), skilled foreign workers, and unskilled foreign workers. Recruitment of foreign workers will be conducted through the Company's designated representatives, who will manage the necessary procedures to ensure adherence to legal standards and requirements.

**Employment Notification:** The Company is obligated to inform the Department of Employment about the employment of foreign workers within 15 days from the start date of their employment.

**Permit Renewal:** Foreign workers are required to renew their work permits within the designated timeframe.

**Prohibited Work:** Foreign workers employed by the Company are restricted from engaging in prohibited activities, such as those related to national security or tasks that require specialized skills that can be performed by Thai nationals.

**Health Check:** Prior to commencing work, foreign workers must undergo a health examination and obtain a medical certificate.

**Development of a foreign workers Management Plan:** Managing management practices towards foreign workers according to measures to prevent the impact of human rights issues on foreign workers.

More details provided in [Appendix 2](#): The management practices towards foreign workers to Mitigate Human Rights Concerns.

**Child labor :** The Company does not engage in child labor and prioritizes selecting business partners who adhere to Business ethics. No involvement with illegal child labor.

- The Company maintains a strict policy against the exploitation of children's rights and does not employ or contract any child labor.

- The Company does not hire individuals younger than 18 years old and actively engages in initiatives to support young people seeking additional income to help their families. While the company may facilitate opportunities for students wishing to earn money, it does not employ temporary workers and strictly prohibits the hiring of individuals under the age of 15. Should there be any initiative aimed at generating income for underprivileged youth, specific measures below must be put in place.

**-Youth development Activities:** The minimum age for young people to engage in work or training should be set at 15 years, while those over 18 years are also eligible.

Promotion efforts should involve collaboration with educational institutions that facilitate internships aimed at career development for students, in accordance with applicable regulations and laws. Participation in these training programs must be based on the consent and willingness of the students, who may express their intent to undergo training for assessment as per the curriculum. Educational institutions are required to provide students with official communication regarding their training. Students will receive guidance related to their field of work from the training agency, ensuring that there is no coercion involved, and that internships do not extend beyond regular working hours or involve overtime. While interns do not receive salaries, they may be provided with allowances or reimbursements for travel and food expenses, depending on the policies of the respective training establishments.

**Break Time:** During youth development activities, they must be granted a minimum of one hour of break time, which should be scheduled within the first four hours of their work.

**Working Hours:** Youth are prohibited from working between 10:00 PM and 6:00 AM. Working on holidays and overtime is strictly forbidden, and individuals under 18 years of age are not permitted to work during these times.

**Hazardous Work:** They are not allowed to engage in tasks that may pose a danger, such as metal smelting or handling hazardous chemicals.

**Work Environment:** They must not be employed in unsuitable locations, particularly those that require advanced skills and expertise.

**Consumer / Customer Rights:** The company is committed to a product responsibility policy that ensures the delivery of standard products while managing the entire process, from raw material sourcing to production. This includes adherence to legal requirements, pollution control, community impact management, environmental protection, and ensuring the safe use of products.

**Community and Environmental Rights:** In line with our product responsibility framework, the company oversees the production process to ensure compliance with legal standards, pollution control, and environmental impact mitigation, while also managing processes to minimize effects on surrounding communities.

**Occupational Health and Safety:** The company evaluates and selects partners based on adherence to a partner code of conduct that prioritizes safety and occupational health. This includes assessing the impact of processes to safeguard the health and safety of customers, communities, and society. We promote a culture of safety through training and the implementation of 10 life protection rules, which are communicated to all employees.

**Non-Discrimination:** The company fosters an inclusive environment by granting employees the right to voice their opinions. We encourage openness through organized activities and provide various channels for employees at all levels to share their thoughts, ensuring equal opportunities for collaboration in work and development initiatives.

**Business Partner Rights:** A Suppliers' code of conduct has been established, allowing partners to submit proposals and undergo evaluations to ensure they adhere to business ethics equally.

## **Appendix 2: The management practices towards foreign workers to Mitigate Human Rights Concerns.**

The Company has developed a comprehensive strategy and management framework for foreign workers aimed at preventing human rights violations associated with their employment. This strategy encompasses the following components:

### **Human Rights measures for Foreign Workers**

The Company has established protocols concerning labor and remuneration, which include safeguarding labor rights to equitable wages, appropriate working conditions, and ensuring that wage payments are made punctually and in accordance with agreements. The strategy incorporates the following initiatives, along with Key Performance Indicators (KPIs) to assess effectiveness:

#### **1. Safeguarding Wages and Benefits**

- **Measures:** Wage payments shall align with legal standards and provide suitable benefits to foreign workers.
- **Practices:** Ensure wage payments adhere to employment agreements, create a transparent wage payment system, and offer essential benefits such as holidays and social security.
- **Objective:** Foreign workers receive equitable wages and comprehensive legal benefits.
- **KPI:** Rate of wage payments in accordance with contracts.
- **Target:** 100% of workers receive wages as stipulated in contracts by the designated date.

#### **2. Safeguarding Work Rights**

- **Measures:** Guarantee workers' rights to employment free from coercion or discrimination.
- **Practices:** Inform workers about their labor rights concerning wages, employment contracts, working hours, and breaks.
- **Objective:** Foreign workers possess the same rights as their local colleagues and are protected from exploitation in the workplace.
- **KPI:** Rate of acknowledgment of work rights.
- **Target:** 100% of foreign workers have their rights protected in the workplace.

#### **3. Timely and Transparent Wage Disbursements**

- **Measures:** Wage payments are made promptly and provided clarity regarding tax deductions, social security contributions, and associated service fees.
- **Practices:** Educate workers on tax deductions, accurate wage calculations, and implement verifiable wage payment systems (e.g., bank transfers).
- **Objective:** Ensure timely and transparent wage disbursements.
- **KPI:** Rate of on-time wage payments.
- **Target:** 100% of wages disbursed on time by the specified date.

#### **4. Safeguarding the Rights of Foreign Workers**

- **Measures:** Complete documentation related to work rights, including employment contracts, work permits, and legal status verification.
- **Practices:** Provide training on workers' rights, labor laws, and medical rights.
- **Goal:** Foreign workers are legally protected and have equal access to services.
- **KPI:** Successful Rate of legal document verification and management.
- **Target:** 100% of foreign workers possess accurate and complete documentation prior to their employment.

#### **5.Improvement of Working Conditions**

- **Measures:** Evaluate and enhance working conditions to comply with established standards, particularly in relation to safety and the work environment.
- **Practices:** Implement training programs focused on workplace practices, guarantee the availability of essential equipment, and set up channels for reporting concerns about working conditions.
- **Goal:** Foster a safe and fair working environment.
- **KPI:** Rate of workplace accidents.
- **Target:** Achieve zero workplace accidents annually.

#### 6. Prevention of Human Trafficking and Forced Labor

- **Measures:** Prevent forced labor and human trafficking.
- **Practices:** Verify employment contract enforcement, inspect workplaces, and establish whistleblowing systems.
- **Goal:** Reduce cases of rights violations and forced labor.
- **KPI:** Percentage of foreign workers receiving training.
- **Target:** Ensure that all foreign workers are trained within a one-year timeframe.

#### 7. Promotion of Health and Well-being

- **Measures:** Promote appropriate health care for foreign workers.
- **Activities:** Ensure foreign workers obtain necessary healthcare services.
- **Goal:** Foreign workers receive health care and access medical services appropriately.
- **KPI:** Rate of access to health services.
- **Target:** 100% participation in annual health examinations and utilization of social security benefits.

#### 8. Engagement and Employee listening

- **Measures:** Create channels for foreign workers to voice their concerns or file complaints
- **Activities:** Facilitate meetings or events that enable foreign employees to share their views and obtain responses from management, utilizing Burmese interpreters as needed.
- **Goal:** Encourage active participation and the free expression of thoughts among foreign employees.
- **KPI:** Rate of resolution for complaints and issues.
- **Target:** Address and resolve complaints within a 30-day timeframe following receipt of notification.