



## ANNOUNCEMENT No. 4/2025

### SOCIAL COMPLIANCE AND HUMAN RIGHTS POLICY AND GUIDELINES

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The announcement no. 17/2024 "Social Compliance Policy and Guidelines" announced on November 13, 2024 *is cancelled* and to be replaced with this announcement.

Silamas Group (Company) recognizes the importance of complying with social requirements and human rights principles, and adhere to providing all rights to employees within the framework of the law. Therefore, the principle of social compliance, human rights, related code of conduct, principles of occupational health, safety and environment, as well as labor standards in the country in which the Company operates has been applied to the company's operations. The Company is committed to protecting, respecting, healing, and supporting the employees, business partners, or vulnerable groups as defined by the Company in all business process activities. As well as supporting the implementation of checking, avoiding and not ignoring violations related to social and human rights requirements both within the organization and in related business sectors.

This policy has defined the guidelines for all directors, management, or employees of the company to take action

On behalf of the Managing Director, sincerely hope that all of us will strictly adhere to and comply with this policy.

This announcement is effective from February 18, 2025 onwards.

Announced on February 18, 2025.

(Mr. Chompoo Glinpu)  
Managing Director

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## **1. Social Compliance and Human Rights Policy**

The company's business operations are involved with various laws and regulations the company must fully comply with, such as the environmental and safety laws, the labor laws, as well as various permits, etc. This also includes running businesses by adhering to business ethics, for example, anti-corruption, fair competition, human rights principle, and non-discrimination, etc.

The company has awareness and priority in compliance with social and human rights requirements with ethical principles, by determining the social compliance and human rights policy and practices in accordance with the UN Guiding Principles on Business and Human Rights (UNGP) to be in consistent with the sustainable development policy, the company has established the following policy;

1. Directors, executives, managers and all employees are required to adhere to the requirements covering laws, rules, regulations, company regulations, contractual obligations, business ethics, policies, and operating standards in all countries in which the company operates.
2. Compliance with social requirements and human rights is a part of the operations that all directors, executives and all employees must perform in a tangible manner. There is communication, promotion, support to create knowledge and understanding, and set the guidelines for correct practice, and creating awareness, honesty, integrity and compliance with the local law.
3. The company focuses on having a system of operations supervision to comply with social requirements and human rights by providing a process for effective supervision of operations to be consistent with the internal and external business environment and any changes that may occur.
4. Support, promote compliance with social and human rights requirements, respect human rights, honor and give each other fair treatment. The practice covers employees, suppliers and business counterparts, no division due to the difference in physical or mental state, including religions, races, nationalities, sex, languages, ages, social status, cultures or any other matters.
5. Communicate, disseminate, educate, ensure the understanding on guidelines, and give any other support to all employees in the company, suppliers and contractors, as well as the joint venture to drive their participation in business operation with morality and ethics, and treat everyone under this policy. Avoid involving labor of the child under legal age as stipulated by law or forced labor within the company or the company's supply chain.
6. Encourage employees to exercise their civil rights pertaining to constitutional and legal extent.
7. Determine a group(s) or person(s) being affected. Establish and set prevention and mitigation guidelines for the violation of social requirements and human rights. Monitor and review output through adequate impact mitigation process upon in violation cases.
8. Encourage all employees to realize the importance and compliance with policies related to personal data protection of employees, customers, business counterparts. The disclosure or transfer of such data to the public domain can be proceeded upon consent of employees, customers, business counterparts only unless the case is proceed under the company regulation or applicable laws.
9. Determines the channels for reporting the violation or non-conformities related to this policy and ensure that the justice and protect the individuals reporting violations and non-conformities.
10. Those committing violation of social requirement and human rights are deemed violating the Company's Code of Ethic. They will be subject to disciplinary penalty according to the regulation set forth. In addition, such violation may be subject to statutory penalty if such action is against the law.
11. The Policy of Social Compliance and Human Rights is reviewed at least once a year to ensure that the content is consistent and suitable for the current business operation of the company.

## **2. Objectives and Scope**

### **2.1 Objectives**

- 2.1.1 To ensure that managing director, manager and all employees of the company respect and uphold to social compliance and human rights principles and take appropriate action to prevent and not to engage in all violations.
- 2.1.2 To ensure that the company's management, employees and business counterparts are aware of their rights, roles and responsibilities, scope and communication channels regarding social compliance and human rights protection and throughout the company's supply chain.
- 2.1.3 To enhance confidence of internal and external stakeholders in doing business in line with social compliance and human rights principles and protection of the vulnerable group.

### **2.2 Scope**

This policy provides the scope for the following 3 groups of key stakeholders:

#### **2.2.1 Internal stakeholders;**

Boards of directors, committees, executives and employees of the Company at all levels.

#### **2.2.2 External stakeholders;**

Providers of products or services, representatives, sub-contractors, consultants, business partners, competitors, government agencies, private entities and others related to the company's supply chain ("business counterparts")

#### **2.2.3 Vulnerable group**

Refers to "children", who are individuals under 18 years of age ("children" or "the vulnerable group"). As children are unable to take care of or protect themselves, the company places a great emphasis on protection of children's rights to prevent possible violations and potential impacts from its operations or activities.

## **3. Definitions**

<b>The Company</b>	Silamas Group; <ul style="list-style-type: none"><li>- Silamas Transport Co., Ltd.</li><li>- Silamas Services Co., Ltd.</li><li>- Renewable Energy Service Co., Ltd. (RES)</li><li>- Oceanic Solution Co., Ltd. (OSC)</li></ul>
<b>Vulnerable Group</b>	A group of individuals whose basic human rights could be violated as a result of the Company's operations or activities. It refers specifically to children in this policy.
<b>Children</b>	A group of individuals whose basic human rights could be violated as a result of the Company's operations or activities. It refers specifically to children in this policy.
<b>Human Rights</b>	Basic freedoms inherent to all human beings, regardless of physical features, ethnicity, nationality, race, color, ancestry, language, religion, social status, gender, sexual identity, sexual orientation, age, disability, political beliefs or marital status. Everyone is entitled to these rights, without discrimination.

## **4. Responsibilities**

### **4.1 Managing Director/ Deputy Managing Director/ General Manager**

Managing Director / Deputy Managing Director / General Manager is responsible for setting up policies, frameworks, promoting and supporting policy of social compliance and human rights, including overseeing operations to be in accordance with the specified policies and regularly reviewing policies to be consistent with changing contexts, for instance business environment as well as regulatory and legislative changes.

### **4.2 Human Resources Manager**

The Human Resources Manager is responsible for overseeing, inspecting, collecting information, evidence, and reviewing operations to ensure that they are in accordance with policies, practices, regulations, and labour law requirements to ensure that appropriate and sufficient for potential social compliance and human rights risks, and coordinating with the General Manager, Deputy Managing Director, or Managing Director to proceed with the processes specified in this policy.

### **4.3 Safety Department**

Safety Manager is responsible for promoting, updating, monitoring and reviewing the performance to ensure compliance with safety, occupational health and environment laws and other standards related to the Company's activities.

### **4.4 The Quality Management Department and authorized persons**

The Quality Management Department is responsible for organizing internal audits and reporting to the General Manager, Deputy managing Director, and Managing Director to ensure that the Company's operations comply with this policy.

### **4.5 Purchasing and Related Department**

Head of Purchase and head of related department is responsible for communicating the company's social compliance and human rights policy, including the business code of conducts and ethics, or company regulations, and other requirements to the company's suppliers, contractors, and subcontractors for their acknowledgement and compliance.

### **4.6 Managers and supervisors**

Managers and supervisors are responsible for implementing the policy in a tangible and continuous manner. They must understand the policies, practices and regulations related to their operations, provide communication, create good awareness, promote compliance with the rules, encourage employees under their responsibility to see the value and importance of complying with social and human rights, and supervise to ensure that employees under their responsibility always comply with the policy correctly.

### **4.7 All employees**

All employees must be aware of and understand this policy in order to perform their duties correctly and appropriately, and must not ignore any actions that may violate the policies related to the company.

In the event that any action is found that is not in accordance with this policy, all employees have a duty to report to their supervisor or authorized person or report through the channels specified by the company and cooperate in investigating the facts. The Company will provide fairness and protect those who report any action that is not in accordance or avoidance with the policy.

Disciplinary and legal action shall be taken against the employees who violate or those engaging in the violation of social compliance and human rights. However, those accused of violations will not be considered guilty unless the allegation has otherwise been proved to be well-founded.

## **5. Guidelines for Practices**

### **5.1 Labour**

#### **5.1.1 Recruitment and Selection**

- Recruitment and selection processes will be conducted in a fair and equitable manner.
- Children of compulsory school age will not employed by the company either direct or through any third party or agency.
- The age and right to work of employees will be verified during the recruitment process and records retained as evidence.
- Personnel selection for the workplace is made on the basis of qualifications such as vacant positions, education, interests, talent, and work experience.
- The company will ensure that compliance with the code of conduct, procedure and polices for employment. Bonds and deposits will not be sought from employees.
- The use of agency staff will be avoided and if every used, must requested the specific information from agency, questionnaires or site audits to review agency procedure and adherence to the code of conduct and law.
- The communications of policies, procedures, regulations that related the employees, Employees have access to all content during their employment.
- HR are responsible for ensuring that the recruitment, selection, induction and communication processes are carried out correctly and continuously in accordance with this policy.

#### **5.1.2 Force Labor and Human Trafficking**

- The Company allows its employees the freedom to choose to perform a job that is appropriate for them.
- In the company, all forms of forced labor are prohibited, including prison work, apprenticeship contracts, bonded labor, military labor, slave labor and all forms of human trafficking.
- The company cannot employ illegal workers. If an employee wants to quit the job, the company cannot prevent or delay him/her to leave, except for any security reasons.
- All personal data of employees are protected and kept confidential to the extent specified by law.

#### **5.1.3 Freedom of Association**

- The company allows its employees the freedom to associate or have affiliation with groups whose activities are not in conflict with the company's code of ethics and policies and will not have negative consequences on the company. However, affiliation or association with a political group of the Company's employee is regarded as a personal judgement which is a personal right. The Company has no policy to support or associate itself with any political groups or parties at any level.
- Worker's representatives are not discriminated against and have access to carry out their representative functions in the workplace.

#### **5.1.4 Discrimination, Harassment and Retaliation**

- The company values all its employees and shall provide employment security. The company support its employees to have an equal opportunity in career advancement. The Company's employees are eligible for job rotation. The Company also provides training to promote capacity building of its employees, such as specialized training, technical training, language training, and skill training.
- The company is opposed to discrimination of any kind the basis of ( but not limited to) race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership, ethnic/national origin, military status or political affiliation.
- The company shall treat its employees humanely without using violence in the workplace. This includes sexual violation and harassment, violent punishment, physical and psychological coercion, bullying or physical or verbal abuse.
- All disciplinary actions must be recorded and be fair, proportionate and fully compliant with local laws.
- The Company must ensure that business stakeholders have access to confidential means of reporting inhumane treatment and workplace grievances.
- The procedures along with grievance processes are clearly defined in this Policy and Whistleblower Policy.

#### **5.1.5 Terms and Conditions of Employment, Wages and Benefits**

- All terms and conditions of employment will be defined within the employment contract which will be provided in writing to all employees and which will meet the requirements of local law including working hours and wages ( including details of any lawful deductions). Other than for changes in salary, variations to the terms and conditions of employment will also be confirmed in writing.
- The company pays its employees competitive wages according to the industry and the local labor market. Wages and benefits paid for working meet, at a minimum, local law or labour law.
- The Company shall ensure that remuneration and fringe benefits as well as career advancement are considered fairly and in a non-discriminatory manner. Performance evaluation shall not be based on birth, gender or sexual orientation, age, nationality, language, religion, culture, disability and economic status.
- Wages shall be paid directly to the workers, at the agreed intervals and in full.
- Overtime (OT) must be paid at a minimum compliant with local law.
- Employees will be provided with written wage statements/slips.
- The company offer opportunities to our employees to develop their skills and capacities, and these efforts are supported by providing promotion opportunities whenever possible.
- Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by local law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded.
- HR are responsible for ensuring the effective issue of all statements of terms and conditions.

### **5.1.6 Working Hours**

- Working hours comply with local laws and labour law standards.
- Comply with applicable hour and benefits laws relative to the local law.
- The working hours of employees must not exceed those prescribed by local law, which for employees aged 18 years and over must not exceed 48 hours per week, and the working hours must be specified and notified in writing to the employees.
- All overtime (OT) is voluntary and paid at the prevailing rate which is compliant with local law.
- The HR and Accounts department is responsible for monitoring working hours for all employees and reporting any exceedance to a Director so that corrective and prevent action is taken.

### **5.1.7 Holidays, Vacation and Public Holidays**

- Employees shall not be deprived of holidays, vacation days and public holidays within the framework of their legal rights, and shall not work more than 6 consecutive days with at least one day off, or as agreed upon based on the above operations.

### **5.1.8 Child Labour**

- The company is totally opposed to the exploitation of children and use of child labour. Minimum age of employment according to local law is verified as part of the recruitment and selection process.
- The company's prohibition on child labor complies with the Labor Law, the Occupational Health and Safety Law, other legal regulations and International Labor Organization standards.
- The company will not hire employees under the age of 18, in accordance with the company's regulations.
- In cases where it is necessary to employ employees under 18 years of age, such as at the request of an educational institution, etc. shall not work nights or carry out activities which may harmful to them. All employees under 18 shall be subject to a specific health & safety risk assessment which will consider aspects such as an awareness of workplace risks.
- Business counterparts shall comply with the Company's Code of Conduct and Social and Human Rights Compliance Policy, which included prohibition of child labour. In the event of any identified breach, timely remediation and corrective action will be taken.
- HR and all managers are responsible for implementation of this procedure for employees/workers of the company. Supply chain compliance is the responsibility of the Purchasing Department.

### **5.1.9 Employing Foreign Workers**

- The Company shall not use "irregular", unregistered or "undocumented labor".
- Employment Contracts of foreign employees working for the Company are drawn up in a language they can understand.
- The legal rights of foreign workers to work are protected by the company.
- Migrant, contract, part-time and home-workers must receive the same rights, benefits and opportunities as other workers performing similar activities.



- The originals of passports or right to works shall not be retained by the company.

## **5.2 Health and Safety**

- 5.2.1 The company will identifies, assesses, eliminates the risk, and manages safe working areas. In All aspects of the company's OH & S shall be subject to periodic planned review but also when changes occur for example in machine, equipment, processes, materials or substances used.
- 5.2.2 The company shall comply with the regulations and occupational health and safety standard by ensuring safety and health standard of workplace, food, water, toilet and overall well-being. A Safety or related committee shall be established and measures implemented for prevention and management of emergencies, work-related accidents, illnesses or injuries as well as for safety procedures for machinery and labor-intensive tasks.
- 5.2.3 A safe and hygienic working environment must be provided, taking into account the activities and specific hazards that must be properly carried out to prevent accidents and health injuries related to or occurring during work, by reducing the causes of possible hazards to a minimum.
- 5.2.4 Workers shall receive regular and recorded occupation health and safety training and such training shall be repeated for new or reassigned workers.
- 5.2.5 The company provides regular communication on occupational health and safety so that its employees and business counterparts are aware of their rights, roles, responsibilities and work procedures.
- 5.2.6 Where accommodation is required for employees, such accommodation must be clean, safe and meet the employees' basic needs.
- 5.2.7 Arrange for annual health check-ups for employees based on risk factors.
- 5.2.8 The company shall not force any individual to undergo and HIV (AIDS) tests and shall not hold undergoing HIV (AIDS) tests as an employment condition. However, the Company's employees are eligible for voluntary HIV (AIDS) testing, along with pre and posttest counseling. The test result shall be kept confidential.
- 5.2.9 The company shall provide health protection to its female employees, e.g. assigning an appropriate job to a pregnant employee which does not expose them to hazardous substances, is not labor-intensive, does not require working in an unsafe area and does not affect rest time. This includes provision of health services in line with physician's advice and information regarding pregnancy advice, maternity leave, maternity benefits and protection against dismissal during pregnancy.
- 5.2.10 The company shall support and facilitate the process of claiming social welfare benefits to its employees to maintain their excellent health.
- 5.2.11 Employees and those working with the company will be provided with appropriate guidance, training, resources and equipment to ensure a safe and healthy working environment for all.

## **5.3 Environment**

- 5.3.1 The company shall ensure good environment and health conditions for its employees, business counterparts and the vulnerable group by taking into consideration waste and waste water management, chemical substances management, GHG mitigation and resource efficiency enhancement, e.g. water and energy consumption (diesel fuel).
- 5.3.2 Conduct business in compliance with all applicable environmental laws, rules and regulations.

- 5.3.3 The company is aware that its activities have an impact on the environment. Therefore, it has established the procedure that related the environmental, environmental aspect and environmental characteristics, which will lead to the development of controls and procedures to reduce such impacts in normal, abnormal and emergency situations.
- 5.3.4 Waste is minimised and items recycled where possible. In the case of hazardous materials, emergency response plans are in place.
- 5.3.5 Waste management will be carried out in accordance with the law.
- 5.3.6 In respect of energy use, all activities operation processes, including the use of lighting, water in the office, are based on the need to maximise efficient energy use and to minimise harmful emissions.
- 5.3.7 The safety department will be responsible for ensuring that the environmental procedure is established, communicated, and adequately implemented and all department are responsible for following the procedures that related to the environment.

#### **5.4 Ethics**

- 5.4.1 Strive to provide a workplace free of bribery and corruption by complying with all applicable laws and policies relating to against bribery, money laundering and/or corruption as well as prohibiting the exchange of money or anything else of value to or from anyone, including government officials, to influence actions or obtain an improper advantage.
- 5.4.2 The Company will not tolerate bribery or corruption in the supply chain. If an investigation finds that internal employees of the company have actually violated the policy, they will be subject to disciplinary action by the company. Should any issues be identified within the Supply Chain, corrective action will be taken as appropriate.
- 5.4.3 The Company shall publish its social compliance and human rights policy in a public channel so that its employees, business counterparts and interested individuals are able to acknowledge, review and verify.
- 5.4.4 The Company shall ensure justice and establish measures to protect whistle blowers or those who cooperate in reporting violations by protecting their privacy and preventing retaliation
- 5.4.5 The Company shall place an emphasis on communication and training on social compliance and human rights policy to its employees on a regular basis.

#### **6. Supply Chain Management**

- 6.1 The business counterparts will be required to confirm their commitment to the company code of conduct, social compliance and human rights policy.
- 6.2 Dependent upon risk and information provided by suppliers, the company may implement additional screening including questionnaires, supplier visits, and reviews of the suppliers to prevent prohibited activities.
- 6.3 Business counterparts must not ignore, neglect, or any act social requirements and human rights violations in any of their business processes with the company.
- 6.4 If business counterparts neglect, are negligent or are found to be in violation of social requirements and human rights in its business processes and have no intention to resolve the situation to be in line with the company policy, The Company has the right to terminate any previously agreed upon business contracts. Notification of such termination shall be made in writing.
- 6.5 The purchasing department is responsible for implementation of this procedure.

## **7. Reporting suspected violations or complaints**

The company makes a commitment to establish bonds with its communities, stakeholders, and business counterparts at the workplace or its peripheral area as appropriate, by listening to their views, obtaining information out of their views and taking their views into account.

The company has legal counsel who can discuss their issues, and report them in writing in the company's suggestion box or email.

The company commits to a dialogue with stakeholders on rights available at the workplace or its peripheral area, where appropriate.

### **7.1 Scope of suspected acts or complaints**

7.1.1 Violations of this policy may directly or indirectly involve the Company.

7.1.2 Violations of this policy include neglect or negligence in respect of social requirements and human rights as described under the company's policy or any other act that may affect the company's internal control or business operations to an extent that a violation may result.

7.1.3 Any act that is illegal, immoral or unethical.

### **7.2 Channels for reporting allegations, complaints and feedback the company's employees**

All employees of the company are required to report any incidents to the human resources department, authorized persons, or the following departments when they encounter any social requirements and human rights violations related to the company's activities.

7.2.1 Supervisor or department manager to whom the personnel belongs.

7.2.2 Post ;  
HR Department at Silamas  
68 Moo 2, Sriwarenoi Rd., Srisajorakhaenoi, Bangsaothong, Samutprakarn 10570 THAILAND

7.2.3 Suggestion box (Anonymous comment box)

7.2.4 E-mail at; [hr@silamas.com](mailto:hr@silamas.com), [panuwat@silamas.com](mailto:panuwat@silamas.com)

### **7.3 Channels for reporting allegations, complaints and feedback the Company's business counterparts, third parties with no association with the Company or representatives of vulnerable group.**

7.3.1 Email at;

[hr@silamas.com](mailto:hr@silamas.com)  
[services@silamas.com](mailto:services@silamas.com)

7.3.2 Post;

HR Department at Silamas  
68 Moo 2, Sriwarenoi Rd., Srisajorakhaenoi, Bangsaothong, Samutprakarn 10570 THAILAND

## **8. Protection of whistle-blowers and confidentiality**

### **8.1 Non-retaliation for reporting complaints**

An individual who reports a complaint, provide information or produce evidence in connection with the complaint and an individual who considers the complaint with full integrity, and to be protected from dismissal, punishment, any act that could jeopardize their performance assessment, benefits, income and any other forms of welfare that they are entitled to.

The company's policy is to equally guarantee fairness to its employees and business counterparts. The company shall provide protection to an individual who file a complaint which will be kept confidential. The individual will not be affected by any business decisions. The accused shall not be considered guilty until the complaint is fairly investigated and proven to be well-founded.

### **8.2 Protection of personal information and confidentiality**

Protection of information and privacy of company employees or business counterparts, including third parties shall be guaranteed. Their identity, name and personal information will be kept confidential and will not be disclosed in the company's report.

If a complaint is filed by a company employee or business counterpart, the responsible unit shall carry out appropriate to ensure that an investigation can be conducted effectively and to prevent the Company's employees, business counterparts and third parties from retaliation or unfair treatment.

Concerns raised will not negatively affect performance assessment, benefits and compensation to which the company's employees or business counterparts are entitled from their service and business dealings with the company.

## **9. Investigation and Penalties**

- 9.1 If a case is reported, the human resource manager or authorized persons will verify the information provided and conduct an investigation.
- 9.2 During an investigation, the Human Resource Manager or authorized persons to provide a progress update to an individual who reports the case.
- 9.3 If information or evidence provided reasonably suggests that the alleged individual is in violation of social requirements and human rights and/or child rights, the company shall inform the alleged person of the allegation and allow the alleged to provide supporting information or additional evidence to counter the claim of alleged violations.
- 9.4 If an investigation concludes that the alleged person violates social requirements and human rights as defined in this policy, disciplinary action will be taken against that person. If the accusation is found to be unlawful, the alleged person shall be subject to the following:
  - 9.4.1 Disciplinary action in accordance with the company's regulations.
  - 9.4.2 The company's employees or the company shall be liable to legal liability under the civil or commercial law and criminal offences.

## **10. Remedy, Corrective, and Preventive Actions**

### **10.1 Violation or Non-Conformity**

In the event that any non-conformities or breaches are identified whether within the company or the supply chain, remediation or other corrective action will be taken.

All such non-conformity will be recorded and root cause analysis completed where appropriate to establish any preventive actions. However, in all cases timely corrective action will be taken to prevent further non-conformity and/or reduce the impact of that non-conformity.

In the cases of breached relative to the code of conduct including within the supply chain, actions may as appropriate include:

- Remediation, providing guidance to the supplier to resolve the matter with a positive outcome for those who may be affected. The company will seek to achieve acceptable performance and compliance of the supplier.
- Where acceptable performance and compliance cannot be achieved or where the risk and impact on affected people is too great as a result of the breach, the company may decide to cease using that supplier until such time as they achieve performance to the Code of Conduct of the company.
- Employees within the company may be subject to guidance and refresher training however where this is a clear conduct issue, managed through the company regulations.
- In all instances, further monitoring will be implemented to ensure the effectiveness of actions taken.

The managing director and the general manager are responsible for ensuring implementation of this procedure including the effectiveness of corrective & preventive actions.

### **10.2 Protection of rights of vulnerable group (Children)**

To prevent impacts on children, who are defined as a vulnerable group in the accordance with this policy. The company shall safeguard and respect the right of the child as follows:

- The Company shall protect and be committed to promote child rights.
- The Company shall support the eradication of child labor and inappropriate and illegal business dealings.
- The Company shall take into consideration child protection and safety in its premises and business operations.
- The Company shall protect children affected by emergencies and disasters.
- The Company shall support the role of the government and communities in child right protection and promotion.

### **10.3 Remedy guidelines**

If it is proven true that the company or its employees is in violation of social requirements and human rights of an individual filing the complaint, HR department is to consider a remedial action on a case by case basis. Preventive measures need to be put in place to avoid repeated intended or unintended violations and to ensure that social and human rights compliance can be undertaken in a smooth and sustainable manner.

If it is proven by law that the Company is obligated to provide a physical or psychological remedies or financial compensation, Human Resource Department is to work with relevant parties to negotiate terms and conditions to agree on and to appropriately provide reasonable compensation

## **11. Performance, Evaluation and Continuous Improvement**

The Company commits to periodically review this policy in order to continually improve, taking into consideration changes in legislation, and any other requirements to which the Company subscribes, and in order to ensure the adequacy, suitability and continuing effectiveness of the policy.

The Company will incorporate social, environmental and occupational health and safety compliance into its management system, requiring internal audits and reviews at management meetings.

## **12. Communication and Policy Reviewing**

To ensure that all employees are aware of its social compliance and human rights policy, the company shall do as follows:

- 12.1 The company shall post this policy to inform its employees.
- 12.2 The company shall disseminate this policy via its communication channels, e.g. email, public/company website, and other application of the company, etc.
- 12.3 The company shall ensure that this policy is reviewed at least once a year.

**Review and Revision History**

Announcement No.	Date	Description
17 / 2024	13/11/2024	First Issue
4 / 2025	18/2/2025	From the policy review on 11 February 2025, the Human Rights Policy and Social Compliance Policy were merged and renamed as the "Social Compliance and Human Rights Policy and Guidelines".