

Respect of human rights

The Company respects human rights by defining the policies and guidelines as follows:

1. Do not exercise or support any activities that violate human rights.
2. Educate the employees about human rights to apply to be a part of the operation during a duty.
3. Do not discriminate with gender, race, religion, age and disability including avoiding comments that might cause a conflict and schism.
4. Provide a communication channel for the employee who is violated or unfairly treated to make a complaint and urge for justified procedures.

In addition, the company has policies and practices to respect for the rights of stakeholders with the Company's business according to the following statuses;

Non-Discrimination Policy

1. Respect to the employees with the human dignity and fundamental rights. The Company will not transmit any personal information of the employees to the third party and unrelated one.
2. The Company has a policy of paying wages and remuneration, improving and training, considering promotion, punishing, laying off and retiring to employees on the basis of fairness and suitability to knowledge, duties, responsibilities and performances.
3. Treat the employees under the law and regulation regarding the operation of the company.
4. The company will not restrain, interfere or take any action that might affect the rights of employees who have no damages towards the company to exercise any activities include nationality belief, religion, gender, disability, ancestor or membership of political parties.
5. The company will communicate non-discrimination policy by include hiring and preserving several privileges to all employee. Hence, employees will have knowledge, good conscious and be able to behave aligned with its policies and practices since their first working day and so on.

Guidelines

- 1) The company gives the equality to employment, training, promotion, laying off or retiring. There is no any discrimination related to, nationality, class, religion, disability, gender, race, sexuality and membership of political parties.
- 2) The company recruits and remunerates employees with transparent and fair process based on knowledge, ability, skill and position. There is no any discrimination in race, religion, ethnic, class, color, gender, age, nationality, sexual orientation, military status, marital status, HIV or even disability which not related directly to the position and operation.
- 3) The company supports the employees' learning beside the knowledge learnt from work. The Company provides the employees training relevant to work in order to enhance working skill, prepare for promotion, support employees' self-development and also for advancement of career path. Regarding promotion, the Company mainly

considers from individual knowledge and ability. But the employee must be knowledgeable and able to manage staffs in the unit.

4) The company provides the equal remuneration to employees which considered by the scope of work similarity.

5) The company treats employees both men and women equally except some kinds of job that is unfavorable.

6) The company does not interfere with employees' personal right even though it's in the same line with the belief or the necessity in terms of nationality, religion, disability, gender or membership of political parties. It must have no effects on working, colleagues or the company.

7) The company does not allow employees to express behaviors such as wording and body touching including actions similar to oppression, force, sexual harassment, rape or sexual exploitation.

8) The company has no Pregnancy Discrimination Act policy to eliminate the pregnant women out of the company. In case of being pregnant that person is treated according to the laws and regulations.

Threat and Harassment Policy

1. The company creates the surrounding with the senses of respect and personal dignity, not allowing any treat, sexual harassment no matter what.

2. The company does not allow executives and employees use the authority threatening or violating others in both physical and mental way. This includes wording express, action and body touching.

3. The company has the complaint procedure to examine sexual harassment actions that might be occurred in the company.

Guidelines

The company has the direction to treat employees respectfully and emphasize the dignity of each person in order to create the happiness of living together.

1) The punishment such as flogging, beating or rough and sarcastic wording including physically and mentally threatening benefit depriving to employees is not allowed.

2) The company has disciplinary penalties punishing the employees who violate rules. Punishment is considered by the level of offence, intention and total of punishment of employees.

Punishment consideration is the Company's policy applied every time before punishing the employee. The Company will assign Human Resources and heads of department to investigate the employee thoroughly. To be fair with the employee, that person will be informed about the recent fault so that the employee will have the chance to clarify the issue.

3) In case of receiving a disciplinary punishment, the Company has no payroll deduction of employment. The employee suspended from breaching the discipline, that person will not be paid on that suspended day, excepting suspending from job because of investigating process.

4) The Company does not encourage any action related to physical touching which leads to sexual interaction for example kissing, embracing or some part of the body.

5) The Company does not support any wording which leads to sexual issues such as physical criticizing and teasing or impolite talking

6) The Company does not support any action leading to sexual harassment.

7) The Company does not support any expression or communication leading to sexual issues such as porn display, letter, text and other kinds of communication.

8) The Company does not support any behavior leading to sexual issues that make other one in trouble.

In 2016, there're 24 employees who became handicapped and no case of claiming for human rights was found.