

## Fair Labor Treatment

### Respect of human rights

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

1. Do not exercise or support any activities that violate to the 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.

The Company has set policies and guidelines for respecting human rights as follows:

### 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 communicates 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.

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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 2017, there were 24 handicapped employees and no case of and claiming for human rights was found.

Apart from respect of human rights policies and guidelines, the Company also has other relevant policies and guidelines as follow :

### **Remuneration and Welfare Policy**

1. The company remunerates employees with no less than the minimum wage standard conforming to Thai labour legislation and Thai industrial standard. The remuneration is paid on the basis of righteousness and individual responsibility with no discrimination towards nationality, religion or gender.

2. The company fairly determines a raise of employees based on potential and performance with the criteria in accordance with evaluation and promotion regulation.

3. All the company's information is recorded with transparency in the system and can be audited.

4. The company informs Remuneration and Welfare Benefits system to all employee.

The company has a policy of paying wages and remuneration to employees not only on the basis of fairness and suitability to knowledge, duty, responsibility and performance but also by means of comparing with the current labour market and the other companies in the same industry. Additionally, the Company awards an annual raise, an incentive, and a special annual raise exclusively for employees with high potential and remarkable performance.

As for welfare, the Company provides welfare benefits together with the other benefits to ensure employees' good quality of life as well as health and mental wellness. In addition to the general welfare benefits required by law, the Company provides other benefits as follows:

1. Welfare benefits aiming at developing employees, in order to enhance the work knowledge, various in-house and public trainings are provided such as a book corner as well as internet and intranet facilities which enable employees to search for further information.

2. Welfare benefits provided to subsidize costs of living, e.g. a diligence allowance, an employee uniform, a travel allowance, a canteen selling food to employees at welfare prices and a shop providing a meal that is approved by the safety standards of Bangkok Metropolitan Administration. Besides, the Company encourages employees to bring food or homegrown vegetables to sell in order to supplement incomes and to assure consumer confidence on safety.

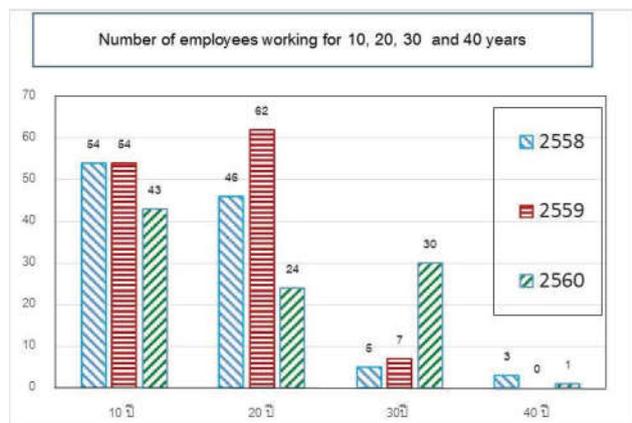
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3. Welfare benefits to promote a saving behavior of employees, e.g. a provident fund, a savings cooperative, a monthly savings campaign in collaboration with the Government Savings Bank, and a basic training and counseling session on saving and debt resolution.

4. Welfare benefits for future savings such as provident funds, saving cooperatives, housing loans from Government Housing Bank, etc.

5. Welfare benefits regarding recreation such as a sport event, an entertainment and various games.

6. Welfare benefits for health wellness including a clinic with a doctor stationing every week and at least 2 nurses on duty daily to ensure that the services are sufficiently provided. Furthermore, employees are educated of health knowledge, such as maternity care, nutrition and contagious disease consumption. Also, there is a yearly company health check covering lung x-ray, diabetes, cholesterol, blood pressure, as well as cervical cancer test.



### Employment and Labour Management Principle

The Company has operated adhere to the law, regulation and will protect the rights of employees equally.

1. The Company has employment system with the lawful contract and precise employment agreement.
2. The Company encourages the participation of employees in the business operation through welfare council system and others.
3. The Company supports the complaint system used as a channel to communicate messages including building good relationship between people in the organization and equal employment.

#### Guidelines

- 1) The company complies with the employment law without any labor force and avoidance of employer duties covering in parts of contractor, subcontractor and trainee employment.
- 2) The company encourages the equality off employment, treating all employees fairly and equally regardless of their gender, color, race, age, disability or other issues not related to the operation.
- 3) The company prepares an annual man power plan to avoid part-time employment.
- 4) In case of job vacancy, the company opens the opportunity and considers qualifications of employees who are working at the company first but if there is no qualified person for the required position, recruiting other candidates is proceeded.
- 5) The company makes the fair employment contract categorized by duration of contracts which are fixed and non-fixed working duration such as permanent employee, consultant, and manufacturer employment contract.