

## Labor Policy and Guidelines



Sikarin Public Company Limited

## Labor and Human Policy and Guidelines

### Objective

Sikarin Public Company Limited (the “Company”) is aware of respect for human right, human dignity, freedom and equality of persons. Therefore, this policy has been announced to ensure that the Company operates responsibly in compliance with human rights laws, including the principles of fundamental rights of international organizations. Become a practice guideline for human rights management to provide a single standard throughout the organization. As well as taking part in managing human rights impacts that may occur as well as The Company's value chain.

### Scope

This labor and human rights policy and guidelines covers all operations of the Company and its subsidiaries, including the activities of employees and business partners.

### Guidelines

#### **1. Forced labor practices**

The Company will not commit or support the use of forced labor in any form and will not demand or receive insurance money, any identity card or identification document from the employee whether when entering work or accepting work or as a condition for entering work unless exempted by law including not using physical punishment or threats of violence or any other form of physical, sexual, mental or verbal abuse. It is a measure of discipline or control.

#### **2. Guidelines on the use of child labor**

The Company will not employ or support the employment of children under 15 years of age and will not employ or encourage child labor to perform work that is hazardous to health or being in an environment that may pose a danger to health and safety.

#### **3. Guidelines for using female labor**

The Company will not allow female employees to do work that is harmful to their health or body as required by law including the business that will arrange for female employees who are pregnant to work or live in an environment that is not harmful to the health and safety of pregnancy. The Company will not lay off employees or demote the position or reduce the benefits of a female employee because of pregnancy.

#### **4. Guidelines for using foreign workers legally**

The Company conducts business with ethics and responsibility, especially for foreign workers. Both the Company and business partners must comply with the law in terms of employment contracts, foreign work permit, safe, wages, and working conditions to enhance the competitiveness of business partners and the Company to grow together sustainably.

**5. Separation guidelines or choose to choose**

The Company will not commit or encourage discrimination in employment. Paying wages and compensation for work, providing welfare, opportunities to receive training and development ,consideration for promotion or position termination of employment or retirement and will not interfere , obstruct or do anything that affects the activities, exercise of rights or practices of employees due to differences in nationality, religion, language, age, gender, marital status, personal attitudes towards sex, disability, trade union membership, employee committee membership, political party popularity, or other personal ideas.

**6. Guidelines for freedom of association and collective bargaining**

The Company will respect the rights of employees and give them the freedom to join or not join associations, unions, federations, and collective bargaining and will not impede trade union operations or labor federation or obstructing the exercise of the rights of employees to be members of a labor union including providing convenience and will treat that representative equally with other employees.

**7. Guidelines for working environment and quality of life of workers**

The Company is committed to ensuring that all employees of the Company operate with standards. Promote appropriate employment conditions for employees including maintaining a safe working environment. To provide employees with a good quality of life, able to perform work without affecting physical and mental health as well as paying attention to high standards of occupational health and safety. The Company are dedicated to preventing accidents, injuries, and illnesses caused by work during our operations. Under protection and fair operations on a social basis and according to the provisions of labor law, labor welfare, labor relations and safety, occupational health, and working environment and related procedures, which will always be reviewed, developed, and improved to be appropriate

**8. Guidelines for responsibility for caring for employees regarding harassment and/or sexual harassment**

The Company promotes respectful working conditions and has measures to prevent employees of the Company from being harassed and sexually harassed through expressions of words, gestures, physical contact or by any other means, including the use of violence against women If an employee is harassed or sexually assaulted. The Company will strictly consider disciplinary action against those who violate the Company's work regulations.

**9. Guidelines for work compensation**

The Company will pay wages and compensation for work or overtime to employees not less than what is required by law and will allow employees to receive information about wages and work compensation received in writing for each period and be able to understand the details of various components, including compensation and benefits those workers should receive according to the law.

## **10. Guidelines for working hours**

The Company will not allow employees to work longer than specified. This includes overtime work and working on holidays. The normal working hours, start and end times of employees' work are clearly specified. The duration does not exceed the time for each type of work specified by law. Stipulating rest periods between work and meal breaks. Providing rights to employees on various leave days, vacation days, and others as required by law.

## **11. Guidelines for dismissal and compensation**

The Company complies with the Labor Protection Act B.E. 2541 (1998), which specifies the duties of employers and the rights of employees in the case of termination. This is based on the principles according to the International Labor Organization conventions as follows:

- 11.1. The Company will not terminate employees without reasonable grounds related to the employee's abilities or behavior.
- 11.2. Employees will be notified before termination or receiving severance pay, which is required by labor law. unless the employee commits a serious offense

## **12. Guidelines for business partners in the supply chain**

The Company supports compliance with human rights principles with business partners. This covers not being involved in violations and human rights impacts that may occur. To ensure that every business partner's business operations are based on respect for human rights. Therefore, the Company's human rights policies and practices must be strictly followed. The guidelines are as follows:

- 12.1. Conduct business based on correctness buy with honesty, transparency and ethics.
- 12.2. Strictly comply with labor laws and international standards on labor rights. This includes labor protection, non-forced labor and determining fair working hours and compensation.
- 12.3. Respect the equality of individuals and avoid discrimination and any employment practices that create inequality in terms of age, race, religion, disability, gender, sexual orientation.
- 12.4. Membership in a trade union and political interest
- 12.5. Support good employment conditions for employees Including maintaining a safe working environment
- 12.6. Comply with relevant environmental laws and regulations. To enable the business operations of every trading partner able to control and prevent environmental impacts resulting from business operations.

The Company will continue to audit its suppliers to assess their potential human rights performance. By means of evaluating the customer risk assessment form visiting the survey area without prior notice and reporting clues in the Company's complaint channel

This policy and practice guidelines on labor and human rights is an important basis that employees at all levels must know and understand. The Company is therefore committed to

communicating this policy and its intentions to all employees, the business partners of the Company have passed the process.

- Employee orientation
- Communication through corporate's executives
- Communication through Human Resources through the information channels, Intranet and website of the Company.
- Communication through relevant departments that conduct business with business partners of the Company.

This Policy and Guidelines is the 2nd revision effective from 11 January 2024 onwards, as passed by the Board of Directors at its meeting No. 1/2024 on 10 January 2024.



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Mr. Seni Chittakasem  
Chairman