

Policy and Practices Regarding Human Rights and Labor Practices

1. Significance

Royal Plus Public Company Limited recognizes an individual's basic human rights from birth, dignity and equality as human beings. Thus, the Company is committed to the equal and fair practices of all employees without discrimination, with the objective of allowing all employees to demonstrate their full potential at work. Other than the respect for human rights, the Company also promotes labor practices in accordance with labor laws of the countries the Company operates in and clients' regulations.

2. Objectives

2.1 Prevent the violation or repercussions in terms of human rights in all activities in the business operations of Royal Plus Public Company Limited, including throughout its supply chain.

2.2 Protect its employees from discrimination and all forms of harassment.

2.3 Promote cooperation of work including giving employees equal opportunity to develop themselves.

3. Practices

3.1 Respect of Human Rights

3.1.1 Civil Rights and Political Rights

- 1) Promote the acceptance of diversity and coexistence on the basis of equality despite differences.
- 2) Do not act in any manner which may cause in the working environment the atmosphere of intimidation or bullying or hostility, including physical, verbal, mental harassment or its written capacity.
- 3) Do not act in any manner which may hinder the operations of other employees or cause grievances.
- 4) Do not act in any manner which is immoral or sexual harassment of other employees. Such actions include molestation, obscene acts, or sexual harassment whether through physical or verbal actions which may be cause of grievances, shame, humiliation, disgrace, or mortification.
- 5) Do not act in any manner which limits the rights and freedom of expression or participation in any political activities considered a person's personal rights and views. However, the name of Royal Plus Public Company Limited must not be used and referred to and no property of the Company shall be used for any political actions.

3.1.2 Economic, Social, and Cultural Rights

- 1) Provide employees with social security contributions and other benefits as stipulated by law.
- 2) Designate a rest period for the employees during working days and hours, including annual leave, and other holidays, with full pay in accordance to labor laws of each country.
- 3) Do not act in any manner which limits the rights to perform according to diverse culture, customs, and beliefs of employees.

3.2 Labor Practices

3.2.1 Forced Labor

Do not act or support any use of forced labor in any form or service which are pressured or forced from any persons through punishment, and of which are without those persons own. This includes not using labor which is not willing to work, forced labor through intimidation, physical or sexual violence, captivity, labor as compensation of debt, withholding of pay or wages, and isolation. The Company also does not collect money or identification documents from employees unless permitted by law.

3.2.2 Non-discrimination and Equal Opportunities

- 1) Pay timely wages and remuneration and give out benefits in several forms in accordance with labor laws, and do not cut employees' pay unless permitted by law.
- 2) Pay equal remuneration to male and female employees for the same work value.
- 3) Ban all discrimination against employees, no matter the circumstances, including the of inequality based on any other bias unrelated to work.
- 4) Ban all discrimination of recruitment and selection of personnel to work on the basis of age, gender, ethnicity, disability, religion, and promote the consideration of required qualifications as per each hiring position instead.
- 5) Develop employees across the Company equally without discrimination, with consideration of the appropriateness of each position and career advancement.
- 6) Determine and disclose criteria for performance evaluation to be known by employees.
- 7) Disclose evaluation results of performance evaluation to be known by employees with transparency and fairness, with the goals for employees to be able to adjust and improve their own performances.
- 8) Any transfers must be on the basis of equal career advancement and without discrimination.
- 9) Any termination of employment must come as a result of lacking quality performance according to the evaluation criteria or disciplinary misconduct at the severity level with requires termination, or as a result of health conditions diagnosed by a doctor or other causes which is not discrimination.

3.2.3 Rights to Peaceful Assembly

- 1) Assembly shall be done peacefully and without weapons.
- 2) Assembly shall be done without impact against work performance and continuity of service provision to partners.
- 3) No action which hinders the rights to assembly shall be done, except if those actions are done in the protection of public benefit, peace and order, or prevention of unlawful acts or unethical business acts.
- 4) Respect for rights and freedom of association or any other kinds of assembly including assembly for any bargains which are not against the law, which is a basic right leading to the protection of other rights for the advancement of society and sustainable development.

3.2.4 Child Labor Prohibition

- 1) Prohibit the hiring of child workers under the age permitted by the law of each country.
- 2) Prohibit the hiring of child workers with the work nature and conditions of work unsafe according to the law of each country, or harmful to health, safety, and development, including affecting compulsory education.
- 3) Prohibit the hiring of child workers for overtime work or work on holidays.
- 4) Do not hire and do not promote any forms of illegal child labor.

3.2.5 Rights, Freedom, and Privacy of Employees

The Company respects personal rights and freedoms along with equal rights of employees. The Company intends to protect personal data of employees by keeping only the personal information required for usage by the Company or as required by law. There are also procedures in place for the protection of personal data from unauthorized individuals' knowledge or utilization, which is the violation of employees' personal rights.

3.2.6 Health and Safety

- 1) The Company maintains the environment, safety, and hygiene of the employees who work for the Company by promoting employees' compliance with occupational hygiene and safety measures, rules and regulations, and procedures determined by the Company.
- 2) In case of injuries from work or observed conditions and circumstances which may cause harm during work and not complying with the Company's safety measures, employees must promptly report the incident to their supervisor.
- 3) The Company's employees must not threaten or harass others or behave in a manner which inflicts violence, causing personal harm to themselves or to others' property. If employees observe actions which may lead to violence or any sort of intimidation, they must promptly report the incident to their supervisor.
- 4) The Company prohibits possession, preservation, concealment, usage, or sales of guns and any other weapons within all premises of the Company. This includes knives, staffs, or other objects which may cause harm to others. The premises in this Clause shall include all buildings, parking lots, walkways, and any rental spaces of the Company as well. This Clause shall also be inclusive of any other locations the employees work at outside of the Company, except for security officers authorized to use necessary weapons.

3.2.7 Knowledge Distribution and Training

- 1) The Company shall conduct training in order for all levels of employees to enhance their knowledge and boost new skills in their operations in accordance with the rapidly changing business.
- 2) The Company shall provide knowledge and understanding to employees regarding the principles of human rights, in order to be applied and to be part of its operations.

4. Duties of Supervisors

All supervisors at every level shall monitor and ensure that the business operations of the Company do not engage in human rights violations and that the employees are all strictly treated correctly under these policies and practices.

5. Complaint and Report

5.1. Employees of the Company have the right to file complaints and reports about personal rights or human rights violations, harassment, bullying, and unfair actions against themselves or others. This can be done to their supervisors or Human Resources Department.

5.2. The Company shall investigate reported incidents and further proceed with complaints management.

5.3. Information about those who file complaints or reports shall be kept confidential. Those who file complaints shall not be affected in terms of work, reputation, or hiring by the Company