**Code of Conduct Example for Suppliers/Recruiters**

The Company is committed to transparency, honesty, adherence to the law and regulatory principles, good corporate governance, sustainable development guidelines, and creating good awareness about social responsibility.

The Company has therefore established a code of conduct for Business Partners. It is to be used as a guideline for business operations in order to comply with the legal requirements, policies and ethics of the Company as well as international standards. The Company gives importance to, and supports business partners with, transparency and compliance to social management standards including tracking strict adherence to this Code of Conduct.

The Company strongly hopes that the principles of our Code of Conduct will drive work efficiency between companies and with business partners to facilitate work that creates confidence and long-term value for all stakeholders.

**Scope and guidelines**

**Business Ethics**

Business ethics, honesty and fairness to all stakeholders are important as is compliance with the laws, rules and regulations of the government. Business activities should not involve any form of corruption.

**Labor and Human Rights Practices**

The Company gives importance to basic human rights in order to promote respect for the rights and freedoms of all without any form of discrimination. The Company has zero tolerance for all forms of human trafficking, forced labor, bonded labor, slave labor and indentured labor. The Company will promote equality by not engaging in gender-based and class-based discrimination, encouraging child labor, or by engaging in any form of corruption. All of these are central to compliance with the eight core policies of the Company as follows:

1. **Responsible Recruitment Policy**

Suppliers are committed to maintaining responsible recruitment principles and guidelines that respect, protect and comply with internationally recognized human rights. This includes international labor standards and regulations especially the right to freedom of association and collective bargaining as well as the prevention and elimination of forced labor, child labor and discrimination in every step of the recruitment and employment processes.

1. **Decent Work Conditions Policy**

Suppliers must respect basic principles of decent work (according to the International Labor Organization’s standards). These should provide effective employment and income generation for women and men equally and require social protection (and promote social dialogue) among workers. Business partners must abide by Thai labor laws. Suppliers must follow all applicable rules and regulations regarding wage payments and working hours including maximum working hours, overtime, holidays, leave and benefits as appropriate.

1. **Non-discrimination Policy**

Suppliers must respect the dignity of their employees and workers. Workers will be treated fairly and equitably and will not have their human rights violated, will not be oppressed by forced labor, and will not be discriminated against based on race, religion, gender, age, education, beliefs or any by any other means.

1. **No Child Labor Policy**

Business Partners shall comply with international labor laws and principles by making sure that NO worker under the minimum age considered to be child labor is involved in the production or distribution of their products or services.

1. **No Forced Labor Policy**

Suppliers must not enforce penalties or indentured labor contracts. Business partners must ensure that employment is voluntary and must not force workers to work involuntarily. Suppliers must not charge fees for official legal documents required for employment (such as an identification card, passport or work permit), nor ask for guarantee for work unless it is an act that is not against the law.

1. **Freedom of Association and Collective Bargaining Policy**

Suppliers must accept, recognize, and respect employees' right to freedom of association and collective bargaining as required by law.

1. **Anti-Human Trafficking Policy**

Suppliers must not be involved in any form, step or process of human trafficking and will adhere to guidelines on the prevention and suppression of human trafficking as well as aiding and protecting victims of human trafficking.

1. **Grievance and Remediation Policy**

Suppliers will provide communication channels for all employees, especially vulnerable employees such as migrant workers and women, in order to be able to hear their concerns and help them solve and remedy complaints and grievances that can occur.

The Company expects every Business Partner to adhere to our requirements for Business Ethics and Labor & Human Rights Practices. We expect such commitment to be ethical, transparent and verifiable.

The Supplier/ Business Partner has read the above requirements, understands the terms of this Code of Conduct and will comply strictly as evidence of commitment. This Code of Conduct has been signed and stamped with the company seal and is an official document.

Supplier signature and certification with the company seal (if any) and date of signing

Partner Company Name ………………………………………………………………………………..………...……………

Sign..............................................................................................................................................

Position.......................................................................................................................................

Date................................................................................................................................................................