**TEMPLATE POLICIES**

**RESPONSIBLE RECRUITMENT POLICY STATEMENT**

**Commitment to Fair and Responsible Recruitment Principles**

Our Company is committed to upholding fair and responsible recruitment principles and practices that respect, protect and fulfil internationally recognized human rights, including those expressed in international labor standards, particularly the right to freedom of association and collective bargaining, the prevention and elimination of forced labor, child labor and discrimination; in all steps of the recruitment and employment processes.

Our Company recognizes that recruitment should respond to labor market needs; should be qualifications-based; should not displace an existing work force, lower labor standards, wages or working conditions; or undermine decent work. Whether our Company recruits from a local pool or opt for cross-border recruitment, we require compliance to applicable national laws and regulations; transparency for all stakeholders; protection for the workers throughout the recruitment and employment processes, including the right to know their rights; the freedom of movement within Thailand or to leave Thailand; own control of their identity documents and contracts; and access to grievance and dispute resolution mechanisms as well as appropriate remediation.

Our Company considers this Policy as crucial to preventing labor issues that tend to originate in the recruitment process. Workers, especially migrant workers, are exposed to risks of exploitation starting at their country of origin, even before they reach our factory. Their vulnerability to deceptive or fraudulent recruitment practices may not always be visible to us, but it is our Company who stands to lose most from the impacts on our brands, reputation, customers, and business viability, of irresponsible and illegal recruitment practices by any stakeholder in our supply chain. Therefore, through this Policy and its implementation, our Company is committed to conducting due diligence in order to encourage continuous improvement of responsible recruitment practices. It is our belief that through this strategy our Company could help reduce, mitigate, and/or eliminate the risks of exploitation and abuse for job-seekers and hired workers during the recruitment process, thus enabling all persons, including women, access to decent work and income, in a protective and supportive environment, that could allow them to achieve their full potential.

**Zero-Tolerance Areas**

Our Company takes a strong stand against all forms, manifestations, indications and evidence of inhumane treatment related to human trafficking; forced, bonded, slave, indentured, involuntary compulsory labor; child labor, discrimination on the basis of gender, race, religion, ethnicity, sexual orientation, disability and others; the right to freedom or association and collective bargaining as well as any practices that could compromise the lives, health, safety and dignity of job-seekers and workers. Our Company consider such acts as non-negotiable, unethical and illegal; so will take action against perpetrators, knowing that such acts harm or places in harm’s way, all persons, especially vulnerable stakeholders, particularly women and girls, by creating debt burdens, loss of freedom, involuntary servitude, physical and psychological risks that could cause temporary or permanent damage or injury to their lives, property, well-being as well as their opportunities and abilities for decent work and income.

**Applicability and Scope**

Our Company and all our employees will NOT engage in, encourage, support or excuse – directly or indirectly - any violations of the fundamental human rights and rights of workers as defined in the above-mentioned four core international ILO Labor Standards (based on eight core ILO conventions) and defined in our other Company Policies for each of those core labor rights. At the same time, our Company is committed to NOT doing business with any individual or organization, especially labor recruiters and recruitment agencies, which have been implicated, suspected, charged or proven beyond doubt to have violated fundamental human rights and rights of workers especially involvement in human trafficking, the use of child labor; forced, bonded, slave, indentured, involuntary compulsory labor; sexual harassment or exploitation; in its operations or supply chain. Specifically, we will NOT purchase material or services from suppliers, subcontractors, service providers, brokers, agents, including recruiters, that may be/have been involved with the above-mentioned unethical and illegal acts.

Our Company will NOT use force as punishment or disciplinary measure for workers expressing their views or associating with other workers; nor as a means of gender, racial, religious or other discrimination.

Our Company expects all internal stakeholders- owners, shareholders, managers and employees- to abide by the strictest standards of NOT engaging in and NOT supporting any violation of our Recruitment Policies at all times, at work and in their personal lives. Similarly, our Company expects all external stakeholders- suppliers, subcontractors, brokers, agents, especially recruitment agencies; institutional or community enterprises that we deal with - to comply with our Company’s Policy and position on fair and responsible Recruitment.

Our Company expects all of our stakeholders to maintain high standards of transparency and accountability in their actions.

**Responsibilities to Comply and Address Potential Inequalities**

In recognition of the vulnerability of certain groups of stakeholders, such as migrant workers, women and their children, pregnant women, disabled persons, and other groups subject to potential discrimination and unequal treatment, our Company is committed to giving special consideration and providing resources in line with our Company values and within our Company’s capabilities. Compliance to this Policy will be guided by Policy Implementation Procedures that raise awareness, increase prevention, enable recognition, confidential reporting and whistleblower protection, provide grievance channels and remediation options, monitor and verify that all of these strategies are systematically addressing potential inequalities as well as facilitating efforts to implement a Responsible Recruitment Policy that can reduce, minimize, prevent labor risks to all stakeholders, including vulnerable workers.

Please be informed that this policy takes effect from the date of signing.

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Managing Director

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