



## **Human rights Policy and Practice Guidelines**

### **Eastern Polymer Group Public Company Limited**

With dedication and determination in the management of the Eastern Polymer Group Public Company Limited group companies, the "Group Companies" are committed to conducting business ethically, honestly, being socially responsible, and respecting the human rights of all stakeholders in accordance with good corporate governance and business ethics. The Group Companies are committed to continuously operate in creating awareness, comprehensively reviewing and auditing in managing risks that may lead to human rights violations arising from business operations. This is in line with domestic laws and the Universal Declaration of Human Rights (UNHR), the United Nations Global Compact (UNGC), the United Nations Guiding Principles on Business & Human Rights (UNGPs), and the International Labour Organization Declaration on Fundamental Principles and Rights at Work (ILO Declaration). These principles aim to promote a good quality of life and uphold human dignity. Therefore, to ensure that the Group Companies' business operations are free from human rights violations, it is deemed appropriate to establish this Human rights Policy and Practice Guidelines. The Chief Executive Officer, Senior management of business units, including management executives, Corporate Communications department, Finance department, Internal Audit and Risk management department, Investment Analysis department, Information Technology department, Supply chain management department, Central Human Resources department, and Human Resources and Administration department of each business unit, and the Deputy Chief Executive Officer of the Corporate Strategy and Sustainable Development Office, collectively harmonize practices and improve policies to ensure that all departments participate and collaborate in operations to prevent human rights violations in all business activities throughout the supply chain.

#### **Scope of Practices**

This Human Rights Policy applies to all business activities of the Eastern Polymer Group Public Company Limited group companies, including all business activities that the Eastern Polymer Group Public Company Limited group companies have the authority to manage.

The Eastern Polymer Group Public Company Limited group companies aim to ensure that all business partners, such as joint venture companies, contractors, suppliers, and other related parties, support and adhere to this policy as a guide for joint conduct.

#### **Framework for Human Rights Management**

The human rights management of the company group consists of 5 steps as follows:

1. Establishing human rights policies and creating awareness and knowledge.
2. Developing a comprehensive human rights auditing process.
3. Assessing human rights risks and the impact of human rights violations. Implementing operational measures to prevent human rights violations.
4. Establishing a mechanism for receiving complaints and defining remedial measures in case of human rights violations.

5. Monitoring and reporting on the progress of human rights operations.

### **Policy and Practices on Human Rights**

1. The Board of Directors, management, and employees at all levels must recognize the importance of respecting human rights in all aspects, including society and communities, in accordance with the laws of each relevant country and adhere to the regulations and directives of the Group Companies strictly. This includes treating everyone equally in accordance with human rights principles without discrimination, avoiding actions that violate human rights, and supporting and promoting human rights in all forms.
2. The Group Companies will continuously manage human rights, monitor and review to identify risk assessment issues and the impact of human rights violations, identify groups or individuals affected, establish appropriate risk management guidelines or measures, develop corrective actions, and prevent human rights violations, along with mitigating appropriate impacts in cases of human rights violations.
3. Establish two-way communication channels to promote knowledge, understanding, and adherence to respecting human rights, as well as provide support to stakeholders such as employees, business partners, suppliers and service providers, contractors, and joint venture partners, to participate in conducting business ethically, respecting human rights, and allowing them to express opinions, reflect on issues, or report any incidents or actions related to human rights violations.
4. Establish a process for examining and investigating information related to human rights that have been reported, along with reporting to senior management for appropriate mitigation or correction of the impacts that have occurred, ensuring fairness to all parties and protecting individuals who report human rights violations or those who cooperate in reporting such violations.
5. The Group Companies will respect the privacy rights of stakeholders, being aware of the importance of personal data and ensuring adequate protection of personal data. They will collect, store, use, or disclose personal data only as necessary for business purposes and in compliance with the laws to prevent violations of the privacy rights of data owners who are under their responsibility.
6. The Group Companies will not be involved in or support the use of child labor under the age of 15 years old.
7. The Group Companies will not be involved in or support the use of labor that is forced or coerced.
8. The Group Companies will provide a safe and healthy working environment and establish procedures to prevent accidents, injuries, or health hazards incurred from or related to work.
9. The Group Companies will respect the rights of all workers to express their opinions and mutually negotiate in accordance with the laws.
10. The Group Companies do not support any form of discrimination or unequal treatment, such as in the employment process, compensation, training opportunities, promotions, terminations, or retirement, based on factors like age, gender, being female, race, caste, nationality, religion, sexual orientation, disability, other physical characteristics, political opinions, or other disadvantaged groups such as migrant workers or the sick.
11. The Group Companies will not be involved in or support the use of physical punishment, physical or mental coercion, threats, or the use of violent language.

12. The Group Companies will comply with the laws and regulations related to working hours, holidays, leave, and overtime.
13. The Group Companies will pay wages and compensation in accordance with the laws, at least meeting the minimum necessary standard for living.
14. The Group Companies will not be involved in or support the creation of unfair employment contracts, false training programs to avoid labor obligations.
15. The Group Companies are committed to complying with the relevant regulations, laws, or other rules, and respecting international conventions.
16. The Group Companies will review the adequacy, appropriateness, and effectiveness of their policies, regulations, and work performance regularly, and make necessary corrections and updates to their systems to ensure they are current and compliant with relevant standards and laws.
17. Individuals who violate human rights are considered to have committed an ethical breach against the Group Companies, and will be subject to disciplinary action in accordance with the established work regulations and rules. Additionally, they may face legal penalties if their actions are unlawful.

### **Whistleblowing and Suggestions**

The Group Companies have established channels for receiving complaints and suggestions from stakeholders who have been affected or are at risk of being affected by the Group companies' business operations or the performance of the Board of Directors, Executives, and employees of the Group Companies related to human rights violations. This includes covering the procedures for receiving complaints, investigating the facts, summarizing the consideration, protecting the complainant and relevant parties, and conducting the complaint handling process according to the following measures for whistleblowing.

### **Scope of Complaints and Suggestions**

Complaints related to human rights violations.

### **Individuals who can report complaints and suggestions**

Stakeholders of all groups within the Group Companies.

### **Process for receiving complaints and suggestions**

1. Individuals who have been violated or witnessed violations of local laws, policies, or the Universal Declaration of Human Rights by the Group Companies can report complaints or suggestions through the designated channels as specified by the Group Companies.
2. After receiving complaints or suggestions, the recipient will proceed to forward the matter to individuals or working groups involved to initiate the inspection process, conduct investigations according to the established procedures, determine remedial measures, address and correct any violations found, and monitor progress to ensure that the complaints or suggestions are appropriately addressed.

3. In cases where it is proven that the complaint is false, intentionally distorts the facts, or is defamatory, causing harm to others, if the complainant is an employee of the Group Companies, it will be considered a breach of business ethics and the Group Companies regulations. The employee may face disciplinary action or legal proceedings according to the company's rules or laws. If the complainant is an external party, they may also face legal action.

#### **Channels for Complaints and Suggestions**

1. Letter to the Chief Executive Officer  
Eastern Polymer Group Public Company Limited  
770 Moo 6, Theparak Road, Tambol Theparak , Amphur Mueang, Samut Prakan 10270  
The envelope should be marked or labeled as "**Confidential**".
2. Email to the Chief Executive Officer at [ceo@epg.co.th](mailto:ceo@epg.co.th)
3. Submit a complaint and suggestion on the website [www.epg.co.th](http://www.epg.co.th)
4. Complaint boxes designated within the Group Companies, addressed to the Chief Executive Officer, marked or labeled as "Confidential" for the person opening the complaint box can forward it to the addressee.

#### **Protection of Rights for Complainants and Suggestion Providers**

To protect the rights of complainants and those who provide suggestions in good faith, the Group Companies have established the following procedures for protecting the rights of complainants and those who provide suggestions:

1. The Group Companies will protect the name, address, or any information that can identify the complainant or suggestion provider, and keep their information confidential. Access to this information will be limited only to those responsible for investigating and handling the complaint or suggestion.
2. The recipients of complaints and suggestions, as well as those involved who are aware of the details of the complaints and suggestions, have a duty to keep the information and documentation related to the complaints confidential. They are prohibited from disclosing the information to unrelated individuals unless necessary.
3. Refrain from performing actions towards complainants and suggestion providers, such as harassment, intimidation, disrupting work, or retaliating in various unfair ways as a result of complaints and suggestions, are strictly forbidden.
4. The Group Companies do not have a policy to penalize, harass, intimidate, or act unfairly towards complainants and suggestion providers in good faith, regardless of whether the investigation results indicate whether the accused party has committed wrongdoing or not.

In this regard, this policy shall take effect from 1 March 2022, onwards.



Signed..... Approved by  
(Mr. Chumnarn Vitoorapakorn )  
Deputy Chief Executive Officer of Human Resources

Signed..... Approver by  
(Dr. Pawat Vitoorapakorn)  
Chief Executive Officer