

# **STP & I Public Company Limited**

## **Human Rights Policy**

(This policy has been approved at the Board of Directors' Meeting No. 3/2023 on 10<sup>th</sup> March 2023)

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## 1. Introduction

STP & I Public Company Limited operates the business based on Good Corporate Governance principles while taking account of social and environmental responsibility. The Company aims at operating the business which can sustainably grow and realized the importance of respecting human rights. Therefor, the “**Human Rights Policy**” has been issued indicate the subject matters of maintaining human rights, occupational safety, health and environment, fair treatment of employees without discrimination, rights, and freedom of employees regarding labor rights, employment of disabled persons, and so on, in accordance with the law.

## 2. Definitions

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|-------------------------------|-------|--|
| Human Rights                  | means | Human dignity, basic rights and freedom given at birth and the right to not be discriminated due to race, religion, gender, color, language, ethnicity, or any other status. |
| The Company                   | means | STP & I Public Company Limited.  |
| Board of directors            | means | Board of Directors of STP & I Public Company Limited.  |
| Directors                     | means | Directors of STP & I Public Company Limited.   |
| Boards of Executive Directors | means | Boards of Executive Directors of STP & I Public Company Limited.   |
| Executive Directors           | means | Executive Directors of STP & I Public Company Limited.   |

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|---------------------|-------|---|
| President           | means | President of STP & I Public Company Limited.  |
| Corporate Secretary | means | Corporate Secretary of STP & I Public Company Limited.                                  |
| Management          | means | President and Management structure of STP & I Public Company Limited.                   |
| Employees           | means | Employees of the Company who perform duties under employment contracts in all position. |

### **3. Scope**

- 3.1 This policy applies to Directors, management, and all of employees of the Company.
- 3.2 This policy also covers the subsidiaries and affiliated companies.
- 3.3 Partners and stakeholders are encouraged to acknowledge and practice in the same direction.

### **4. Duties and Responsibilities**

- 4.1 The Board of Directors has assigned the Executive to supervise “Human Rights Policy” to ensure that Directors, management, and employees shall strictly observe and comply with this policy and emphasize effective implementation of the policy.
- 4.2 President shall ensure that the Human Rights Policy is put into practice all over the Company.
- 4.3 Management shall be responsible for communicating, understanding, and raising awareness of employees under their chain of command.
- 4.4 Directors, management, and all employees shall strictly comply with this policy.

## 5. Policy and Guidelines

- 5.1 The Company realizes and respects human rights of employees and stakeholders related to the business operation of the Company. Therefore, the Company strictly complies with the human rights laws in accordance with the guidelines or international practices advised by the supervisory agency.
- 5.2 Policies related to business operation of the Company have been determined in conformity with the human rights principles, including;
- (a) Occupation Health, Safety, and Environment Policy
  - (b) Human Resources Management Policy
  - (c) Code of Conduct
  - (d) Best Practices for Stakeholders Policy
- 5.3 The Company shall not do anything or involve in any actions which may violate the human rights. In addition, if any actions which seem to be human rights violations related to the Company's business are found, such actions shall be reported to the supervisors or complaint filing channels provided by the Company. Employees shall provide full collaboration in investigating such case.
- 5.4 There are 4 main aspects of the human rights activities of the Company:
- (a) Employees Rights
    - 1) Giving and respecting the employee rights as required by the applicable laws, including employment, wage, welfare, career advancement, training, uniform, etc.
    - 2) Fair treatment of employees without discrimination.

- 3) Ensuring the occupational safety, health, and working environment to all employees in sufficient and appropriate manner for maintaining the good quality of life of employees.
  - 4) Arrangement of complaint filing channels and remedies in case of human rights violations.
- (b) Rights of Thai and Foreign Workers
- 1) Giving and respecting the rights of Thai and foreign workers and prescribed by the law such as employment, wage, welfare, labor skill development, etc.
  - 2) Fair treatment of Thai and foreign workers without discrimination.
  - 3) Ensuring the occupational safety, health and working environment to Thai and foreign workers in sufficient and appropriate manner for their good quality of life. This includes arrangement of hygienic camp, safety signs made in Thai and foreign language, etc.
  - 4) Arrangement of complaint filing channels and remedies in case of human rights violations.
- (c) Rights of the Persons Related to Business Operation and Business Value Chain
- 1) Giving and respecting the rights of the persons related to business operation and business value chain, including partners, customers, creditors, financial institutions, government agencies, etc., by strictly complying with the laws related the business operation.
  - 2) Compliance with the agreements between the Company and the persons related to business operation and business value chain.

- 3) Retention of data of the persons related to business operation and business value chain.
  - 4) Sufficient and appropriate disclosure of business information for the persons related to business operation and business value chain.
  - 5) Encouraging the persons related to business operation and business value chain to adhere to the same human rights principles as the Company.
  - 6) Arrangement of complaint filing channels and suggestions in case of human rights violations.
- (d) Rights of the Community and Environment
- 1) Operating business with social and environmental responsibility by indicating clear policy and guidelines as specified by the law. These include management of construction site safety in the community area, clocking the area and installing the signs at the construction site, traffic management, community environmental management at the construction site and the nearby area which may be affected by the construction project, etc.
  - 2) Establishing the Communication Relation Section to build good relationships with the community near the construction site and the nearby area. Channels for filing complaint and suggestion regarding the construction project shall be provided.

5.5 Internal Audit Section shall be responsible for risk assessment/effects on human rights which may occur due to business operation of the Company in every aspect of the business value chain. Risk management guidelines and appropriate practices shall be prepared. The result shall be followed up and reported to the

superiors in the chain of command of the Internal Audit Department to ensure that the business operation, construction project, labor practice, foreign workers, occupational safety, health and environment, and treatment of stakeholders will not negatively affect the human rights.

- 5.6 The Company promotes and encourages any persons related to the Company business operation to observe and strictly comply with the human rights law and respect human rights.

## **6. Whistleblowing for contact and complaint Filing Regarding Human Rights Issue**

All employees and stakeholders may contact, inquire, and file complaints on human rights issues related to the Company. The channels and complaints shall be in accordance with the whistleblowing and whistleblower protection policy as follows:

### **Corporate Secretary**

Address : STP & I Public Company Limited  
32/24, Sino-Thai Tower 3<sup>rd</sup> Floor, Sukhumvit 21 Road,  
Klongtoey Nua Sub-district, Wattana District, Bangkok  
10110

Telephone : 02-260-1181

e-mail address : [contact@stpi.co.th](mailto:contact@stpi.co.th)

Complaints on human rights issues shall be reviewed and processed appropriately on a case by case basis. The whistleblowing procedure and whistleblower protection policy are as follows;

### **6.1 Whistleblowing Procedure**

- (a) The Corporate Secretary shall compile and verify the accuracy and adequacy of the complaint. If any action which can be considered as

human rights violations related to the Company is found, initial solutions will be proposed to President.

- (b) President considers the complaint proposed by the Corporate Secretary. Then, the working group or the person will be assigned to take further steps as deemed appropriate.
- (c) The working group or the assigned person will consider the investigation direction and suspend the actions which are human rights violations related to the Company and compensate the affected persons by taking account of the overall damage. The progress shall be directly reported to President.
- (d) Upon completion of the process, the results shall be reported to President and the Corporate Secretary. The Whistleblower will also be notified if his/her identity is revealed. Relevant information will be kept confidential.
- (e) In case the issue affects the Company's public image or involves the top management or significantly affects the Company's business operations, President will report the results to the Audit Committee.

## **6.2 Whistleblower Protection Policy**

- (a) Whistleblower, complainants, or those who provide cooperation in the investigation can decide not to disclose their identities, in case such as disclosure may jeopardize their safety or cause damage. In case their identities are disclosed, the Company will notify the result or provide the appropriate remedies in a convenient and timely manner.
- (b) The Company will treat the personal data of whistleblowers, complainants, or those who provide cooperation in the investigation, as well as the related information in strict confidence. Any disclosure will be



done with discretion and as necessary, basing on the safety and damage concerns of the whistleblowers, complainants, or those who provide cooperation in the investigation, the source of information, and other related persons.

- (c) In case the whistleblowers, complainants, or those who provide cooperation in the investigation might feel unsafe or suffer from the investigation process, they can request the suitable whistleblower protection. Meanwhile, the Company might determine the whistleblower protection measures without the request if the Company notices that there are chances of damage, suffering or unsafe.
- (d) Those who are affected or suffered by the case will be provided with the appropriate and fair remedies.

## **7. Raising Human Rights Awareness and Understanding**

The Company shall communicate within the organization to ensure that Directors, management, and employees understand and are aware of the importance of Human Rights Policy, including other relevant policies and practices, through the Company's web intranet. Moreover, training, seminars and media are provided. Employees whose duties are related to the stakeholders, etc., to ensure their acknowledgement and adherence to the same direction as the Company.

## **8. Punishments**

The punishment is compliance with the company's regulations and/or related laws.