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# Human Rights Policy

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## Human Rights Policy

Jaymart Group Holdings Public Company Limited respects human rights principles for all employees and stakeholders in accordance with good corporate governance. The company upholds integrity and fairness in business operations, ensuring that employees are not taken advantage of solely for financial gain. Instead, it prioritizes their well-being and career development within appropriate frameworks and company guidelines, ensuring fair treatment for employees at all levels and stakeholders.

This Human Rights Policy serves as a guiding tool for fostering a peaceful, respectful, and inclusive work environment for employees at all levels.

Therefore, the company declares that this Human Rights Policy applies to the Board of Directors, executives, employees at all levels, subsidiaries, affiliated companies, business representatives, and partners, who are expected to acknowledge and comply with it.

### Scope of Application for the Human Rights Policy

This Human Rights Policy applies to all entities operating in collaboration with Jaymart Group Holdings Public Company Limited, including its subsidiaries, affiliated companies, business representatives, and partners. It covers the Board of Directors, executives, and employees at all levels. This policy serves as a guideline for strict compliance in all operations, ensuring integrity, good corporate governance, and ethical business practices.

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## Definition

### Human Rights:

Refer to the fundamental freedoms inherent to all individuals, regardless of status or class, ensuring equal entitlement to dignity as human beings. These rights encompass freedom of thought, physical autonomy, and decision-making, all of which are protected under the Constitution of the Kingdom of Thailand and international treaties.

### Forced Labor:

Refers to the coercion of individuals to work against their will through the use of physical, psychological, or verbal threats, including violence, confinement, or intimidation. The victims are unable or find it extremely difficult to resist such conditions.

### Child labor:

Refers to private employees who are between the ages of 15 and under 18 years old.

### Non-discrimination:

Refers to treating all employees at every level equally, without any discrimination based on gender, sexual orientation, race, religion, ancestry, skin color, physical attributes, social status, disability, or impairment, in order to ensure that they receive the same standard of treatment and are able to be part of the organization with equality.

### Occupational Health:

Refers to the prevention of diseases and accidents to ensure the safety of employees, both physically and mentally, as well as in their surrounding environment, within the workplace, in an appropriate and adequate manner.

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## Scope of Human Rights Policy

### 1) Forced Labor

The company does not support or allow any individual or department to engage in actions that constitute forced labor, which would violate fundamental human rights related to freedom of work.

#### Best Practices:

1. The company prohibits the use of coercion, threats, or any form of physical or mental abuse towards employees at all levels in the organization in order to instill fear, thereby preventing employees from performing their work voluntarily or placing them in a position where they cannot resist.
2. The company prohibits transferring employees to work in environments that are hazardous or harmful without a valid and reasonable cause for such actions.
3. The company prohibits financial penalties on employees at all levels, such as creating unfair debt obligations, delaying payments, or using other financial pressures to compel employees to continue working.

### 2) Child Labor

The company does not have a policy of employing individuals under the legal age limit, as it may negatively affect their development, cause physical and mental harm, and result in the loss of educational opportunities for children.

#### Best Practices:

1. The company requires all job applicants and employees, including permanent staff, contract workers, and temporary employees, to be at least 20 years of age.
2. The company thoroughly checks every time to ensure that applicants or employees do not conceal an age below the company's recruitment age requirement.

### 3) Treatment of Female Employees

The Company strongly supports gender equality and diversity within the organization, recognizing that individuals of any gender can contribute effectively and to their full potential. There may only be specific limitations based on the physical strength requirements for certain duties.

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**Best Practices:**

1. The company supports the employment of female employees in roles that do not pose a risk or harm to their physical health and safety.
2. The company respects and treats female employees equally, in the same manner as employees of other genders.
3. Female employees who are pregnant can continue their roles within the company as usual and are entitled to take various types of leave, including maternity leave, in accordance with the company's regulations.
4. The company ensures equal compensation and benefits for female employees, with the same standards applied to male employees.

**4) Non-Discrimination**

Equality in the workplace is crucial as it serves as a foundation for fostering unity among employees. Therefore, the company promotes and encourages employees to treat each other equally, in accordance with the company's ethical business practices at all times.

**Best Practices**

1. The company ensures that recruitment and selection of personnel at all levels and positions are carried out with equality, using the same criteria for selection without any discrimination based on gender, sexual orientation, race, religion, ancestry, skin color, physical appearance, social status, disability, or impairment.
2. The company ensures that wages and benefits for all levels of employees are provided fairly and equally according to the standards for each position.
3. The company ensures that employee training and development opportunities are accessible, equitable, and non-discriminatory for all levels of employees, enabling them to receive the knowledge and skill development provided by the company equally.
4. The company ensures that entertainment and recreational activities are accessible to all employees at every level, granting them equal rights to participate in all activities.
5. The company ensures that employee performance evaluations and promotions are conducted according to the company's established rules and criteria. Supervisors must evaluate employees without personal bias and carry out the process with fairness.

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6. The company ensures that supervisors manage their subordinates equally and fairly, without hindering work or discriminating against any employee.
7. The company ensures that all employees treat all stakeholders with equality, without discrimination, and without providing benefits to certain stakeholders or individuals for reasons that cannot be justified.
8. The company will not punish or take any negative action against employees who refuse to engage in fraudulent activities or corruption, regardless of their position or level, even if it may cause the company to lose business opportunities.

#### 5) Prevention of Sexual Harassment

The Company supports mutual respect among colleagues, regardless of gender, whether female, male, or any gender identity. No employee should experience actions that cause discomfort or distress based on their gender.

#### Best Practices

1. The company promotes mutual respect among female, male, and gender-diverse employees. All employees, whether in a supervisory, subordinate, or peer role, should treat each other with polite language, avoiding teasing, humiliation, or demeaning comments based on differing gender identities.
2. The company prohibits all employees, regardless of position, from engaging in any form of sexual harassment, both verbal and physical, that creates discomfort, embarrassment, or a sense of insecurity for others, regardless of their gender.

#### 6) Safety, Occupational Health, and Work Environment

All employees, regardless of position or level, are valuable resources to the company in driving the business forward. Therefore, ensuring comprehensive safety, occupational health, and a suitable work environment is of utmost importance to the company. The company is committed to providing employees with physical and mental safety, as well as safeguarding their property, ensuring they can work happily and in a positive environment throughout their time with the organization.

#### Best Practices

1. The relevant department responsible for maintaining the cleanliness and orderliness of the building must regularly inspect the safety of the workplace according to the established plan to avoid any hazards to the life and property of employees at all levels, as follows:

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- 1.1. The responsible department must inspect the readiness and quality of the elevators at the specified intervals, documenting each inspection in writing to confirm each check.
- 1.2. The responsible department must check the lighting in all areas of the workplace to ensure there is an adequate number of working lights in every area at all times. If any department reports damaged lighting, the responsible party must immediately address and repair it to restore functionality as soon as possible.
- 1.3. The responsible department must ensure that electrical appliances and electronic equipment are always in good working condition and safe for use to prevent accidents that could harm both physical well-being and property.
- 1.4. If there is deterioration or damage to the building or facilities, such as leaking ceilings, broken tiles, or burst water pipes, the responsible department must take immediate action for repairs. During the maintenance process, warning signs must be placed to alert employees to be cautious in order to prevent accidents that may harm employees' bodies.
- 1.5. The company prohibits any employee from placing objects that obstruct walkways or stairways, which could hinder movement or safety in any circumstance.
- 1.6. Driving of cars, pickup trucks, and motorcycles within the company premises should be done at a safe speed. Employees are prohibited from honking the horn loudly as it may disturb the work of other employees.
- 1.7. The company has security personnel to ensure safety in relevant areas within the company premises.
- 1.8. Employees are prohibited from engaging in any activities or behaviors that may cause damage to the company's buildings, facilities, or property.
- 1.9. The company allows all employees who notice any potential hazard to physical safety or property damage to report the issue to the responsible department immediately upon noticing, without neglecting the potential danger.
2. The company encourages all employees to adhere to the 5S principles, which are Sort, Set in order, Shine, Standardize, and Sustain, in their personal workspaces and department areas, to prevent accidents and the spread of germs.
3. The company has set up several water dispensers throughout the premises to ensure that employees always have access to clean and healthy drinking water.
4. The company ensures that clean and sufficient restrooms are available to accommodate the number of employees in the building at all times.
5. The company has cleaning staff on each floor to maintain cleanliness in all areas, ensuring that employees work in clean and hygienic environments at all times.

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6. Waste is regularly collected by cleaning staff on all floors of the building every day to maintain good hygiene for employees, prevent germs, and avoid unpleasant odors that could disrupt work.
7. The company provides mandatory fire evacuation training for all employees at every level once a year without exception.

#### **7) Employee Representatives**

In addition to the rules, guidelines, and policies regarding human rights that the company has established, the company has also appointed an internal welfare committee to serve as a central body to jointly manage and address significant events or issues on behalf of employees. This is to ensure that the company treats and cares for employees at all levels and positions with fairness and comprehensively.

#### **Best Practices**

1. Supervisors or managers at all levels should not intervene in the welfare committee's work unless absolutely necessary.
2. Employees at all levels and positions have the right to raise issues they wish to negotiate or discuss regarding working conditions and employment terms with the company through the welfare committee in a safe manner.
3. The welfare committee must possess knowledge of labor laws and the company's internal regulations to ensure they can respond to employee inquiries quickly, accurately, and reliably.

#### **8) Human Rights for Stakeholders**

The company values all its stakeholders and ensures that guidelines and measures are in place to protect their interests, ensuring they receive the greatest benefits and satisfaction.

#### **Best Practices**

1. The company acknowledges the importance of all its stakeholders and treats them with respect, politeness, and dignity at all times.
2. The company will not engage in any actions that may infringe upon the rights of stakeholders, such as creating difficulties in accessing information that the company is required to disclose to the public, which could result in certain groups of stakeholders being unable to access the company's information equally.

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- The company will not engage in any actions that negatively affect the well-being of communities in areas surrounding the company, whether in terms of pollution or noise disturbances that impact their quality of life.

### Policy Review and Update Schedule

The responsible department is required to review and update the details of each process in this policy annually to ensure it remains current and relevant to the situation, and to present it for approval to the company's board of directors on an ongoing basis.

Announced to be effective from December 8, 2023 onwards.



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Approver Human Rights Policy

Mr. Pisnu Pong-acha  
Chairman of the Board of Director

