

## Human Rights Policy

This policy is issued to make confidence that all merchandises of Chotiwat Manufacturing Public Co., Ltd. Company are produced by lawful labours according to Human Rights Principle. The Company attempts to launch this policy corresponding with the basic human rights and comply to Thai reputations and customer's social ethical requirements.

Therefore, in order to establish common understandings, the company announces the policy as follows;

1. Commit to human rights principles that shall not engage in or support the use of child labour, forced or compulsory labour including prison labour.
2. Provide and monitor safety and healthy workplace environment and shall take effective steps to prevent potential health and safety incidents and occupational injury or illness arising out of associated with or occurring in the course of work.
3. Respect the right and effectively inform personnel that they are free to join a worker organization of their choosing without any negative consequences or retaliation from the organization.
4. Not engage in or support discrimination in hiring, remuneration, access to training, promotion, termination or retirement based on race, national, territorial or social origin, caste, birth, religion, disability, gender, sexual orientation, family responsibilities, marital status, union membership, political opinions, age or any other condition that could give rise to discrimination.
5. Treat all personnel with dignity and respect. The organization shall not engage in or tolerate the use of corporal punishment, mental or physical coercion or verbal abuse of personnel. No harsh or inhumane treatment is allowed.
6. Comply with applicable laws and industry standards on working hours and public holidays. The normal work week, not including overtime, shall be defined by local law and customer requirements.
7. Respect the right of personnel to living wage and ensure that wages for a normal work week shall always meet at least legal or industry minimum standards.

8. Formalize the human resource management policy and guidance, also encourage employees to achieve a good work and life balance to employee under human rights, social responsibility and must comply with all related local laws.

9. Define the procurement practice to engage in suppliers and service providers for human rights and social responsibility must comply with all related local laws.

10. Provide the grievance mechanisms related to fundamental human, labor rights health and safety by the channels to inform are easy and effective in safeguarding to ensure wellbeing improving system for the workers and develop communication protocols on progress of grievance resolutions or remediation actions. CMC protects the complainant whereby he/she can choose not to reveal himself/herself and shall not act in a manner that deemed unjust to the whistle blower, whether in terms of changing job position, nature of work, job location, job suspension, threatening, termination of employment or any other acts that are unjust to the whistle blower or the person cooperating in finding facts.

11. Disseminate and communicate the understanding Human Rights Policy, Social accountability requirements, procedure and compliance to employees and related outsiders and provide opportunity to related persons to review the guideline.

12. Regularly review its policy statement, policies and procedures implementing, in order to continually improve.

13. Conduct the business following good governance, ethical and social accountability.

14. To prevent sexual harassment of male or female including alternative genders complied with Sexual Harassment Prevention Policy as follow.

## Sexual Harassment Prevention Policy

The definition of sexual harassment can be divided into 2 types:

**Type# 1:** Causing trouble relating to sexual harassment in the workplace or creating hostile environment sexual harassment; for example, verbal expressions that include criticizing other people's figure and appearance, flirting, using obscene words, teasing, insulting femininity, masculinity or other genders, including sexual preference or physical expressions such as flirting look, touching hands or showing things, pictures, letters, wordings, symbols implying sex; for example, pornography, nude pictures, e-mail or screenshot as well as stalking, pestering or acting in a sexually unsafe manner.

**Type# 2:** Exploitation of benefits or disadvantages from "work" as an exchange of Quid pro quo sexual harassment which is considered sexual harassment by exchanging benefits or power with the aim to gain sexual satisfaction.

### Guidelines:

1. The Company has emphasized on social ethical behavior, both at an organizational and individual level, legal compliance regarding gender equality or other relevant laws, including compliance with regulations on human rights concerning fair and equal gender treatment to prevent sexual harassment in the organization.
2. Employees of all levels shall be aware and must not behave in a way implying sexual harassment to femininity, masculinity or any other gender identities, whether in a form of acts, verbal expressions or behaviors which violate or sexually harass others even though such person agrees. This is to prevent the abuse of power regarding sexual harassment.
3. Employees of all levels shall respect and honor one another, including colleagues, supervisors and subordinates while minimizing risks concerning sexual harassment in the workplace; for example, wear appropriate dress or clothes, avoid being in an unseen place or being in private with any persons with opposite gender, behaving oneself as a good example in preventing sexual harassment etc.

4. Employees of all levels shall mutually scrutinize and report any sexual harassment behaviors that have taken place to their respective supervisor or the Company. In addition, they shall not neglect in a case where their colleague has actually experienced such problem.

5. Provide channels for complaint in a case where an employee has been sexually harassed while establishing investigation and prevention system under confidential operation. In a case where there are any complaints on sexual harassment, the Company shall set up a working committee to investigate fact whereby such committee must comprise of the Chairman possessing higher rank than the litigant, person from original affiliation, person with previous performance on sexual harassment, person with the same gender with the sufferer and person trusted by the sufferer. The working committee shall propose to the management for further consideration on disciplinary action.

6. Protect the sufferer, the complainant and the witness to prevent any revenges or embarrassments; for example, separate or move the working place or proceed with any other actions as deemed appropriate to prevent potential confrontation with the accused.

7. Emphasize the importance of following up the corrective measures

8. and remedy for the sufferer or person who has been sexually harassed to improve their mind as well as working life and way of living. Besides, the Company must determine appropriate penalty for those who violate, neglect or infringe whereby such person must receive the maximum penalty according to the Company's regulations, including other relevant laws.

9. Foster knowledge and understanding of sexual harassment behaviors for employees of all levels for acknowledgement via various communication channels or thoroughly publicize via public relations board to create awareness and ensure strict compliance.

Therefore, announced for public acknowledgement.

Announcement date 11 November 2022