



ETHICAL RECRUITMENT FEES POLICY

Effective Date: April 1, 2023

Ethical recruitment fees policy

Chotiwat Manufacturing Public Company Limited (CMC) recognizes human rights and social accountability principles including employers are responsible for fees associated with the recruitment of employees. Therefore, the company announces the policy to establish and implement ethical recruitment process as follows:

Scope:

Migrant workers are recruited complying to the legal by recruitment agencies, CMC's recruitment process, and walk in application from workers that effective date on April 1st, 2023.

Roles and Responsibilities:

CMC responsible for fees associated with the recruitment of employees as follows:

1. Operation expenses relevant worker documents such as passport, Visa departure permission, work permit or origin country labor documents including renew process.
2. Travelling, food and accommodation expenses of interviewing process, signing contract process and relevant recruitment working documents process.
3. Health check-ups and health insurance comply with the recruitment regulations.
4. Training expenses.
5. Recruitment services or jobseekers.
6. Other expenses for the recruitment process comply with laws and relevant requirements.

Excluding: In case of costs all personal documents were lost by employees.

Therefore, announced for public acknowledgement.

Announced on February 24, 2023

This Policy is effective as of April 1, 2023