

Sansiri Supplier Code of Conduct |  **SANSIRI**

## Sansiri Supplier Code of Conduct

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Sansiri is committed to strengthening relationships with suppliers and developing work processes to create value for all stakeholders. The organization believes that supply chain management taking into account environmental, social and governance issues (Environment, Social, Governance: ESG) is the management of opportunities and risks in all dimensions of business operations. The results will lead to long-term value creation with suppliers and enhance competitiveness. For this reason, the Sansiri Group has developed the Supplier Code of Conduct to determine the direction of sustainable business development of Sansiri Group and its suppliers along with setting up standards and guidelines for suppliers to study and use in working with the Sansiri Group throughout their work.

The Supplier Code of Conduct will treat suppliers in the Sansiri Group's supply chain, including all purchasers and contractors. The management aims to develop operating standards in the areas of business ethics, human rights and labor standards, quality management, occupational health and safety and the environment. The Sansiri Group recognizes the importance of these areas and wishes to set work standards above the legal regulations to ensure that the business process standards of the Sansiri Group and its suppliers are equal, equitable and acceptable, even facing different rules in each area of operations.

To promote, support and monitor suppliers to comply with *the Supplier Code of Conduct*, the organization is committed to collaborating with its suppliers through governance, providing information, providing appropriate operating guidelines and assessing performance as appropriate to enable them to develop their operations under the standards set by the Sansiri Group.

The Sansiri Group hopes that the principles of *the Supplier Code of Conduct* will drive the efficiency of the work between the Sansiri Group and all its suppliers to create trust and long-term value for all stakeholders.

## Business Ethics

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### Business Ethics

- In doing business, prioritize ethical principles, honesty and fairness to all stakeholders, comply with laws, rules and regulations of the government sector, and not participate in any form of corruption

### Conflict of Interest

- Do not bring personal interests to conflict in the business processes with the Sansiri Group, not seek personal gain or benefit close persons from positions, duties and opportunities from working with the Sansiri Group.
- Provide cooperation according to requirements when the Sansiri Group announces *the No Gift Policy* or requirements according to *the anti-corruption policy*.

### Internal Information

- Before commencing any internal information exchange, agree in writing to the internal information protection that the suppliers will protect and maintain internal information between the organization even after the end of business operations with the Sansiri Group.

### Intellectual Property

- In working with the Sansiri Group having an exchange of intellectual property, agree in writing on the intellectual property protection between them.
- Do not disseminate and infringe on the intellectual property of the Sansiri Group.

### Information Disclosure

- Disclose information of suppliers' company as required by law, cooperate in sending the data to the Sansiri Group to prepare principal reports and disclose information to stakeholders.

### Transactions

- In transactions between suppliers and the Sansiri Group, strictly follow the procedures set by the Sansiri Group's Accounting Department, clarify various items to be clear and direct every time, prepare important documents entirely and make disbursements on time.
- Keep financial documents and other important ones to be inspected for transparency in their operations.

### Sustainable Development between Suppliers and the Sansiri Group

- A key component of sustainability is listening to the opinions and perspectives of stakeholders. The Sansiri Group encourages suppliers to express their viewpoints through various channels provided for the organization to receive comments and bring suppliers' suggestions to develop the working processes with suppliers.

## Human Rights and Labor

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### Child Rights and Anti-Child Labor

- The Sansiri Group values, respects, and supports children's rights by adhering to the Children's Rights and Business Principle (CRBP) concerning the Convention on the Rights of the Child (CRC). For this reason, the Sansiri Group requires all suppliers to comply with the Sansiri Group's *Anti-Child Labor Policy* as follows:
- Do not employ children under the age of 15 as employees, which is considered a violation of the rules of the Ministry of Labor.
- Do not employ children under the age of 18 to work in any establishment posing a threat to children or on any construction site. ('Construction Site' or 'Construction Area') of the Sansiri Group.
- The Sansiri Group holds the right to terminate employment by suppliers immediately if found and proven that the supplier is using child labor.
- In the event that the Sansiri Group finds or receives the fact that the supplier has violated the rights, liberty and welfare of the child, which is a violation of *the Supplier Code of Conduct* and *Children's Rights and Business Code of Conduct*, the Sansiri Group holds the right to punish the actions of the suppliers as appropriate.

### Non-discrimination

- Treat employees with fairness and equality, do not discriminate against birthplace, race, sex, age, skin color, religion, disability, underprivileged, social status or any other matter.

### Labor Rights

- Treat workers legally.
- Provide reasonable wages and compensation to workers, be fair to the nature of the work and working period, provide benefits that employees should receive under the law.
- Give workers the right to freedom of association, collective bargaining, annual leaves and holidays required by law.
- Do not employ illegal labor. In the case of an alien worker, suppliers must perform their employment following the law of the Ministry of Labor.
- Not take any actions against workers subject to forced labor or human trafficking, including physical and mental punishment, intimidation, harassment, or detention.

## Quality Management

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### Quality Management System

- Study, understand, and acknowledge the quality management process of the Sansiri Group (Sansiri Quality Management) through the work manual prepared by the Quality Control Department of the Sansiri Group for suppliers and implement the standards and procedures set forth by the quality management system.

### Delivery of Products or Services

- Deliver products or services accurately, completely, and on-time throughout the operations with the Sansiri Group.
- Communicate, record and report information to perform the quality work accurately and truthfully, keep important documents, such as contracts, agreements, action plans or important financial documents and be inspected for use if the delivery of work requires checking.

### Actions When Errors Occur

- If an error occurs or is found in the products or services related to suppliers after the delivery of the work, they must fully cooperate with the Sansiri Group for investigation and correction of any errors.

## Occupational Health and Safety

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### Management of Occupational Health and Safety in the Work Area

- Carry out occupational health and safety following the laws, rules and regulations required by the government sector.
- Maintain good occupational health and safety standards throughout the work process to ensure that the working environment is safe and hygienic and least affects society and the environment.
- Have a regular check of workplace health and safety.
- Encourage and monitor the wearing of various security equipment by employees in the working area regularly.
- Do not neglect or ignore any actions or defects in the workplace that may cause unsafe conditions for the employees.

### Actions in Emergency or Unusual Situations

- Have measures or plans to respond to emergencies effectively.
- Provide training, knowledge and understanding to employees about security measures and emergency plans so that they can act properly and promptly when accidents or unusual situations occur.

### Performance Tracking

- Record complaints on occupational health and safety related to the operations between suppliers and the Sansiri Group accurately in consistence with the facts all the times and regularly report incidents to the Sansiri Group.
- Systematically collect accident statistics or the number of injured persons in the operations with the Sansiri Group and ready to provide information to Sansiri Group to report health and safety performance to all stakeholders.

## Environment

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### Environmental Management in the Work Area

- Take legal action on the environment and various government regulations.
- Have effective measures to prevent, correct and reduce environmental impact.
- Encourage employees to use environmental resources reasonably and effectively and not do anything creating a negative impact on the environment.
- Regularly develop an environmental management system to have standards above the criteria set by the government that consists of the following factors:
  - Physical parameters, such as the management of environmental resources.
  - Chemical parameters, such as prevention or reduction of pollution from business processes.
  - Biological parameters, such as the management of impacts on ecosystems and biodiversity.
- Aim to mitigate the impact and adapt the business model to be in line with climate change by developing business processes or innovation of products and services.

### Performance Tracking

- Regularly record complaints on the environment related to the operations between suppliers and the Sansiri Group accurately in consistence with the facts every time and report incidents to the Sansiri Group.
- Systematically collect statistics on the number of people affected by the environment from operations with the Sansiri Group and ready to provide information to the Sansiri Group to report environmental performance to all stakeholders.

**Whistle Blower Channel**

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All suppliers of the Sansiri Group have the right to ask for information, report clues or make complaints about actions that violate the Sansiri Group’s Code of Conduct, such as violations of regulations, corruption or malfeasance of duty.

**Contact Channels for Inquiries or Reporting of Wrongdoings**

- Email | [CG@sansiri.com](mailto:CG@sansiri.com)
  
- Post | Specify on the cover with attention to any of the following recipients:
  - Chairman of the Corporate Governance Committee (Independent Director)
  - Chairman of the Audit Committee (Independent Director)
  - Company Secretary (Company Secretary Office / Legal Office)

Sansiri Public Company Limited  
No. 59 Soi Rim Khlong Phra Khanong,  
Phra Khanong Nuea Sub-District, Vadhana District, Bangkok 10110, Thailand
  
- Website | <https://www.sansiri.com/eng/corporate-governance>

**Sign to certify the Supplier Code of Conduct**

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Company .....

Address .....

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Signature .....

Name-Surname .....

Position .....

Date .....

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Company Seal