



Supalai Public Company Limited Abuse and Harassment Policy

Supalai Public Company Limited and its subsidiaries are aware of and realize the benefits of applying the ideas, skills, and experiences of personnel to develop and become an important force in driving the organization. The Company promotes a respectful and friendly work environment without causing any trouble, nuisance, physical, verbal and mental abuse, and any form of harassment. Therefore, the abuse/harassment policy is established as a criterion to ensure smooth operation. This policy is complementary to human rights policy which will be in line with the Code of Conduct for Directors, Executives, and Employees. The Company will take steps to prevent and protect employees at all levels from discrimination, abuse, and harassment in any form in order to create a safe and positive workplace. If there is an incident of abuse or harassment of employees in the workplace, the Company will investigate the incident fairly with all parties involved.

Definitions

Abuse Refers to Any unwelcome behavior, whether sexually or not, which creates a hostile work environment. Non-sexual abuse / harassment may be related to a person's personality or status, such as ethnicity, religion, age, race, intelligence, disability, physical physiology.

Harassment Refers to Sexual abuse/harassment that may be related to a person's sexuality or gender.

Gender Refers to the socially constructed trait; Humans have the right to choose their gender, which is not determined by physiological gender, including Male, Female, Lesbian, Gay, Bisexual, and Transgender.

Workplace Refers to Worksite, such as office, site of work, venues of the Company and its subsidiaries, places where employees are assigned to work, venues for meeting and training, etc., including places during operations, such as during travel to perform operations, during telephone negotiations for operations, during the use of electronic communication media for operations, etc.

Unwelcome Behavior Considered as Abuse/Harassment

1. Visual conduct, includes:

1.1 Using sexually suggestive visuals, peeking up a skirt or down a blouse, or staring at others' breasts, making them feel uncomfortable, humiliated, or offended, or making others in such area feel the same, etc.

2. Verbal conduct, includes:

2.1 Saying sarcastically, threatening, taunting, making inappropriate jokes, parodying, ridiculing, insulting, deriding, provoking, inciting, instigating, slandering, making false accusations, making verbal sexual assault, talking unwelcome flirting, using words implying sexual behavior.

2.2 Criticizing the sexual behavior of individuals in the workplace.

3. Gesture conduct, includes:

3.1 Making offensive hand gestures, whistling

4. Physical conduct, includes:

4.1 Pulling hairs, pinching, pushing or pulling sharply, beating, punching, kicking, unnecessary approaching or touching against another person's body.

4.2 Showing inappropriate and offensive objects, images, sounds, or other items.

4.3 Sending threatening, intimidating, and extortion messages, any act making the victim feel humiliated, embarrassed, or excluded.

4.4 Seizing opportunities to hug or make any other undesirable physical exposure, pulling people to sit on laps.

5. Other conducts, include:

5.1 Promising to provide benefits, such as job positions, promotions, renewal of employment contract, if the incident of harassment is allowed.

5.2 Intimidation causing a negative impact on employment, threats of harm.

Guidelines for Responding to Incidents of Abuse/Harassment

1. Guidelines for Responding to Incidents of Abuse/Harassment

1.1 Immediately expressing dissatisfaction with the harasser's actions and staying away from the sexual abuse/harassment, or the victim informs the harasser to stop such action immediately in the incident.

1.2 Screaming to make the harasser stop the action and calling others for help.

1.3 Recording incidents with audio recording, video recording, or photographing or taking a video clip.

1.4 Recording the relevant incident in writing as soon as the incident occurs by taking note of the date, time and place of the incident, a brief description of the incident, the names of witnesses and/or third parties mentioned or present at the incident.

2. Reporting of Incidents of Abuse/Harassment

2.1 Reporting to their direct supervisors or their heads of superiors or executives of Human Resources Department as appropriate.

2.2 Executives of Human Resources Department or authorized persons enquire for information from the victim and the accused and witnesses (if any) within 7 days from the date of reporting.

2.3 The Disciplinary Committee conducts investigations and considers disciplinary action against offenders or persons making false reports. If the offense is a criminal case, it must be carried out according to the laws.

Measures on Victim Protection

1. A person who has been notified of the incident of abuse / harassment in every position shall be liable for protecting the informant from being affected, keeping such information confidential, and limiting access to the informant's information as necessary only to those involved in the operation.

2. A victim who reports abuse/harassment incidents shall be protected appropriately. Information provided will be kept confidential. The victim shall not be adversely affected by such reporting.

Measures to punish accusers making false statements and information, or providing any information proven to cause slander or bullying

Accusers, who make false statements and information or provide any information proven to cause slander or bullying, shall be subject to disciplinary action in accordance with the Company's regulations.

Please be informed for your acknowledgement.

Notified on this 17th day of February 2023

Prateep Tangmatitham
(Dr.Prateep Tangmatitham)
Chief Executive Officer