




PRTR Group Public Company Limited.

Human Right Policy.



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This Human Rights Policy is the exclusive copyright of PRTR Group Public Company Limited (the 'Company'). It serves as a formal guideline for conducting business with profound respect for international human rights standards. The Company is committed to treating all stakeholders with equality and fairness, strictly adhering to labor and human rights principles in alignment with the Universal Declaration of Human Rights (UDHR) and other international covenants relevant to the Company's business operations.


The Board of Directors approved this Human Rights Policy during Board Meeting No. 3/2024 on May 14, 2024. It is established as a core principle and operational guideline for executives, employees, and all relevant stakeholders of the Company and its subsidiaries, effective from May 15, 2024, onwards.

To ensure that this Human Rights Policy remains current and appropriate for evolving circumstances, it shall be formally reviewed at least once (1) per year. Any subsequent amendments or modifications must receive formal approval from the Board of Directors exclusively.



(Mr. Niphon Bundechanan)

Acting Chairman of the Board of Directors.

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## 1. Introduction

The Company and its subsidiaries profoundly recognize the significance of and demonstrate unwavering respect for human rights, which represent the fundamental moral principles of professional conduct and social coexistence. In order to achieve this commitment, the Board of Directors has established and implemented this Human Rights Policy (the 'Policy') as a mandatory framework for operations.

## 2. Objectives

1. To define a formal policy and operational guidelines concerning human rights, ensuring full alignment with international human rights principles.
2. To ensure that executives and employees are equipped with comprehensive operational guidelines that uphold human rights standards throughout all business activities.
3. To foster organizational transparency and cultivate confidence in the Company's operations among both internal personnel and external stakeholders.

## 3. Scope

This Policy is mandatory and applicable to all business activities under the Company's operations, business partners, sub-contractors, and subsidiaries. The Company formally expects all stakeholders—encompassing business activities, employee-related operations, and relevant third parties—to strictly adhere to this Human Rights Policy and integrate these principles into their respective operations. Furthermore, stakeholders are encouraged to collaborate with the Company to uphold and sustain our collective Value Chain.

## 4. Principles and Rationale

The Company is steadfast in conducting its business in accordance with the principles of Good Corporate Governance, striving for sustainable growth while proactively

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promoting and embedding respect for human rights across the entire organization. We strictly adhere to internationally recognized standards, with a particular emphasis on supporting and complying with the Universal Declaration of Human Rights (UDHR), the United Nations Global Compact (UNGC), the United Nations Guiding Principles on Business and Human Rights (UNGP), and the International Labour Organization (ILO) Declaration on Fundamental Principles and Rights at Work.

## 5. Roles and Responsibilities

1. The Board of Directors has delegated the oversight of this Policy to the Corporate Governance, Sustainability, Nomination, and Remuneration Committee. This committee is responsible for ensuring that all directors, executives, and employees strictly adhere to and comply with the principles set forth herein.
  2. The Corporate Governance, Sustainability, Nomination, and Remuneration Committee holds the primary responsibility for the practical implementation of this Policy. In collaboration with the Audit Committee, they shall perform periodic reviews of risks associated with potential human rights violations.
  3. All executives and management personnel are responsible for ensuring that their subordinates are fully aware of and understand this Policy through adequate and consistent training programs.
  4. All employees are required to uphold and comply with this Policy. In cases of uncertainty, employees should seek guidance from their supervisors or the Corporate Governance, Sustainability, Nomination, and Remuneration Committee. Should any violation of this Policy be observed, it must be reported immediately to a supervisor or through the established channels defined in the 'Whistleblower Policy'.
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## 6. Human Rights Policy

The Company profoundly recognizes the significance of and maintains unwavering respect for the human rights of every individual. We are committed to actively promoting and upholding human rights principles, ensuring equal treatment without discrimination. The Company strictly avoids any direct human rights violations and refrains from complicity in violations committed by third parties. We adhere to all Thai and international human rights laws as an integral part of our business operations across the entire Business Value Chain. Furthermore, we are dedicated to communicating and disseminating these human rights guidelines to our employees and all stakeholders, fostering their active participation and engagement in accordance with this Policy.

### Employees

- The Company's human resource management policies and procedures shall strictly adhere to international labor and human rights standards.
  - The Company promotes diversity and the coexistence of multicultural backgrounds to prevent any form of discrimination.
  - Employment and personnel placement shall be conducted based on qualifications, experience, competency, and professional attributes, in alignment with job requirements and Company regulations.
  - Working hours, wage rates, and employee benefits shall be determined fairly and in full compliance with applicable labor laws.
  - The Company provides a safe working environment and proactively promotes the health and well-being of all employees.
  - The Company provides appropriate channels for employees to exercise their rights to freedom of association and/or the right to organize and engage in collective bargaining.
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### Community and Environment

- The Company is dedicated to conducting every stage of its business operations with profound respect for the local communities and the environment surrounding the Company's various projects.
- The Company strictly adheres to all relevant regulations and standards to mitigate any adverse impacts, ensuring the continued well-being and quality of life within the community.

### Business Partners

- The Company encourages all business partners, including suppliers and sub-contractors, to strictly adhere to human rights principles by integrating these standards into all Supply Chain procurement processes. This integration encompasses the entire lifecycle, from pre-screening and selection to contract termination and renewal. The Company maintains a robust supplier selection process featuring regular performance evaluations and annual supplier meetings to ensure that procurement and sub-contracting remain transparent, fair, and auditable. Furthermore, the Company promotes local procurement to support regional economies and social development, based on the transparency, quality, and competency of local operators. Human rights criteria for evaluating business partners include, but are not limited to, fair employment conditions, non-discrimination, and occupational health and safety. These measures ensure equality for all parties and prevent illegal labor practices, such as child labor, modern slavery, migrant labor exploitation, and forced labor, in accordance with the Company's Procurement and Supplier Selection Policy.
- The Company performs regular audits of its business partners to assess potential human rights impacts and establishes formal mitigation measures for any violations identified within the Supply Chain. Additionally, the

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Company reserves the right to impose penalties or disciplinary actions against business partners who fail to comply with the established human rights guidelines, manuals, or relevant regulations.

### Customers

The Company is steadfastly committed to safeguarding customer rights, with a particular focus on occupational health and safety, information accessibility, and data privacy.

## 7. Guidelines

1. The Company respects the human rights of all employees and stakeholders, treating every individual with equality and without discrimination regardless of race, nationality, lineage, religion, age, skin color, gender identity (LGBTQI+), education, social status, or any other diversity.

2. The Company is committed to the following actions:

2.1 Provide fair employment and compensation in full compliance with labor laws, including occupational health and safety, and freedom of association and collective bargaining. The Company strictly refrains from complicity in human rights violations, specifically prohibiting forced labor and underage child labor within its operations and supply chain. Furthermore, all employees shall receive equal opportunities for career growth and benefits.

The Company recognizes the importance of protecting children's rights and will refrain from any activities that adversely impact the safety, well-being, and development of children in the community, while supporting business practices aligned with the Children's Rights and Business Principles.

2.2 Treat all employees with humanity, ensuring a workplace free from violence, sexual harassment, physical or mental coercion, and verbal abuse. Maintain rigorous standards for hygiene, operational safety, and a positive working environment.

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2.3 Provide dedicated channels for employees to participate and express opinions regarding their operations, benefits, and working conditions.

2.4 Respect the rights of data subjects and prioritize personal data protection by implementing strict security measures and information safeguards.

2.5 Treat business partners with honesty, integrity, and fairness, allowing for feedback and suggestions. The Company encourages partners to adhere to the Supplier Code of Conduct, covering business ethics, human rights, labor standards, safety, health, and environmental responsibility, while ensuring transparent procurement and fair competition.

2.6 Conduct business with responsibility toward the community, society, and the environment. Provide opportunities for community feedback, support social development activities, and advocate for energy conservation and eco-friendly technologies.

3. Communicate and Distribute this Policy and its guidelines to employees and stakeholders throughout the business value chain to foster ethical conduct and universal respect for human rights.
  4. Actively monitor human rights compliance across all operational stages. Any observed violation must not be ignored. The Company provides formal grievance mechanisms, fact-finding procedures, and protection for informants as defined in the "Whistleblower Policy."
  5. Continuously develop and implement a formal Human Rights Due Diligence Process to identify, prevent, and mitigate potential violations, including the establishment of appropriate remediation processes.
  6. Monitor and track the progress of human rights issue resolutions through formal auditing processes, while providing full cooperation in the remediation of any adverse impacts caused by or linked to the Company's operations.
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## 8. Policy violations

1. The Company shall impose disciplinary actions against any employee who violates this Policy. This includes direct supervisors who neglect such misconduct or are aware of violations but fail to take appropriate corrective actions. Disciplinary penalties shall be applied accordingly. Claiming a lack of awareness regarding this Policy and/or relevant laws shall not be accepted as a valid excuse for non-compliance.
2. Agents, business intermediaries, suppliers, contractors, business partners, and joint venture partners who violate the criteria set forth in this Policy, or who are aware of actions contrary to this Policy but fail to report them to the Company's management, or provide inaccurate information during an internal investigation, may face immediate Contract Termination.

## 9. Remedial measures

The Company shall establish comprehensive remediation guidelines and measures to address any adverse human rights impacts arising from its operations. These measures may include both financial and non-financial compensation for affected individuals. Furthermore, the Company is committed to conducting 'lessons learned' reviews to develop robust preventive measures against recurrence. The Company formally pledges to provide effective remediation to affected parties whenever it is identified that the Company's operations have caused or contributed to human rights impacts.



## Appendix: List of Companies Subject to This Policy

This policy applies to **PRTR Group Public Company Limited**, as well as its subsidiaries under its direct or indirect control.

The companies within the scope of this policy include the following:

1. PRTR Recruitment Company Limited
2. PRTR Recruitment and Outsourcing (Eastern Seaboard) Company Limited
3. Nexmove Platform Recruitment Company Limited
4. The Blacksmith Company Limited
5. Pinno Solutions Company Limited
6. PRTR Global Recruitment Company Limited
7. Biz Resource Company Limited

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### Remarks:

- Newly established subsidiaries or subsequent investments shall automatically fall within the scope of this policy, unless otherwise specified.
- For companies not under the Company's control, this policy may be adopted and applied as appropriate.

**Additional Note:** This appendix shall be deemed an integral part of this policy and shall have the same full force and effect as the main policy in all respects.