




PRTR Group Public Company Limited.

Supplier Policy and Code of Conduct.



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This Procurement, Sourcing, Outsourcing, and Vendor Selection Policy is the property of PRTR Group Public Company Limited. It has been established to strengthen the Company's corporate governance system in alignment with best practices, statutory requirements, and mandates set forth by relevant regulatory bodies.

The Board of Directors resolved to formally adopt this policy during Board Meeting No. 1/2025, held on 25 February 2025. This policy shall serve as the guiding principle and operational framework for all executives, employees, and relevant stakeholders of the Company and its subsidiaries. This policy is effective from 25 February 2025 onwards.

To ensure that this policy remains current and aligned with evolving circumstances and business environments, it shall be subject to a regular review at least once a year. Any subsequent amendments or modifications to this policy require the formal approval of the Board of Directors.



(Mr. Niphon Bundechanan)

Acting Chairman of the Board of Directors.



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1. Introduction

PRTR Group is committed to fostering business growth characterized by transparency, equity, and sustainability through its procurement, sourcing, and outsourcing processes. By adhering to international standards, the Group ensures that all subsidiaries, suppliers, and business partners adopt a unified and consistent standard of practice.

2. Objectives


- 2.1 To establish a unified framework for procurement, sourcing, and outsourcing activities across the Company, its subsidiaries, and associated companies, ensuring consistent practices throughout the Group.
- 2.2 To serve as a formal written communication tool for disseminating procurement, sourcing, and outsourcing policies to all personnel within the Company and its affiliates, thereby fostering a common and aligned understanding.

3. Scope

These Procurement, Sourcing, and Implementation Guidelines are applicable to PRTR Group Public Company Limited (the 'Company'), as well as all its subsidiaries and associated companies.

4. Procurement Policy Procurement and Employment


1. The Company's procurement process prioritizes quality, price, quantity, service, and responsiveness to meet the needs of customers and stakeholders throughout the value chain, leveraging modern technology to ensure operational excellence.
 2. The Company's procurement process shall be transparent, equitable, and auditable, in full compliance with all relevant laws and regulations. Furthermore, employees at all levels are strictly prohibited from soliciting or accepting gifts,
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gratuities, or any undue benefits that may contravene legal requirements or corporate integrity.

3. The Company adheres to the principles of human rights and equal opportunity in employment. We strictly prohibit discrimination based on race, nationality, age, religion, gender, sexual orientation, or disability, and do not tolerate any form of inequality or discriminatory practices.
4. The Company's procurement processes incorporate a comprehensive risk management system, ensuring operational resilience during both regular operations and unforeseen emergencies or disasters.
5. The Company is committed to green procurement practices by integrating environmental impact assessments and ensuring full compliance with applicable environmental laws. Furthermore, we actively support and prioritize suppliers who demonstrate a clear commitment to sustainability in their business operations.
6. The Company has a policy to determine the payment period to suppliers. The payment period will be based on the mutual agreement between the business partner and the Company. Nature of Supplier Operations The period of time the Company and its business partners conduct business together or other factors that may be considered as appropriate based on the principle of maximizing efficiency.

This policy is established by PRTR Group. All personnel, across all levels of the organization, are responsible for supporting and strictly complying with the established procurement, sourcing, and vendor selection guidelines, with the objective of fostering mutual benefits for all PRTR Group partners.

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5. Procurement Practices Procurement, Employment and Selection of Suppliers

PRTR Group is committed to treating all suppliers with transparency, equity, and fairness, in strict accordance with the principles of business ethics, human rights, environmental stewardship, and stakeholder safety. Recognizing that our suppliers are integral to our success and in alignment with our core policy of good corporate governance, we strive for sustainable business partnerships. Accordingly, PRTR Group has established these Supplier Guidelines to serve as a framework for conducting business with the Group. These guidelines aim to foster mutual benefits and enhance the operational standards of our suppliers across all levels. The guidelines are as follows:

Business Operations

1. Conducting business with integrity and integrity

Suppliers shall strictly comply with all applicable laws, rules, and regulations, while upholding ethical business practices in accordance with the principles of good corporate governance to foster mutual and sustainable growth.

2. Regulatory Compliance


Suppliers / Partners Must comply with the laws and regulations applicable to business operations and the necessary permits in the premises.

3. Delivery of goods and services

Suppliers and Business Partners are required to deliver high-quality products and services at fair and competitive prices. Furthermore, they shall ensure punctual delivery to meet customer requirements while continuously enhancing their offerings through the integration of modern technology.

4. Anti-Corruption

PRTR Group maintains a strict Anti-Corruption Policy and is a committed participant in the Collective Action Against Corruption (CAC) initiative. We are

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dedicated to conducting business with transparency, integrity, and fairness. Suppliers are strictly prohibited from engaging in any form of corruption, extortion, fraud, or bribery, whether directly or indirectly, for unlawful gain.

In the event that a Supplier is found to be involved in bribery or fraudulent activities, the Group reserves the right to terminate the contract immediately. Furthermore, the Supplier may be subject to legal action in accordance with applicable laws.

Suppliers must acknowledge that PRTR Group personnel are prohibited from soliciting or accepting gifts, prizes, or hospitality that could influence business decisions or result in unfair favoritism, except for items of nominal value exchanged in accordance with customary business etiquette and in compliance with Company regulations.

5. Conflict of Interest


Suppliers shall promptly notify PRTR Group of any circumstances that may give rise to a potential or actual conflict of interest involving the Group's management, employees, or personnel. Such disclosure must be made immediately upon discovery to ensure transparency and integrity in our business relationship.

6. Trade Secret Protection

Suppliers and Business Partners shall implement robust measures to prevent the unauthorized disclosure of confidential information, including proprietary business data and personal data belonging to PRTR Group.

7. Personal Data Protection and Cyber Security

Suppliers shall respect privacy rights and are committed to safeguarding all personal data and confidential information under their custody, ensuring full compliance with applicable data protection laws. Furthermore, Suppliers must

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ensure that all network and online systems utilized for business operations are secure and aligned with relevant cybersecurity laws and regulations.

8. Respect for Intellectual Property

Suppliers and Business Partners shall respect and refrain from infringing upon the intellectual property rights of third parties, including but not limited to, trademarks, patents, and copyrights.

9. Fair Competition


Suppliers shall strictly adhere to all applicable antitrust and fair competition laws, conducting their business on the basis of mutual trust and respect. Furthermore, they are expected to uphold fair trade practices by establishing equitable commercial conditions and fair pricing.

10. Responsibility to the community and society

Suppliers shall act as responsible corporate citizens by conducting their business with due regard for its impact on the community and society. They are expected to respect cultural diversity and local traditions, while actively collaborating with and contributing to the sustainable development of the communities in which they operate.

11. Exercise of land rights

Suppliers are required to uphold community rights regarding land usage. Acquisition must be voluntary, transparent, and legally sound, without disrupting the livelihoods or identities of local residents.

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Human Rights and Labor Practices

1. Human Rights

Suppliers and Business Partners shall maintain fair and exemplary working conditions in full compliance with international human rights standards. This includes a strict prohibition on the use of child labor and any practices that infringe upon fundamental human rights, freedoms, and equality. All business operations must be conducted in accordance with globally recognized human rights principles.

2. Prevention of Child Labor


Suppliers are strictly prohibited from employing or supporting child labor under the legal minimum working age, as defined by applicable laws and international standards. Suppliers shall implement robust age-verification processes prior to employment. Should any instance of child labor be identified, the Supplier must take immediate corrective and remedial actions, prioritizing the child's best interests throughout the process.

3. Forced labor protection

Suppliers are strictly prohibited from utilizing, supporting, or engaging in any form of forced labor, including debt bondage, human trafficking, or labor under threat. Suppliers shall strictly comply with all relevant labor laws and must not withhold original identity documents. Furthermore, charging illegal recruitment fees or utilizing intimidation and coercion to restrict a worker's right to voluntary resignation is strictly forbidden.

4. Non-Discrimination and Equality

Suppliers and Business Partners shall ensure that all personnel are treated with dignity and equality. Discrimination based on race, nationality, gender, age, religion, disability, political opinion, social status, or any other characteristic protected by law is strictly prohibited. Furthermore, Suppliers must implement

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clear policies and processes to promote diversity, equity, and inclusion (DEI) within the workplace.

5. Freedom of association

Suppliers and Business Partners shall respect and support the rights of employees to freedom of association and collective bargaining. This includes the right to voluntarily form or join labor unions and representative organizations without interference, discrimination, or any form of retaliation.

6. The right to collective bargaining

Suppliers and Business Partners shall respect the rights of workers to engage in collective bargaining through independently elected representatives.


Furthermore, Suppliers are prohibited from taking any action that obstructs, hinders, or restricts the exercise of such rights.

7. Decent working hours

Suppliers shall establish working hours, overtime compensation, and rest days in full compliance with applicable labor laws, ensuring that work hours are not excessive. Furthermore, Suppliers must implement effective measures to monitor and control working hours to prevent overtime from exceeding legal limits, while actively promoting a healthy work-life balance for all personnel.

8. Fair and adequate wages for living.

Suppliers and Business Partners shall ensure that wages and all forms of remuneration are paid at rates no less than the statutory minimum wage. Such payments must be made in a timely, transparent, and auditable manner.

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Safety and working environment

1. Occupational Health and Safety

- Suppliers shall implement comprehensive Occupational Health and Safety (OHS) policies to ensure a safe and hygienic working environment. Furthermore, Suppliers must provide all personnel with adequate and appropriate Personal Protective Equipment (PPE) to mitigate workplace hazards.
- Suppliers shall establish and maintain comprehensive Occupational Health and Safety (OHS) policies and systems. All business operations must strictly adhere to applicable laws, regulations, and safety standards within their respective local jurisdictions.
- Suppliers shall conduct regular workplace risk assessments and implement robust hazard prevention measures. Furthermore, they are required to provide all personnel with adequate and appropriate Personal Protective Equipment (PPE) to ensure a safe working environment.
- Suppliers shall provide comprehensive safety training to all employees and maintain a robust incident reporting system, covering both accidents and near misses. Such data must be utilized to continuously enhance and improve workplace safety measures.

2. Prevention Prepare and respond in an emergency situation.

Suppliers shall identify and assess potential emergency scenarios and implement robust emergency response plans and procedures. Such measures must be designed to effectively mitigate the impact of emergencies and ensure the continuity of business operations.

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Environmental

1. Energy use and climate change

Suppliers shall implement effective energy management and remain cognizant of climate change impacts associated with their business operations. This includes monitoring and reducing greenhouse gas (GHG) emissions through appropriate mitigation strategies and sustainable practices.

2. Water use and biodiversity

Suppliers shall implement sustainable water management practices and act responsibly toward water resources. Furthermore, they must refrain from any activities that could result in a significant adverse impact on ecosystems and biodiversity.

3. Pollution Management and Environmental Impact

Suppliers shall monitor and minimize all forms of pollution resulting from their business operations, including air, water, noise, and waste. Furthermore, they must ensure the safe management of chemicals and hazardous substances to prevent adverse impacts on the environment and surrounding communities.

4. Waste management and efficient use of resources.

Suppliers shall establish formal waste management guidelines that prioritize waste reduction and the circular economy. Furthermore, natural resources must be utilized efficiently and sustainably to mitigate long-term environmental 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

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.