

# **Human Rights Policy**

<u>IA<sub>1</sub>-ADB-13</u>



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## (Translations)

## **Human Rights Policy**

Applied DB Public Company Limited and Subsidiaries, hereinafter referred to as "the Company", operates business and is committed to developing the business to progress and is committed to operating the business sustainably based on ethics and morality. It has always been a practice and not only creates sustainable added value for shareholders but also emphasizes fair treatment of all stakeholders. The company also supports, promotes and is committed to conducting business in accordance with the United Nations Guiding Principles on Business and Human Rights (UNGP). based on the important principles of protecting rights, respecting rights and providing remedies when there are impacts from human rights violations resulting from business operations, which are used as a policy for comprehensive human rights management and are the same standards throughout the organization by using this as a policy for comprehensive management of human rights and the same standard throughout the organization, the Board of Directors has determined that it is a duty and responsibility of all directors, executives and all employees in the company must comply with and be aware of it, as well as inform customers, shareholders, business partners and society. This policy will have human rights practices to be applied to stakeholders both inside and outside the organization, which are divided into 5 main issues as follows:

#### 1. Human Rights of Employee

- 1.1) Forced Labor The Company does not engage in or support any form of forced labor and will not demand or accept security deposits, identity cards, or any other identity documents from employees, whether upon employment, after employment, or as a condition of employment, except as exempted by law. Including not using corporal punishment or threats of violence or other forms of physical, sexual, mental, or verbal abuse as disciplinary or control measures.
- 1.2) Child Labor The Company will not employ or support the employment of children under the age of 15 and will not allow or support child labor that is harmful to health or in an environment that may cause harm to health and safety hazards to health and safety
- 1.3) Female Labor The Company must not allow female employees to work that is harmful to their health or body as prescribed by law. The company must also arrange for pregnant female employees to work. or in an environment that is not harmful to health and safety for pregnancy Including the company will not terminate, demote, or reduce the benefits of female employees. because of pregnancy
- 1.4) Discrimination The Company will not discriminate in hiring, compensation and benefits, welfare, training and development opportunities, promotion or position considerations, termination or retirement. and will not interfere with, obstruct, or take any action that affects the exercise of rights or practices of employees. due to differences in nationality, religion, language, age, gender, marital status, sexual orientation, disability, HIV infection, union membership, employee committee membership, political affiliation, or other personal beliefs



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- 1.5) Freedom of Association and Collective Bargaining the Company will respect the rights of employees to freedom of association, collective bargaining, selection or election of representatives, facilitation, and will treat such representatives equally with other employees
- 1.6) Social and Labor Responsibility the Company is committed to ensuring that all employees of the Company work to a high standard. under protection and fair treatment on a social basis and in accordance with the provisions of labor law on labor protection, labor welfare, labor relations, and safety, occupational health, and the working environment and relevant practices, which will be reviewed, developed, and improved on a regular basis.
- 1.7) Responsibility for taking care of employees regarding sexual harassment and/or assault Including violence against women, the Company has measures in place to prevent its employees from being sexually harassed and abused. by expressing in words, gestures, physical contact, or by any other means Including violence against women If an employee is harassed and/or sexually abused, the Company will take disciplinary action against the offender in accordance with the Company's work regulations strictly.
- 1.8) In terms of compensation for work, the Company shall pay wages and compensation for work or overtime to employees no less than the amount prescribed by law and shall provide employees with information on wages and all compensation received for each period must be in writing and the details of the components must be understandable, and wages will not be deducted in any case, unless exempted by law.

#### 2. Human Rights of Shareholders

- 2.1) Take care of all customers equally. Welcome and communicate with customers politely. Provide information and advice about products, how to use products, and the company's services. to be effective and most beneficial to customers Ready to deliver quality products and services that meet customer expectations at a fair price
- 2.2) Strictly comply with the conditions for customers. by acting with equality and equality Regardless of race, nationality, religion, gender, language, age, skin color, education, and social status
- 2.3) Protect the personal information of customers to the highest level of security when using the Company's services.
- 2.4) Provide channels for customers to complain, provide feedback, suggestions. If customers have any concerns, they can submit them to the company. The complaints are managed appropriately. as well as providing remedies If there is a violation of human rights

## 3. Human Rights of Customer

- 3.1) The Company will continue to operate and give importance to conducting business that is responsible to the community, society, and the environment.
- 3.2) Establish an environmental policy as a practice to ensure that the Company's business operations have the least impact on the community, society, and the environment.

252 หมู่ 4 ถ.สุขุมวิท ต.แพรกษา อ.เมือง จ.สมุทรปราการ 10280 Tel:662-709-4040-9 Fax:662-709-4396, 662-324-0691 Email:adb\_info@adb.co.th 252 Moo 4 Sukhumvit Rd., Prakasa, Muang, Samutprakan 10280 Thailand Website:www.adb.co.th Tax ID:0107560000117



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- 3.3) Comply with laws, regulations, rules, and requirements. on the environment in various activities of the company continuously and strictly
- 3.4) The Company gives importance to the rights of all stakeholder groups appropriately. Ready to receive advice from the community for proper development Along with respecting the rights and treating stakeholders fairly to protect actions that may violate the human rights of stakeholders appropriately.

## 4. Human Rights of Supplier and/or Creditor

- 4.1) Provide opportunities for all partners to present products and services. Equal opportunity to participate in trade partnerships without discrimination
- 4.2) Treat trading partners and/or creditors equally and fairly. Regardless of race, nationality, religion, gender, language, age, skin color, education, and social status By considering the best interests of the company and based on receiving a fair return for both parties
- 4.3) Protect, protect, do not disclose information on the part of the trading partner and/or creditor. Let the customer or other unrelated parties know. Including protection, care, non-embezzlement or misuse of intellectual property and confidential information of trading partners
- 4.4) Adhering to the principles of fair business, advertising, and competition. This includes complying with all laws and regulations.

### 5. Human Rights of Social and Environment

- 5.1) The Company will continue to operate and give importance to conducting business that is responsible to the community, society, and the environment.
- 5.2) Establish an environmental policy as a practice to ensure that the Company's business operations have minimal impact on the community, society, and the environment.
- 5.3) Comply with laws, regulations, rules, and requirements. on the environment in various activities of the company continuously and strictly
- 5.4) The Company gives importance to the rights of all stakeholder groups appropriately. Ready to receive advice from the community for proper development Along with respecting the rights and treating stakeholders fairly to protect actions that may violate the human rights of stakeholders appropriately.

In addition, the Company conducts business with integrity, transparency, fairness, and accountability based on laws and various international standards. It also complies with the law strictly. in terms of labor protection, no forced labor, no employment or support of child labor, the use of female labor in accordance with the law, setting working hours according to the law, and adjusting wages, fair compensation to employees by referencing the law and also take care of, promote, protect to conduct business that does not affect the working environment of employees and does not affect the social environment arising from the Company's business operations.

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This will be effective from 1 December 2023

Announced on December 1, 2023

(Mr. Wang Wanapaison)

Chief Executive Officer (CEO)

## Document history page

Revision	Date	details of the revision	Purpose of document		
No.	Date	details of the revision	preparation	Approved by	
00	31/03/2021	Document for the first time	Comply with good corporate	-	
			governance principles		
01	01/12/2023	Increase comprehensive human	Comply with good corporate	BOD 7/2566	
		rights practices including	governance principles	(30/11/2566)	
		shareholders/customers/business			
		partners/communities and the			
		environment.			