



Tipco Asphalt Public Company Limited Supplier Code of Conduct

Tipco Asphalt Public Company Limited (“the Company”), its subsidiaries, joint ventures, and associated companies (“the Group”) are committed to “deliver sustainability to society with innovation”. Sustainability development policies and strategies have been set in line with the Group’s key strategic plans and used as a guideline for the operation of the Group covering all dimensions, including economic, social, environmental under the principles of good corporate governance by adhering to and promoting business operations with transparency, and safety and hygiene standards for employees including community sharing, and caring for environment.

In addition, the Group is well aware of the potential enhancement of “Business Partners” and strives to build good relationships to create better understanding of business through the exchange of knowledge, work, and activities. This will enable business partners to grow and develop sustainably in line with the Group.

Tipco Asphalt Group strives to conduct business with integrity and intent to promote this ideal to our business partners, who play an important role in our value chain. The Group, therefore, developed the “Supplier Code of Conduct” to set direction and provide guidelines for business partners working with the Group.

1. Business ethics

Tipco Asphalt Group prioritizes and strives to select business partners fairly, and selects products offered by vendors with reasonable price, high quality and technology, and outstanding services, and in which must be able to record for future auditing. This will also encourage business partners to adhere to business ethics in the following areas:

- Anti-Corruption and bribery
- Prevent conflicts of interest
- Non-discrimination
- Information disclosure and confidentiality
- Anti-Unfair competition
- The use of inside information or provide internal information for personal benefit
- Secure information and information systems
- Intellectual property



In addition to the above business ethical principles, Tipco Asphalt Group supports our business partners to operate, act and focus on the following management areas:

2. Quality Management

- Delivering goods or services correctly and complete within due date or as agreed upon
- Managing audit process to control the quality of the products
- If an error was found in the product or service related to the business partner after the work had been delivered. The partner must be willing to cooperate in the auditing process, and correct errors at their best effort in accordance with the agreed terms

3. Environmental Management

- Managing good environmental working conditions
- Assessing the environmental impacts arising from various activities in the production process
- Reducing wastes generated by business activities
- Selling environmentally friendly products

4. Good Labor Practice

Supervising occupational health and safety in the working environment

- The working environment is clean and safe, including both the welfare and basic necessities are being provided to employees
- Legal requirements, including other occupational health and safety requirements must be complied
- Statistical data on sickness, injury, death, or incidents related to the occupational health and safety of employees must be recorded
- Establish an emergency plan in order to reduce loss
- Provide employees sufficient and reliable personal protective equipment appropriate for risk exposure and ensure its proper use and care



Compensation, discipline, and punishment

- Employees must not earn less than the minimum wage required by applicable laws
- Employees are entitled to receive payment slip that explains the details on wages and compensation for acknowledgement and understanding
- Both male and female employees must earn wages on equal terms. There should be no deduction of wages under any circumstances, except where the law is exempt
- Employees must not be forced to work longer than the maximum working hours specified by applicable laws. Working overtime is voluntary. Employees must be granted holidays and leave as required by applicable laws
- Do not advocate on any punishment or harassment that represents physical or mental compulsion, or threats to hurt employees

Child and female labor employment

- Not employing or encouraging child employment under 15 years of age
- In the event of child labor between ages of 15 and 18, they must not be encouraged to perform hazardous work that is risk to health, or to work under an unhealthy and risky environment. There must be a registration for recording the hours of work performed by child labor for evidence
- Pregnant women shall be protected and provided their legally-mandated benefits. Including not be terminate employment, demotion, or reduce benefits due to pregnancy, and must permit the right for 90 days maternity leave

Freedom of association and collective bargaining

- Not interfering or obstructing the formation of the organization
- Not laying off employment or taking any action that prohibits employee to work due to employee filing a claim for negotiating, or becoming a part of the labor union
- Not interfering or obstructing labor union operations

5. Human Rights

- Discrimination against employees on the grounds of physical or mental differences, race, nationality, religion, gender, age, education, politics, or any other matter is prohibited



6. Community involvement and development

- A survey is regularly conducted to examine the living condition of the community and society, and the concerns on the negative impact from both current and future business operations. The results will be taken for further improvement to reduce the damage to the community and society. Continuous support and participation in activities that help solve problems or meet the needs of the community living around business areas or being affected by business operations.

7. Whistleblowing

- Tipco Asphalt Group has set a channel for partners to inquire for further information, submit their thoughts and opinions, and report of any illegal actions or file complaints if violate or not complying with the code of conduct. Any questions or complaints shall be sent to our independent directors or to company secretary via the following email address.

	Name	Position	Email
1	Mr. Chainoi Puankosoom	Independent Director	chainoi.puankosoom@gmail.com
2	Mr. Koh Ban Heng	Independent Director	banheng239@gmail.com
3	Mr. Niphon Suthimai	Independent Director	philippesuthimai@gmail.com
4	Mr. Nopporn Thepsithar	Independent Director	nopporn.thepsithar@gmail.com
5	Mr. Phirasilp Subhapholsiri	Independent Director	phirasilp@gmail.com
6	Mr. Thanapol Laosiripong	Company Secretary	thanapol_lao@tipcoasphalt.com

Chitmanee Chiranantaratana

Senior Manager-Procurement and Supply

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