



## Supplier Code of Conduct

Tipco Asphalt Public Company Limited and its subsidiaries (“the Group”) are committed to the Sustainability Development Policy and Sustainable Procurement Policy, which serve as guidelines for the Group’s operations across economic, social, and environmental dimensions, in alignment with the principles of good corporate governance. The Group prioritizes transparency and upholds high health and safety standards to benefit its employees, communities, and stakeholders.

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.

The 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

The Group prioritizes and strives to select business partners fairly, and selects products offered by vendors with reasonable prices, 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; and
- Intellectual property.

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

### 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 product
- 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

The Group upholds best practices toward environmental care, focusing on pollution prevention, emission reduction, circular economy, and the efficient use of energy and resources. The Group encourages our partners to observe the following principles in their operations:

- Utilization of alternative resources and energy in their business operation;
- Management of GHG emission, waste, water, air pollution emission, including efficient use of resources in their operations;
- Identify and segregate waste that poses environmental hazards;
- Reducing waste generated by business activities;
- Managing good environmental working conditions;
- Assessing the environmental impacts arising from various activities in the production process; and
- Selling environmentally friendly products.

### 4. Good Labor Practice and Human Rights

The Group prioritizes fair labor practices and respect for human rights, ensuring that all stakeholders, including employees, are valued in fostering a positive impact. This commitment includes safeguards against child labor, non-discrimination, occupational health and safety, a supportive working environment, reasonable working hours, and freedom of association. The Group persuaded our partners to observe the following principles in their operations:

#### Supervising Occupational Health and Safety in the Working Environment

- The working environment is clean and safe, including both the welfare and basic necessities 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; and
- Provide employees with 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; and
- Do not advocate 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; and
- Pregnant women must be protected and provided with legally mandated benefits, including protection against termination, demotion, or reduction of benefits due to pregnancy, and must be entitled to maternity leave in accordance with applicable labor laws.

### **Freedom of Association and Collective Bargaining**

- Not interfering with or obstructing the formation of the organization;
- Not laying off employment or taking any action that prohibits employees from working due to employees filing a claim for negotiating, or becoming a part of the labor union; and
- Not interfering or obstructing labor union operations.

### **Comply to Thai Labor Standard (TLS 8001)**

- Comply with Thai labor laws and adhere to the requirements of the Thai Labor Standard (TLS 8001) at a level equivalent to or exceeding the prescribed standards;
- Ensure notification when the company's contractor or subcontractor has a business relationship with another contractor or subcontractor; and
- Cooperate in surveillance activities to verify that the company's operation complies with the requirements of Thai Labor laws and standards (TLS 8001) and take immediate corrective actions upon identifying any non-compliance.

### **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



## 5. Community Involvement and Development

A survey is regularly conducted to examine the living conditions of the community and society, and the concerns about the negative impact of 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.

## 6. Whistleblowing

Tipco Asphalt Group has set a channel for partners to inquire for further information, submit their thoughts and opinions, and report on any illegal actions or file complaints if violated or not complying with the code of conduct. Any questions or complaints shall be sent to our independent directors or to company secretary via <https://www.tipcoasphalt.com/corporate-governance/whistleblowing-policy/>

The Group genuinely appreciates the Supplier's efforts to observe the principles outlined in this Supplier Code of Conduct. The Supplier is kindly requested to acknowledge acceptance of this letter through the signature of an authorized representative, accompanied by the company seal, if applicable.

Signature \_\_\_\_\_

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Company's Stamp
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Company Name: \_\_\_\_\_

Date: \_\_\_\_\_