



Supplier Sustainable Code of Conduct

Objectives

Muang Mai Guthrie Public Company Limited (“Company”) is committed to conducting business with integrity and ethics in accordance with applicable laws and with good corporate governance. We aim to encourage all employees to follow the code of conduct and for our suppliers to implement as guidelines for their practice. Thus we have established supplier sustainable code of document to describe the expectations of the Company having to its suppliers in aspects of honesty and ethics in business operations, labor and human rights practices, health, occupational health and safety for employees, and environmental management, etc. The Company will provide assistance, support and encouragement to suppliers to apply these principles in practice and distribute them into society at large for continuous and sustainable business operation. Should any supplier does not comply with “**Supplier Sustainable Code of Conduct**”, the Company reserves the right to take any appropriate action against such supplier by taking into account of impact and damage that may occur.

Scope of Use

This “**Supplier Sustainable Code of Conduct**” covers all suppliers, distributors, consultants, agents and contractors including their employees, representatives, sub-contractors or their other partners who involve with Company businesses.

Code of Business Conduct for Suppliers

1. Business integrity, ethics and law

The Company is committed to adhere to business ethics and conduct business activities professionally. The Company will comply with relevant laws and regulations and abide by business integrity at highest level of honesty, ethics, transparency and strictness while it is examinable. The Company will not do anything and any form of corruption, but will proceed to obtain quality products and services to maximize benefits to the Company with fairness to all interested parties by having the following actions taken:



- 1.1 The suppliers must possess honesty and ethics and must not tolerate any form of corruption, embezzlement, bribery, acceptance or covenant for acceptance of rewards or kickback in order to gain privilege from the Company. The suppliers must establish measures to prevent their employees to involve with any above said action including provide training for them to comply with “**Supplier Sustainable Code of Conduct**”.
- 1.2 The suppliers must avoid conflicts of interest of their employees including any thought of conflicts of interest.
- 1.3 The suppliers must avoid the infringement of intellectual property rights and must comply with the laws, rules and regulations of the countries in which they operate.
- 1.4 The suppliers must keep the confidentiality of the Company information and our employees including to not disclosing information for their own benefits.
- 1.5 The suppliers must maintain Company’s reputation and participate in the social development and accountability.
- 1.6 The suppliers must be antitrust and promote fair business competition.
- 1.7 The suppliers must compile correct and complete accounting that is relevant with the business operation.
- 1.8 The suppliers must conduct business with fair competition and be antitrust. The suppliers shall also communicate the code of ethics to their business partners respectively and monitor whether or not they comply with the code of ethics and relevant regulations.

2. Ethics for Human Rights and Labor

The Company emphasizes on respecting human rights principles and aims for the suppliers realize on those as well. We also monitor to ensure that our business is not involved with any human rights violation and must comply with standards of Thai labor laws and in the countries where our suppliers are operating their businesses including those of international labor organizations as follows:

- 2.1 The suppliers must **not use** child labor and **do not enforce** labor. The suppliers shall **not employ** child labor of age under the law requirements. The suppliers must provide the labor protection in accordance with the laws in all respects and shall not enforce the labor in any form against any unwilling employee.
- 2.2 The suppliers must respect human rights, human dignity and equality whether it is because of differences in race, nationality, religion, gender, education, age, disability or other factors.



- 2.3 The suppliers must pay wage, compensation and other benefits to the eligible employees correctly, fairly, punctually and without any discrimination and in accordance with the law.
- 2.4 The suppliers must not allow their employees to work for longer than the hours required by law. If it is necessary to work overtime, it must be on a voluntary basis and the employees must be allowed to take at least one day-off per seven days or one week.
- 2.5 The suppliers must not tolerate the various forms of sexual harassment between employees and supervisors.

3. Ethics for occupational health & safety and environment

The Company emphasizes on continuous occupational health & safety and environment management and aims for the suppliers to realize on those as well. We determine and review the policy on quality, safety and occupational health, including good practices for sustainable development as follows:

- 3.1 The suppliers must have clear policies and regulations on safety, occupational health and environment, and have measures on the use of energy resources economically as well as efficiently operational processes for the supply chain.
- 3.2 The suppliers must prepare for the work condition and work environment to be safe and hygienic. They shall also provide personal protective equipment (PPE) to employees adequately and appropriately, including preparing readiness for emergency situations, risk assessment, impact management measure, warning plan and training sessions for employees to reduce potential losses and to strictly comply with the law.
- 3.3 The suppliers must strictly comply with the applicable laws on occupational health & safety and environment.
- 3.4 The suppliers must ensure that the production process has a suitable and safe waste disposal and management system with regard to the emission of pollution onto the ground, into the air and water. They should reduce the use of resources by monitoring, controlling and checking the quality on a regular basis in order to prevent any contamination that may be harmful to humans and ecosystems.



- 3.5 The suppliers must have procedures and system to prevent, manage, track and report about work injuries and illnesses and get prepared to handle emergency situations as well as to keep appropriate records as required by relevant laws.
- 3.6 The suppliers must provide clean toilets, drinking water, storage and dining areas for their employees. The dormitories provided for their employees must be clean and safe at all times and must have emergency exits.

Submission of complaints or concerns

We expect the suppliers to inform as soon as they encounter the issue of non-compliance with rules and regulations or any dishonest business operation which may affect the company. This is to comply with the applicable laws and regulations and it is the obligation of the suppliers to submit the complaints and concerns.

- Postage: Chairman of the Board / General Manager
Muang Mai Guthrie Public Company Limited
Muang Mai Building, 9/17, Thepkasattri Road
Ratsada Sub-district, Mueang District, Phuket Province 83000
- Email: admin@mmguthrie.com Human Resources
chanon@mmguthrie.com General Manager
- Website: www.mmguthrie.com
- Suggestion box in company premise