# Human Rights and Labor Practices

# Policy and Guidelines

Aurora Design Public Company Limited

2023

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# Proprietary Notice

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# Human Rights and Labor Practices Policy and Guidelines

# Aurora Design Public Company Limited

## 1. Importance

Aurora Design Public Company Limited ("the Company") adheres to treating personnel with equality and equity without discrimination based on race, nationality, tribe, skin color, ancestry, language, religion, social status, gender and sexual orientation, age, disability, chronic illness that does not affect work performance, political ideas, as well as marital status. It does not limit rights and freedoms and appropriately cares for the welfare of labor, consistent with labor practices according to international standards, so that personnel can fully demonstrate their work potential.

The Company is a national-level organization and is committed to operating within the scope of respecting human rights and labor practices for personnel, customers, business partners, consumers, and all stakeholders. There will be no modern slavery or human trafficking in the business throughout the entire value chain or joint ventures. Furthermore, the Company does not support and does not use Strategic Lawsuits Against Public Participation (SLAPP) against public participation conducted in good faith, in accordance with international guidelines including: The Universal Declaration of Human Rights (UDHR) The United Nations Global Compact (UN Global Compact) The UN Guiding Principles on Business and Human Rights (UNGPs) The Declaration on Fundamental Principles and Rights at Work

## 2. Policy Scope

This policy and guidelines apply to Aurora Design Public Company Limited which has administrative power. "The Company" mentioned in this document refers to any company that adopts this document for enforcement. This policy will be reviewed at least once a year or in the event of appropriate cause.

## 3. Objectives

3.1 To prevent human rights violations or impacts in all business activities, products, and services of the Company throughout the value chain.

3.2 To prevent unfair labor practices, discrimination, and all types of harassment, including promoting cooperation and providing equal opportunities for personnel to develop themselves.

3.3 To promote human rights operations and labor practices of partners and stakeholders throughout the value chain to be consistent with the Company's guidelines.

## 4. Duties and Responsibilities

### 4.1 Board of Directors

4.1.1 Consider, approve, and review policies and guidelines to prevent human rights violations and labor practices in all activities, products, and services of the company, including suppliers, customers, shareholders, and related parties.

4.1.2 Oversee that business operations comply with related laws, regulations, and policies.

### 4.2 Executives

4.2.1 Provide procedures suitable for the business and in accordance with policies, regulations, requirements, and laws of the country where the business operates.

4.2.2 Provide an appropriate responsibility structure, such as a human rights unit, responsible persons, or a working group to drive human rights and labor practices consisting of representatives from relevant units.

4.2.3 Promote, support, and instill in personnel the practice of human rights and labor principles through various activities linked to business operations and consistent with the company context.

4.2.4 Monitor compliance with policies, guidelines, and regulations, including having internal control mechanisms and improvement guidelines to make implementation more efficient, and reporting performance results.

4.2.5 Review policies and guidelines to align with relevant laws and regulations.

### 4.3 Unit or Person Responsible for Human Rights

4.3.1 Communicate to create awareness and understanding of human rights and labor practices for personnel and all stakeholders throughout the value chain continuously.

4.3.2 Establish a Human Rights Due Diligence process with the following duties:

1. Integrate responsibility for human rights and labor practices into the business.
2. Review stakeholder groups and rights holders who may be affected and survey executive opinions to set engagement guidelines.
3. Verify the accuracy of allegations and source reliability to identify the severity level of threats to freedom and human rights defenders.
4. Conduct Human Rights Impact Assessments for actual and potential impacts from business activities and the value chain, including corruption or related internal processes.
5. Use risk assessment results to set audit standards and guidelines, including developing, improving, or terminating operations with partners or joint ventures.
6. Review risk management systems and internal audits continuously to ensure fair treatment, listening to stakeholders, rights holders, and independent experts.
7. Define guidelines for managing impacts, including prevention and remediation measures for actual and potential impacts according to Thai and international laws.
8. Monitor the effectiveness of prevention and correction measures and progress in responding to affected parties.
9. Encourage stakeholders throughout the value chain to understand and follow policies.
10. Communicate assessment results and remediation measures to affected parties and disclose them in sustainability reports or other channels.
11. Provide whistleblowing channels for affected persons and define clear processes for handling complaints, including whistleblower protection.
12. Promote human rights considerations in the formulation of various policies or procedures.

4.3.3 Integrate with internal units to define operation guidelines, impact assessments, and budget allocation.

4.3.4 Collect and store human rights impact assessment reports.

4.3.5 Report human rights and labor performance to the committee responsible at least once a year.

### 4.4 Employees

4.4.1 Learn, understand, and comply with laws, regulations, international standards, and this policy.

4.4.2 When expressing personal opinions, must maintain the image and protect the company's reputation, not using company assets or acting as a company representative.

4.4.3 Report when finding cases of wrongdoing or actions that may violate the policy.

## 5. Guidelines

### 5.1 Respect for Human Rights

5.1.1 Civil and Political Rights:

1. Treat each other with respect and honor, accepting diversity and living together equally.
2. Promote the right to life and liberty, including freedom of speech, belief, religion, and security.
3. Create a friendly work atmosphere without intimidation or harassment, avoiding risks to personal rights or work performance (physical, verbal, mental, or written).
4. Respect freedom of expression and participation in political activities.

5.1.2 Economic, Social, and Cultural Rights:

1. Provide social security and personnel welfare as required by law.
2. Provide rest periods during workdays and annual leave with full pay according to labor laws.
3. Promote the right to practice local culture, traditions, or religion.

5.1.3 Gender Equality Rights:

1. Respect gender equality in diversity based on gender identity or expression.
2. Promote good practices without sexual harassment or harassment in any form.
3. Respect privacy, avoiding forcing the disclosure or concealment of sexual orientation or identity.
4. Keep information related to sexual orientation or identity confidential and secure.
5. Promote equality and non-discrimination in recruitment, benefits, compensation, and career advancement based on sexual orientation.
6. Promote equal health care rights and provide dressing areas/facilities suitable for gender identity.

**5.1.4 Community Rights:**

1. Respect the rights and freedoms of the community, especially vulnerable groups, minorities, and indigenous people.
2. Conduct business considering negative impacts on the economy, natural resources, environment, culture, and health/safety of the community.
3. Assess community-related operations with transparency and equality.

**5.1.5 Human Rights in Supply Chain Management:**

1. Verify the source of raw materials, processing, and transportation according to human rights principles.
2. Procure materials from entities not involved in illegal acts or human rights violations, including avoiding "conflict minerals" (3TG).

**5.1.6 Land and Natural Resource Rights:**

1. Respect land rights of individuals or communities, avoiding unfair possession for business.
2. Land acquisition must comply with Free, Prior and Informed Consent (FPIC).
3. Verify the accuracy of land rights and ownership when establishing new businesses.

**5.1.7 Personal Data Privacy Rights:**

1. Respect data privacy; use or disclosure must be authorized by the data owner.
2. Protect personal data under care and set clear collection/management rules.
3. Respect the owner's right to collect, use, disclose, delete, or cancel data according to law.

**5.2 Labor Practices**

**5.2.1 Forced Labor:**

1. Support ethical recruitment throughout the value chain.
2. Treat labor fairly; no forced labor in any form according to national/international standards.
3. Treat labor humanely; no exploitation, physical/mental coercion, or modern slavery.
4. Working days/hours must comply with the laws of the country of operation.
5. Respect freedom of movement; no detention or withholding of identity documents/deposits.
6. No recruitment fees or deposits charged to the labor.

**5.2.2 Child and Young Labor:**

1. Have an age verification system to prevent hiring below the legal limit.
2. Hire young labor according to legal criteria, ensuring safe environments, no harm to education, and legal working hours.
3. Pay wages directly to young labor; no security deposits.

**5.2.3 Female and Pregnant Labor:**

1. Promote work in safe areas that are not hazardous to health.
2. Provide protection and benefits as legally required.
3. Pregnancy is not a cause for termination, position adjustment, or salary reduction.

**5.2.4 Elderly Labor:**

1. Promote work for healthy elderly persons in non-hazardous roles.
2. Provide benefits and compensation according to local laws.

**5.2.5 Disabled Labor:**

1. Promote rights and hiring for appropriate work with an conducive environment.
2. Ensure hiring follows the laws of the country of operation.

**5.2.6 Migrant Worker:**

1. Ethical and legal hiring without discrimination or forced labor.
2. Fair compensation and welfare.

**5.2.7 Non-discrimination and Equal Opportunity:**

1. Recruit based on qualifications without discrimination on race, religion, gender, disability, or marital status.
2. Pay wages on time according to law; no illegal deductions.
3. Equal pay for work of equal value.
4. Allow use of all types of leave according to regulations and law.
5. Transparent performance evaluation and fair career advancement/transfers.
6. Termination must be based on performance or discipline, not discrimination; provide an appeal mechanism.

**5.2.8 Right to Good Working Environment/Sanitation:**

1. Provide safe/hygienic conditions according to industrial hygiene principles.
2. Provide sufficient clean drinking water and toilets suitable for all genders.
3. Control air pollution and define emergency/disease outbreak measures.

**5.2.9 Right to Association and Collective Bargaining:**

1. Peaceful assembly that does not affect work efficiency or business ethics.
2. Respect the right to join groups for negotiation.
3. Respect human rights defenders; no retaliation or SLAPP lawsuits for good faith participation.

**5.2.10 Human Rights of Shareholders:**

1. Promote ownership rights (meetings, voting, dividends, info inspection).
2. Provide regular, truthful reports on business operations.

**5.2.11 Human Rights of Customers:**

1. Equal treatment, polite service, and fair pricing.
2. Protect customer data and provide complaint/remedy channels.

**5.2.12 Human Rights of Partners and Creditors:**

1. Equal opportunity for all partners to present products.
2. Fair treatment and protection of partners' confidential/intellectual property.

## 6. Training

Provide communication and training on this policy to directors, executives, employees, and external stakeholders throughout the value chain, with post-training effectiveness assessments.

## 7. Whistleblowing

Report suspected violations through whistleblowing channels. Whistleblowers will be protected and information kept confidential without affecting their position.

## 8. Seeking Adviceln

case of doubt, seek advice from supervisors, the human rights unit, or the Human Resources office before acting.

## 9. Penalties

Employees must cooperate with investigations. Violations of this policy will result in disciplinary action according to work regulations

## 10. Related Laws and Standards

10.1 Laws related to personal data protection

10.2 Universal Declaration of Human Rights (UDHR) of the United Nations

10.3 Ten Principles of the United Nations Global Compact

10.4 UN Guiding Principles on Business and Human Rights (UNGPs)

10.5 Declaration on the Principles and Fundamental Rights at Work of the International Labour Organization (ILO)

10.6 The International Labour Organization's Fundamental Conventions

10.7 Standards of Conduct for Business: Tackling Discrimination against Lesbian, Gay, Bi, Trans, & Intersex People (OHCHR)

10.8 Human rights audit and impact assessment principles of the Ethical Trading Initiative (ETI)

10.9 Shared Space Under Pressure: Business Support for Civic Freedoms and Human Rights Defenders by Business & Human Rights Resource Centre (BHRRC) and International Service for Human Rights (ISHR). (2018).

10.10 Principles for protecting labor rights globally of the Fair Labour Association

10.11 Land and Human Rights: Standards and Applications of the United Nations and United Nations Human Rights (UNHR)

10.12 The IRIS Standard

10.13 Dhaka Principles for migration with dignity

10.14 Labor laws of each country where Charoen Pokphand Group operates business

## 11. Appendix

This policy and guidelines consist of the following appendices:

11.1 Appendix A: Definitions

11.2 Appendix B: International Labour Organization Conventions

# Appendix A

# Definitions

**1. Human Trafficking**

The procurement, trade, transport, transfer, detention, housing, or reception of persons by means of threats, use of force, coercion, abduction, fraud, or various forms of abuse of power that cause danger to life, liberty, reputation, or property in order to seek benefits from the body, organs, labor use, or services, or other forms of sexual exploitation such as prostitution, including the use of dominant power over guardians by providing money or various benefits to consent to the persons under their care becoming slaves or other acts similar to slavery.

**2. Strategic Lawsuit Against Public Participation (SLAPP)**

The litigation against individuals or groups of people who express opinions on issues that are beneficial to the public, by using the justice process to obstruct the expression or actions of those individuals.

**3. Acceptance of Difference (Inclusion)**

Valuing the differences of people, where everyone in the organization feels involved and accepted, as well as receiving fairness from all relevant parties.

**4. Remedy**

The correction, restoration, or compensation when impacts occur or human rights are violated due to business operations or performance, through apologies, restitution, rehabilitation, punishment of offenders, imposition of fines, and prevention of harm to prevent re-offending, which may be in both monetary and non-monetary forms.

**5. Harassment / Bullying**

Any behavior that is inappropriate and unsatisfying or causes offense or shame to others through words or actions that tend to threaten, insult, or make the victim feel ashamed or uneasy, or create a work atmosphere that is threatening or unfriendly, with patterns of harassment and bullying behavior as follows: Verbal acts such as criticism, sarcasm, insults, threats, cynicism, mockery, seduction, incitement, false accusations, slander, hate speech, sexual harassment, and starting inappropriate conversations, etc. Gestural acts such as staring, glancing, peeking until the victim feels uncomfortable, ashamed, or uneasy, making impolite hand signals, whistling, etc. Physical acts such as physical assault, bullying, touching the body or approaching others unnecessarily and with

undesirable behavior, etc. Other forms of acts such as displaying images, objects, symbols, and written text that are not related to the operational context and cause discomfort, etc.

**6. Sexual Harassment**

Behavior that violates the rights of others regarding sex, whether through words, eyes, and gestures, including forcing sexual intercourse, and must primarily consider the feelings of the victim. Any action that makes the victim feel ashamed, violates privacy, and is not consented to is considered sexual harassment.

**7. Discrimination**

Treating individuals differently, excluding, or giving special privileges to a specific individual or group of people due to the characteristics of that individual or group regarding race, nationality, tribe, skin color, ancestry, religion, social status, sex, age, disability, political ideas, as well as marital status.

**8. Gender Expression**

The expression of each individual's gender identity and the expression perceived in the eyes of others in general, where people often have gender expressions that match their gender identity, regardless of their sex at birth.

**9. Gender Equality**

The state in which all individuals are treated equally, without using gender, sexual orientation, gender identity, gender expression, and gender diversity as reasons to treat that person differently in accessing and receiving legal benefits in various matters.

**10. Violence**

The act of an individual using physical force to assault others in the company's workplace, which is a cause or may be a cause for employees to receive physical injury, which has patterns of workplace violence as follows: Acts by external persons: namely violence caused by external persons who have no connection to the company, such as robbery, hostage-taking, abduction, physical assault. Acts by customers: namely violence caused by customers who have intentional intent to cause harm to employees. Acts by employees: namely violence caused by employees acting against others, resulting in an undesirable or unhealthy work environment.

**11. Diversity**

Diversity in attitude, culture, beliefs, language, race, nationality, sex, sexual orientation, gender identity, ability, health, social status, skills, and other personal characteristics.

**12. Gender Diversity (LGBTI+)**

Groups of individuals with diverse sexual orientations, gender identities, sex characteristics, or gender expressions, collectively referred to as LGBTI+, which stands for: Lesbian: A group of women who love or have sexual relationships with women. Gay: A group of men who love or have sexual relationships with men. Bisexual: A group of individuals who love or have sexual relationships with both women and men. Transgender: A group of people who are satisfied with a gender identity opposite to their sex at birth and change physical characteristics from male to female or from female to male. Intersex: Individuals born with physical characteristics that cannot clearly identify a specific sex (ambiguous genitalia), or individuals whose characteristics do not match general male or female standards, or have both reproductive organs. Additionally, this includes Queer, which refers to individuals satisfied with any particular sex without being limited by frameworks of sex and love.

**13. Minority**

Tribes or people of different nationalities living together with other tribes that are larger in number, or few in number compared to the majority group, which are often groups that have migrated from other countries and come to reside temporarily.

**14. Indigenous**

Peoples Groups of people living in an area before being occupied by groups with power in current society, who have distinct cultures different from the majority of society, including language, social structure patterns, religion, beliefs, etc.

**15. Ethnicity**

Groups of people descended from the same ancestors or sharing important cultural characteristics such as language, religion, traditions, history, housing styles, clothing, food, and recreation.

**16. Modern Slavery**

The state where an individual is exploited by others, controlled, forced to work, whether male, female, or child, where the individual cannot refuse because they are threatened, subjected to violence, coerced, deceived, or subjected to abuse of power, causing freedom and personal rights to be diminished or lost.

**17. Personnel**

Directors, executives, and employees of Aurora Design Public Company Limited and companies within the group.

**18. Rights Holder**

A person whom the law recognizes as having various rights and who receives protection from the law, such as property rights, reputation rights, voting rights, etc.

**19. Gender**

"Masculinity" and "femininity" that occur from the definition and meaning given by society.

**20. Clean Air Quality Standards**

Air quality standard values established as general criteria for environmental management to create good air quality that is safe for the health and quality of life of the people.

**21. Sexual Orientation**

The sexual interest or preference that one individual has toward another individual, consisting of emotional interest or preference, sexual interest or preference, and the sexual behavior that the individual expresses.

**22. Conflict Mineral**

Raw materials or minerals obtained from conflict regions, which impact production and trade, consisting of Tin, Tantalum, Tungsten, and Gold, collectively called 3TG, and may include other minerals used as a source of funding for armed forces, leading to human rights violations, environmental destruction, and international conflict.

**23. Migrant Worker**

A person with characteristics according to the definition specified in the International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families, namely: “a person who is to be engaged, is engaged or has been engaged in a remunerated activity in a State of which he or she is not a national.”

**24. Forced Labor**

Labor compelled by power to perform work or service for which those people have not offered themselves voluntarily. Individuals may be forced into labor through threats, use of physical violence, sexual abuse, sometimes being detained, or subjected to debt bondage.

### 25. Human Rights

Basic rights that all humans have equally, regardless of physical differences, race, nationality, tribe, skin color, ancestry, language, religion, social status, sex, gender identity, and sexual orientation, age, disability, political ideas, as well as marital status, where everyone has equal rights and is protected from violations by others.

### 26. Industrial Hygiene

The care, inspection, and improvement of the working environment including working methods to ensure safety for workers, covering recognition, evaluation, and control of risk factors in environment, work characteristics, or others that may impact the health of workers, causing discomfort or reducing work efficiency, as well as potentially impacting people in the surrounding area.

### 27. Gender Identity

An individual's internal sense of their own gender, which may correspond to or be opposite to their sex at birth, including physical sensations (which, if they can choose, they may change or modify physical characteristics through medical methods, surgery, or any other method) and gender expression such as clothing, speech, and other manners.

### 28. Free, Prior and Informed Consent of Indigenous Peoples (FPIC)

The agreement of indigenous tribes or local people in exercising the right to decide to grant or revoke permission for others to use or occupy property, areas, or various resources, which is a decision-making process and a right of the people in the area to freely determine their own way of life, with key elements:  Freedom: The decision of the people in the area or the process bringing about the decision is independent, free from pressure or external influence.Prior: The community in the area should have the opportunity to know the objectives, conditions, and design of the project or activity in advance.Informed: The community in the area must receive necessary information about projects or activities in detail, clearly, and sufficiently before deciding, including using a language the local area understands.

### 29. Value Chain

Activities and various operations that create value for the products and services that the operator presents to consumers, from product or service design, procurement of raw materials and production factors, production or service, consumption or use of service, after-sales service, until the management of products and services when they expire, covering the entire lifecycle of products and services.

# Appendix B

## The International Labour Organization's Fundamental Conventions

**1. Forced Labor**

1.1 Convention No. 29 on Forced Labour, 1930

1.2 Convention No. 105 on the Abolition of Forced Labour, 1957

**2. Non-discrimination and Equal Opportunity**

2.1 Convention No. 100 on Equal Remuneration, 1951

2.2 Convention No. 111 on Discrimination (Employment and Occupation), 1958

**3. Right to Peaceful Assembly**

3.1 Convention No. 87 on Freedom of Association and Protection of the Right to Organise, 1948

3.2 Convention No. 98 on the Right to Organise and Collective Bargaining, 1949

**4. Non-use of Child Labor and Young Labor**

4.1 Convention No. 138 on Minimum Age, 1973

4.2 Convention No. 182 on the Worst Forms of Child Labour, 1999

**5. Right to Land for Livelihood**

5.1 Free, Prior and Informed Consent of Indigenous Peoples (FPIC)