

Supplier Sustainable Code of Conduct

Date on
10 November
2021

RS Public Company Limited and Subsidiaries



RS GROUP

Message from Chairman and CEO

RS Public Company Limited and subsidiaries (together as “RS Group”) is committed to undertaking business according to good corporate governance principles to drive sustainable development with our defined goal of balanced growth in economic environmental, social and governance dimensions through responsibility and value co-creation of RS Group and all stakeholders across our supply chain.

“Supplier” is one of the key stakeholders who takes part in value and growth creation. RS Group has a strong intention to carry out our business in alignment with our ways of work and has prepared “Supplier Code of Conduct for Sustainable Development” outlining our practices according to international guidelines for sustainable development.

Through collaborative efforts from employees and executives at all levels with firm commitment as well as cooperation from all suppliers to adhere to this ethical code, “we” will stand strong and grow together in a continuous and sustainable manner in the future.



Mr. Surachai Chetchotisak
Chairman and CEO
RS Public Company Limited
10 November 2021

Introduction

RS Group aims to build and nurture relationship with business suppliers and improve work processes in order to create value together with all stakeholders through effective supply chain management considering environmental, social and governance (ESG) issues. This comprehensive management of opportunities and risks in conducting business will lead to value creation and long-term value beneficial to RS Group and suppliers as well as more competitive advantage. As a result, RS Group has prepared this Supplier Code of Conduct with the purpose to set clear directions on sustainable development of RS Group and its suppliers as well as define standards and practices for suppliers to study and adopt so that they can work together better with RS Group in the future.

RS Group strictly adhere to honesty and fairness toward its suppliers by treating all suppliers in the supply chain fairly through proper vendor selection process and contractual conditions based on fair compensation for both sides, avoidance of biasedness or situations with potential conflict of interest, responsibilities for suppliers as well as capability development and knowledge sharing to improve work processes to meet international standards. In addition, these practices are observed according to principles related to business ethics, labor treatment and human rights, quality management, occupational health and safety, community development and environment conservation. RS Group also regularly monitors, examines and evaluates relevant practices as well as enhances knowledge necessary to build successful business partnership.

Moreover, RS Group has a determination to set work standards above legal requirements and expects to positively influence suppliers to adopt work practices and guidelines that promote responsibilities toward stakeholders in an equitable and fair manner so that its suppliers will sustainably grow alongside RS Group in the future.

Code of Conduct and Anti-Corruption

Corporate Governance

Suppliers must comply with domestic, international, national and local laws and regulations related to business conduct as well as required licenses in respective geographies. Honesty, transparency and accountability are encouraged including considerations for all stakeholders under good corporate governance principles.

Business Transaction

Suppliers must strictly conform to accounting processes imposed by RS Group while all transactions must be declared with clarity and timeliness including complete, transparent and accountable filing and safekeeping of key documents. Products and services are to be delivered with good quality, punctuality and fair pricing as previously agreed.

Fair Competition

Suppliers must treat all stakeholders with responsibility and fairness and undertake their businesses under fair rules of competition. No monopolistic pricing, bid rigging or any other action that are considered as unfair according to antitrust laws.

Confidentiality

Suppliers must not disclose or use confidential information of RS Group and related business parties to seek personal benefits either business information or personal information without a written consent with an exception for the case of an appeal or request according to regulations or laws.

Information Disclosure

Suppliers must cooperate in disclosure of key information as requested by RS Group both financial and non-financial information based on related laws and regulations including sharing of information to for the preparation of key reports to be disclosed to all stakeholders.

Use of Personal Information

Suppliers must respect right to privacy of all stakeholders. All business information such as personal status, biography, work experience, financial information, contact information, medical record and other personal information must be protected from being used, disclosed, transferred to any other party which can be considered violation of legal rights.

Respect for Intellectual Property

Suppliers must not disrespect, disclose or violate intellectual property of others including ideas, innovations, rights, patents or trademarks. Intellectual property exchange must be mutually agreed in writing only.

Conflict of Interest

Suppliers must not involve in financial relationship with employees of RS Group and refrain from potential conflict related to personal benefits in business processes. Unduly use of position and opportunities related to work for personal benefits or benefits of close persons is prohibited.

Service Quality Management

Suppliers must undertake service quality management according to standards and mutual agreements by delivering products or services accurately and completely in due time as well as communicating, recording, reporting and safekeeping relevant information in a proper and accountable manner. In case of mistakes, suppliers must fully cooperate with RS Group in investigation to undertake necessary corrective actions in a timely fashion.

Anti-Corruption

Suppliers must not engage in or support fraud, corruption, extortion, embezzlement or bribery of any form and refrain from offering incentives, rewards, special benefits, directly or indirectly, in order to acquire or maintain any interest or business advantage. In case of malpractice, contracts will be terminated and RS Group will not take any liability or responsibility for the damage caused while legal actions will be taken as appropriate.

Offering and Accepting Gifts, Assets or Any Other Benefits

Suppliers must not make action of offering or accepting gifts, assets or any other benefits mandatory for occasions or festivals conventionally conducted by general population or to build good report to influence business decision making of employees of RS Group or for the expected benefits that can be considered as fraud or corruption.

Sustainable Development

Suppliers must be committed to jointly enhancing business operations with RS Group through setting channels for suggestions and being open to opinions and views from all stakeholders with the objective to obtain valuable inputs to effectively develop products, services and way of working together.

Fair Labor Treatment and Respect for Human Rights

Compliance with Labor law

Suppliers must treat labors in compliance with labor protection law and other applicable laws without taking any action to labors that can be considered as forced labor or human trafficking of any kind including child labor and illegal labor. Human rights principles must be observed in treating labors while freedom of association and fair compensation based on skills, job descriptions and work hours are to be provided.

Labor Protection

Suppliers must be responsible as employers for treating labors, workers and employees properly in accordance with applicable laws. In case of child labor over 15 years of age but less than 18 years, labor protection must be in place including wages, benefits, welfare and any other compensation as stipulated by laws.

No Labor Exploitation and Child Labor

Suppliers must not use or gain benefits from any form of labor exploitation including physical violence in punishment, mental abuse, imprisonment, threat, intimidation, harassment and human trafficking as well as refrain from taking any action related to or supporting child labor of underaged children according to the laws.

Employment and Termination of Employment

Suppliers must properly manage wages, compensation, overtime, benefits, welfare and working hours of labors, workers and employees in a timely, fair and lawful manner. Termination of employment must be undertaken through accurate processes as stipulated by labor law.

Non-Discrimination

Suppliers must treat labors, workers and employees with fairness, equality and equity without violation of human rights or discrimination based on birth origin, race, gender, age, sexual preference, marital status, political view, education, color, religion, disability, membership in labor union, social under privilege or personal traits that are not related to performing their duties.

Freedom of Association

Suppliers must respect rights and freedom of labors, workers and employees in participating in labor unions or any other employee organization as stipulated by laws as well as encourage employees to adopt labor relations guidelines to organize or form groups for negotiation and refrain from impeding employees to be representatives of labor groups.

Occupational Health and Safety in Work Environment

Management of Occupational Health and Safety in Work Environment

Suppliers must conform to occupational health and safety policy under business laws and related regulations throughout work processes to ensure that work environment standards are maintained to promote safety and hygiene without negative impacts on society and environment.

Preparation of Protective Equipment

Suppliers must place high priorities on preparing personal protective equipment which must be examined on a regular basis to ensure readiness and adequacy for labors, workers, employees and suitability for each type of job in order to minimize chances of injuries and accidents at work.

Preparation for Emergency Situation

Suppliers must assess situations and prepare an emergency response plan in case of emergency or crisis and communicate with labors, workers and employees inclusively to ensure that they will take proper, safe and timely actions that can effectively mitigate negative impacts to business including work injury. Details shall be disclosed to RS Group when reports are requested.

Social and Environmental Responsibility

Involvement in Social Development

Suppliers must conduct business with regard to impacts on surrounding communities and society as well as promote revenue generation and distribution to communities and society to be a key part that helps elevate quality of life of people.

Environmental Management

Suppliers must conform to policies on environmental management and systematic waste disposal management according to business laws and related regulations as well as put in place measures and monitoring systems to encourage labors, workers and employees to be mindful in utilizing natural resources and refrain from taking any action that negatively affects the environment.

Whistleblowing and Complaint Filing Channel

Suppliers or stakeholders of RS Group have rights to request, suggest, complain and blow the whistle when any of these actions is witnessed.

- Violation, infringement or noncompliance of policies, regulations and human rights.
- Violation, infringement or noncompliance of laws, corporate governance principles and business ethics.
- Action that implies potential fraud or corruption.

Details and evidence can be submitted to contact channels below:

Website	https://ir.rs.co.th/th/corporate-governance/whistleblowing-and-complaint-filing	
E-mail	Company Secretary	cs@rs.co.th
	People Culture Department	pchotline@rs.co.th
	Internal Audit Department	ia_anti_corruption@rs.co.th
Post Mail:	Please specify Company Secretary as recipient 27 RS Group Building, Prasoet Manukit Road, Senanikom, Chatuchak, Bangkok, 10900	

Version Control Record

Version 1 Approved by the Meeting of the Board of Directors No 6/2021

Dated 10 November 2021 as first version.

Response Letter to Supplier Code of Conduct

I have read, understood and acknowledged the Supplier Code of Conduct for sustainable development of RS Group and agreed to comply with the Code in all respects. I am willing to fully cooperate with RS Group in all areas including data collection as evidence in performing duties or data submission to RS Group as requested in order to conduct business smoothly to achieve sustainable growth tougher.

Signed by Supplier

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(.....)

Title

Company

Date

Affix Company Seal (If any)

ESG Assessment Form for Suppliers (in the attachment)

Remark: Please have authorized person or highest ranked individual in Procurement Department of the supplier to sign, affix company seal (if any) and submit ESG Assessment Form for Suppliers through scanning of this piece of document to

E-mail or For More Information..... Tel.....