



Human Rights and Labor Practices

Policy and Guidelines

Rice Business Transportation and Service



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Human Rights and Labor Practices Policy and Guidelines

Rice Business Transportation and Service

1. Intent

Rice Business Transportation and Service recognizes that all human beings are born with equal rights and dignity. Therefore, the organization is committed to treating all employees equally, and not to discriminate against them in any way, allowing them to demonstrate their full talents and capabilities. Furthermore, Rice Business Transportation and Service also complies with international labor standards.

As a global conglomerate and as a part of the international community, Rice Business Transportation and Service strives to expand its scope of operations in its upholding and respecting of human rights, as well as the rights of its directors, management, employees, customers, suppliers and all parties involved in the supply chains. This is reflected by Rice Business Transportation and Service's adherence to the United Nations Universal Declaration of Human Rights ("UNDHR"), the Ten Principles of the United Nations Global Compact ("UN Global Compact"), UN Guiding Principles on Business and Human Rights ("UNGPs"), the International Labor Organization's ("ILO") Declaration on the Principles and Fundamental Rights at Work and local labor laws in each country where Rice Business Transportation and Service operates.

2. Scope

This Human Rights and Labor Practices Policy and Guidelines apply to Charoen Pokphand Group, (hereafter "the Group") which includes Charoen Pokphand Group Co., Ltd., and all of its subsidiary companies. The term "company" hereafter refers to any such company individually that has adopted this Human Rights and Labor Practices Policy and Guidelines. This document shall be reviewed at least once a year, or as conditions require.

3. Objectives

- 3.1 To prevent any form of human rights abuse within Business Group as a result of its business operations, including with its affiliated supply chains.



- 3.2 To protect directors, management and staff from all types of discrimination and harassment.
- 3.3 To promote collaboration between all directors, management and staff while also providing opportunities to develop themselves equally

4. Roles and Responsibilities

4.1 Board of Directors

Ensure that the Human Rights & Labor Practices Policy and Guidelines are in place for preventing violations of Human Rights in all business activities of Business Group, including in its business value chains and joint ventures.

4.2 Management

- 4.2.1 Establish adequate procedures as appropriate to the companies' business context while remaining in accordance with this Policy and Guidelines, regulations, and laws in countries where the Company operates.
- 4.2.2 Ensure that the organizational structure and related functions are in place
- 4.2.3 Monitor the effective implementation of policy, guidelines, and regulations and identify areas for improvement, in addition to ensuring regular performance reports related to this Policy and Guidelines.

4.3 Human Rights Department/Responsible Department or Persons

- 4.3.1 Communicate concepts and objectives, build up knowledge and understanding for employees, in addition to stakeholders throughout the supply chains.
- 4.3.2 Complete the Human Rights Due Diligence process, which consists of the following:
 - 1) Incorporate duties and responsibilities to respect human rights and labor practices in Business Group's policies.



- 2) Review stakeholder groups and management opinions for guidance on how to create a participatory process that involves affected groups and other stakeholders.
- 3) Review stakeholder groups and management opinions for guidance on how to create a participatory process that involves affected groups and other stakeholders.
- 4) Implement remediation procedures to reduce the impacts, while setting preventive measures and solutions to reduce internal and external risks.
- 5) Track and monitor the effectiveness of preventive measures and whistleblowing mechanisms.
- 6) Communicate to the general public as well as all affected persons on human rights impacts and remediation procedures while also disclosing the approaches made to address human rights violations.
- 7) Commit to stakeholder engagement with all sectors through open dialogue with affected groups, human rights experts and civil society organizations.
- 8) Ensure that there are whistleblowing and grievance mechanisms in place for persons affected by human rights and labor practices violations.

4.3.3 Monitor impacts of human rights and labor practices within the company.

4.3.4 Report the Company's compliance of human rights and labor practices to the Board of Directors or management, including the Compliance Audit Office of Charoen Pokphand Group Co., Ltd. at least once annually.

4.4 Staff

Understand and comply with policies, guidelines, and regulations regarding human rights and labor practices as well as to file a report if any actual or potential human rights and labor violations are detected.



5. Guidelines

5.1 Respect for Human Rights

5.1.1 Civil and Political Rights

- 1) Promote inclusion between employees to foster coexistence on the basis of equality.
- 2) Any action that might create a hostile or unfriendly work environment is not permitted. This includes verbal, written, physical or mental harassment, violence and intimidation.
- 3) Any action that might interfere with other employees' work performance or cause a nuisance is not permitted.
- 4) Sexual harassment and other immoral behaviors are not permitted. Such behaviors include molestation, indecent exposure and obscene acts (both physical and verbal), all of which can cause the victim to be humiliated, intimidated or offended.
- 5) Any restrictions on freedom of expression and freedom to participate in political activities are not allowed, as they are both fundamental human rights. On the contrary, neither the mentioning of Business Group nor the use of its corporate assets in political activities are permitted under any circumstances.

5.1.2 Economic, Social and Cultural Rights

- 1) Employees are entitled to access to social security, medical insurance and other welfare benefits.
- 2) Employees are entitled to rests during working days, working hours that do not exceed local labor laws and remuneration during public holidays.
- 3) Infringements on any persons' right to practice their religions and cultures are not permitted.



5.2 Labor Practices

5.2.1 Forced Labor

Do not engage in or support forced labor in all of its forms, including servicing customers, through the using of coercion, using penalties or forcing the laborer to work unwillingly. Such acts include involuntary work, coercion using intimidation, physical violence, sexual abuse, restriction of movement, withholding or non-payment of wages, debt bondage and retention of identity documents unless the actions do not conflict with local laws.

5.2.2 Non-Discrimination in Respect of Employment and Occupation

- 1) Salaries, wages and benefits are to be paid on time, in compliance with legal requirements. No deductions from employees' wages are allowed, except if local laws state otherwise.
- 2) Remuneration is equal for both men and women with jobs of equal weight and responsibility.
- 3) Discrimination towards or between employees is not permitted under any circumstances, including those that bring inequality or inferiority due to prejudice in matters unrelated to work.
- 4) Discrimination towards job applicants based on age, physical or mental disability, ethnicity, sex, color, religion and marital status is not permitted. Job requirements and qualifications for applicants should be carefully considered.
- 5) Development programs for directors, management and staff must be equally arranged and not discriminated, while also depending on their training needs for their current position and for their career progression.
- 6) Determine and disclose performance appraisal criteria for all directors, management and staff.
- 7) Disclose performance appraisal results to employees in a transparent and fair manner in order for them to be able to improve their performance.
- 8) Job transfers must be equally fair in career progression and without discrimination.



- 9) Dismissals must be on grounds of not meeting performance evaluation criteria, disciplinary action, health problems based on medical doctor diagnosis or any other reasons which are not viewed as discrimination

5.2.3 Right to Peaceful Assembly

- 1) The Right to assembly is allowed under the conditions that gatherings are peaceful and their participants do not carry weapons.
- 2) The Right to assembly can be done only without compromising on work performance and interfering with continuity in servicing customers.
- 3) Do not infringe on the right to assembly, except if the said infringements are done to protect public interests, to maintain peace and order, or to prevent any violation of local laws or the Code of Conduct.
- 4) Respect the right of assembly and association, including participation in collective bargaining, all of which are fundamental rights, will lead to the protection of other rights that will maintain and advance social and sustainable development.

5.2.4 Abolition of Child Labor

- 1) Hiring of child labor is prohibited, as defined by local applicable laws.
- 2) Hiring of child labor to work in unsafe conditions or environments is not permitted, depending on local laws, as it can be hazardous to their health, harm their growth and development, as well as interfering with their compulsory education.
- 3) Child labor is not allowed to work overtime or during public holidays.

6. Training

The Company shall communicate the Human Rights and Labor Practices Policy and Guidelines and cascade it through training programs, conferences, and other appropriate channels to its directors, management, and staff. The effectiveness of such training and communications programs shall be evaluated on a regular basis.



7. Whistleblowing

In case a violation of this Human Rights and Labor Practices Policy and Guidelines is found, a report must be filed by following the procedure stated in the Whistleblowing Policy and Guidelines. The information of complainant or whistleblower will be protected and the information will be kept confidential during the investigation and after the completion of the investigation process.

8. Policy Advice

In case of suspicion on the action that may violate laws, regulations and this Human Rights and Labor Practices Policy and Guidelines, the employee can seek advice from her or his supervisors; team or persons responsible for monitoring human rights and labor practices within the Company, the Compliance Department or Legal Department before making any decision or carrying out any action.

9. Penalties

In the event of an investigation, all employees must fully cooperate with internal and external entities. If an employee violates or fails to comply with this Policy and Guidelines, either directly or indirectly, the employee will be subject to disciplinary action in accordance with Company's regulations

10. Related Laws, Regulations and Policies

- 10.1 The United Nations' Universal Declaration of Human Rights
- 10.2 The Ten Principles of the United Nations Global Compact
- 10.3 The United Nations Guiding Principles on Business and Human Rights
- 10.4 The International Labor Organization's Declaration on the Principles and Fundamental Rights at Work
- 10.5 The International Labour Organization's Fundamental Conventions
- 10.6 Local labor laws in in each country where Business Group operates
- 10.7 Rice Business Transportation and Service's Announcement Letter CPG 040/2017 regarding Human Rights and Labor Practices Policy



11. Appendices

The following appendices are attached to this Policy and Guidelines

11.1 Appendix A: Definitions

11.2 Appendix B: The International Labor Organization's Fundamental Conventions



Appendix A

Definitions

1. Human Rights

Basic freedoms inherent to all human beings, regardless of race, ethnicity, sex, nationality, language, religion or any other status. Everyone is entitled to these rights, without discrimination.

2. Diversity

Different values, attitudes, cultural perspectives, beliefs, ethnic background, nationality, sexual orientation, gender identity, ability, health, social status, skill and other specific personal characteristics.

3. Inclusion

Valuing the differences between people with different identities, where employees feel valued and welcomed within the workplace, and where all parties are treated fairly and equally

4. Harassment

Improper and unwelcome conduct that might reasonably be expected or perceived to cause offense or humiliation to another. This includes, but is not limited to - words, gestures or actions which tend to annoy, alarm, abuse, demean, intimidate, belittle or cause personal humiliation or embarrassment to another; or that cause an intimidating, hostile or offensive work environment.

5. Sexual Harassment

Any behavior that infringes the rights of others in a sexual manner, whether verbal or physical conduct. This includes any forced sexual favors, rape, invasion of privacy, and any unwelcome, non-consensual conduct that causes shame or embarrassment.

6. Forced Labor

Any work or service of which the laborer is coerced to work using violence, intimidation, or by more subtle means such as accumulated debt, retention of identity papers or threats of denunciation to immigration authorities.



7. Discrimination

Any different treatment or distinction or special treatment to an individual or group of people based, but not limited to, personal characteristic on race, nationality, color, ethnic, religion, social status, gender, age, physical features or disability, political beliefs and marital status.



Appendix B

The International Labor Organization's Fundamental Conventions

1. Forced Labor

- 1.1 Forced Labor Convention, 1930 (No. 29)
- 1.2 Abolition of Forced Labor Convention, 1957 (No. 105)

2. Non-Discrimination in Respect of Employment and Occupation

- 2.1 Equal Remuneration Convention, 1951 (No. 100)
- 2.2 Discrimination (Employment and Occupation) Convention, 1958 (No. 111)

3. Right to Peaceful Assembly

- 3.1 Freedom of Association and Protection of the Right to Organize Convention, 1948 (No. 87)
- 3.2 Right to Organize and Collective Bargaining Convention, 1949 (No. 98)

4. Abolition of Child Labor

- 4.1 Minimum Age Convention, 1973 (No. 138)
- 4.2 Worst Forms of Child Labor Convention, 1999 (No. 182)