



## **Discrimination and Harassment Prevention Policy**

### **Rice Business Transportation and Service**

This policy is part of Rice Business Transportation and Service's "Human Rights and Labor Practices Policy and Guidelines", based on the recognition that the fundamental rights of every employee must be protected and should be treated fairly and equitably, without prejudice, harassment, or abuse of any kind. This is to foster a workplace environment where employees are treated with dignity and respect, enabling them to achieve their full potential and drive the organization's sustainable growth.

For these reasons, the Rice Business Transportation and Service has announced this Policy to prevent discrimination and harassment in all forms and create a safe and welcoming workplace environment.

In order to achieve these objectives, Rice Business Transportation and Service establishes the following guidelines.

#### **1. Non-discrimination**

- 1.1 Promote a workplace environment that does not accept or tolerate discrimination
- 1.2 Refrain from using any discriminatory language in job application documents and translate documents into local languages or other languages where appropriate.
- 1.3 Recruit, select, and hire applicants as well as determine their compensation, benefits, and terms and conditions based on their qualifications without discrimination and on the basis of fair and legal employment, in addition to providing equal opportunity for women, people with disabilities, and other vulnerable groups.
- 1.4 Provide compensation, welfare, and benefits in accordance with the Group's policies and local labor laws without discrimination.
- 1.5 Provide opportunities for transfers, promotions, and career growth based on transparent, clear, and non-discriminatory criteria.



- 1.6 Provide opportunities for training and skill development for all employees without discrimination.
- 1.7 Establish transparent and non-discriminatory performance evaluation criteria that is consistent with corporate core values.
- 1.8 Consider the termination of employees only on the basis of substandard performance after providing opportunities for improvement or due to serious disciplinary misconduct and other legitimate reasons without any discrimination.

## **2. Non-Harassment**

- 2.1 Foster a friendly workplace environment without causing trouble or annoyance, including physical, verbal, mental or written harassment.
  - 2.2 Respect the dignity of other employees by not committing any acts that would cause embarrassment, disgrace, or discouragement.
  - 2.3 Treat other employees with respect by not committing molestation, indecent assault, or any kind of harassment including sexual harassment.
  - 2.4 Secure the confidentiality of personal documents and data; consent from the data subject must be obtained before proceeding with the disclosure or use of said data.
3. Monitor, evaluate, and audit Company Performance on the Discrimination and Harassment Prevention Policy.
  4. Provide channels for all employees at all levels to submit reports, complaints / grievances in order to prevent discrimination and harassment, and ensure that whistleblowers and reporters are protected from retaliation
  5. Provide a transparent and fair investigation process and appropriate remediation.
  6. Foster cooperation between the Company and governmental agencies, non-profit organizations, academic institutions, communities, and other stakeholders to prevent discrimination and harassment.
  7. Communicate with employees, suppliers, business partners, consumers, and other stakeholders to build awareness on preventing discrimination and harassment on a regular basis.
  8. Disclose company progress related to preventing discrimination and harassment to stakeholders through sustainability reports or other annual reports.



All directors, management and staff of Rice Business Transportation and Service must comply with the laws, rules, regulations, standards, and other applicable policies and guidelines related to the prevention of discrimination and harassment.