



TTIA & TPFA's policies on ethical practice towards workers

1. **No Child Labour:** No workers under the age of 18 years old is engaged or employed in the processing plants. Upon recruiting, all applicants shall provide a government-issued passport, identity card and/or work permit for verifying age and legality to work respectively.
2. **No Forced and Compulsory Labour:** Workers are not required to pay deposits or recruitment fee to the company. Recruitment process shall be compliance with Thai law as well as the laws of country of origin. The company shall not lodge passport, Identity card and/or work permit belonging to the workers. The company shall not withhold any part of workers' salary and benefits.
3. **No Discrimination:** The company shall not allow any behavior indicating harassment, discrimination or threatening. Education and training on the fundamental of human rights shall be conducted for all personnel concerning the supervision of workers and security practice. The company shall have in place the mechanism and grievance handling to ensure fair and equal treatment of workers.
4. **No Human Trafficking:** The company shall not involve with any actions that include the recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, and for the purpose of exploitation through force labour, modern forms of slavery, slavery and any acts alike.
5. **Labour management and administration:** The company shall establish human resource management policy and operation plan that will ensure the Company's good governance. The policy and plan shall be effectively implemented on an ongoing basis – with a mechanism to handle grievances and complaints from workers, and that minimum wage and overtime work shall be paid to all workers as defined by Thai Law.
6. **Freedom of Association and Right to Collective Bargaining:** As permitted by Thai law, the company shall respect the rights of workers for freedom of association and shall provide channels for workers to exchange their opinions with employers.
7. **Disciplinary Practices:** The company shall not engage in or tolerate the use of corporal punishment, mental or physical coercion, or verbal abuse of workers. Deductions from wages as a disciplinary measure are not allowed.
8. **Occupational health, safety and waste management:** Occupational health and safety of workers shall be of the utmost concern for the company. At minimum, all legal requirements of related laws must be fulfilled. They include to the provision of necessary personal protective equipment at the employer's expenses, first aid treatment, and assistance for follow-up medical treatment. In addition, waste management system shall be established to ensure the mitigation of impact on environment and nearby communities.
9. **Welfare and Benefit:** Social security payments are contributed by both workers and company – in accordance with Thai Labour Law – which ensure all workers are eligible for national health care coverage. The company shall register all workers to this scheme from the first day of employment. For the period where the national health care coverage is not yet in effect, the company shall provide adequate medical treatment and expenses to assist any work-related injuries and illnesses.
10. **Human rights:** The company shall develop and announce its human rights policy and conduct human rights risks and impact assessment, and develop measures to prevent and remedies to human rights impact – which include grievance mechanism for those witness and/or affected.