



## Supplier Sustainable Code of Conduct

Home Product Center Public Company Limited ("the Company") operates businesses under the vision of "Leadership in Home Solution and Living Experience in Thailand and Southeast Asia" and focuses on corporate governance by involving in responsibilities and good relationship with society, communities and environment.

The Company works with suppliers, trading partners, manufacturers and contractors ("the Partners") as well as other related parties who always support the Company's vision and objectives. To demonstrate the commitment of sustainable business practices, the Company created guidelines of sustainability for the Partners to follow, which include business ethics, compliance with labor standards, occupational health and safety, environmental management and management

### 1. Business Ethics

#### Compliance

The Partners and other related parties must obey both national and local laws and regulations regarding products, labor and foreign workers, business ethics, stability, occupational health and safety, and environment as well as must obtain necessary licenses to legally operate business.

#### Cooperation in Anti-Corruption Support

The Partners and other related parties must not involve in any bribery in neither monetary nor non-monetary matters for the benefits of an individual or organization with an individual or a group of people both inside and outside the Company such as government agencies, except for giving or receiving gifts, souvenirs or entertainment with the purpose of welcoming or congratulating in an appropriate amount.

#### Conflict of Interest

The Partners and other related parties must report or inform the Company in case there is any matter relating to conflict of interest or personal relationship between the Partners' employees and the Company's employees or authorized staff.

#### Fair Competition and Anti-Competitive Practices

The Partners must not cooperate with other competitors for any unlawful act as well as together determine an auction pricing for them to be chosen as well as other pricing, market allocation or prohibition on any acts that limit freedom and fair competition.

#### Intellectual Property

The Partners and other related parties must not disclose any intellectual property or confidential information of the Company from business transactions including information jointly developed, information relating to the Company's products or products that the Company is involved, customers' and partners' information, prices, costs, methods, strategies, plans, processes and practices.

### Confidential Information

The Partners and other related parties must keep and protect confidential information with security and limited access only to those who need it for work. If the Company's confidential information is revealed with no permission, with or without intention, the Partners must notify the Company.

## **2. Labor Standards**

### Human Rights

The Partners and other related parties must respect the principles of rights and freedom to personal life, human rights and security of personnel as well as must ensure that employees are not treated harshly and do not obtain any physical, verbal and mental abuse or intimidation.

### Involuntary Labor / Forced Labor

The Partners and other related parties must not support any type of involuntary labor including forced labor, human trafficking and illegal workers

### Child Labor

The Partners and other related parties must not use any child labor under the law of each country. If a country does not have a minimum age requirement for labor, it must be considered that workers must be at least 15 years of age, and child labor under 18 years of age must not be used for a night shift or hazardous work unless it is defined by the law of that country.

### Wages and Working Hours

The Partners and other related parties must comply with the laws, regulations and rules regarding wages and working hours. The Partners must arrange working hours including maximum working hours, working time on holidays, leaves and public holidays as appropriate.

### Non-Discrimination

The Partners and other related parties must decide on employment including hiring, payment, remuneration, promotion and termination upon abilities, qualifications and achievements without any personal characteristics.

### Anti-Harassment

All partners and other stakeholders of the company must comply with the laws, regulations, and policies related to the prevention of harassment and various forms of intimidation, including verbal, physical, and sexual harassment, which causes annoyance, embarrassment, and obstructs work or personal life or creates conditions that affect employment, procurement, appointment, transfer, or other benefits.

### Working Document

Preparation the Partners and other related parties must hire employees who are legally authorized to work with valid documents in accordance with the legal process.

### Freedom of Associations & Collective Bargaining

The Company fully respects associates' rights to form collective bargaining without any prohibition to the formation of unions or participation in other labor unions.

### 3. Occupational Health and Safety

#### Product Safety

The Partners and other related parties must prepare and deliver products, equipment and services that are qualified and meet the Company's safety standards and required features as well as promptly report to the Company in case there is any concern on product features or safety.

#### Working Environment

The Partners and other related parties must provide safe working environment to employees and necessary tools and equipment to reduce risks of accidents and the potential health effects from operations as well as provide first aid kit in the workplace together with a contingency plan for emergency situations such as evacuation plans for workers and staff with the regular trainings and rehearsals.

### 4. Environmental Management

#### Compliance

The Partners and other related parties should comply with environmental standards, obtain licenses and regularly assess environmental conditions as well as monitor to ensure that values from assessments in air pollution, sound pollution, waste water, soil and groundwater, emissions of greenhouse gases, energy consumption and concerning biodiversity with ecological protection are in the level required by the law.

#### Defining Preventive Measures and Efficient Uses of Resources

The Partners and other related parties should establish measures to prevent and reduce the environmental impacts caused by production process, service delivery process and transportation since the pre-operation, operation and after-operation periods based on the principles of pollution prevention such as reduction of wastes, drainage of waste water and air pollution, the efficient uses of natural resources and energy, deforestation reduction and the promotion of resource and energy saving culture in the organization.

#### Dangerous Chemicals

The Partners and other related parties should avoid using chemicals in production process or service delivery process, which have environmental impacts. If necessary, the Partners must notify the Company regarding the preventive measures for leakage of harmful substances into the environment and its impact on neighboring communities but should avoid and limit the use of harmful or prohibited chemicals as components of goods and services as required by the law.

#### Supplier ESG Program

The Company has the Supplier ESG Program in-place to recognize and assess potential ESG risks. The program is oversighted by the Board of Directors and is designed to review the purchasing practices such as cost & quality of the products/services as well as the delivery times to be aligned with the Company's ESG Strategy and Supplier Code of Conduct. The Company offers trainings to our suppliers, business partners and stakeholders regarding the requirements of the Supplier ESG Program. In case that the minimum requirements are not met, levels of corrective actions would be taken in which finally leads to the termination of contracts. Suppliers with better ESG performance are preferred by applying minimum weight criteria in supplier selection or contract agreement.

## 5. Management

### Systematic Management

The Partners and other related parties should operate business with integrity, good corporate governance and sufficient internal control with the authorized staff to oversee, maintain and communicate clear and enforceable standards for the further execution together with the way to report the misconduct, to consider complaint with the proper mechanism, and to handle problems as appropriate.

### Recording

The Partners and other related parties must keep accounting books, records and accounting matters in accordance with laws and regulations as well as applicable accounting principles. This includes information and documents relating to the payments to government officials or legal entities, product tracking, services delivery, employees' security, and any additional regulations, documents or records specified by the law or requested by the Company.

### Verification of Compliance

The Partners and other related parties should monitor the operations and supply chain from deliveries of products and services to the Company and monitor practices to be complied with these guidelines set for the Partners. The Partners will cooperate and authorize the Company or other persons authorized by the Company to conduct the audit to verify compliance with these guidelines when requested by the Company.

### Whistle Blowing

If the Partners and other related parties have concerns on product safety or acts that can involve in unlawful, unethical, inappropriate by the Company's staff or other persons acting on behalf of the Company, they must promptly notify the Company via [www.homepro.co.th](http://www.homepro.co.th) in the section of misconduct.