



Announcement 034 / 2024

Non-Discrimination and Anti-Harassment Policy

Principle

Home Product Center Public Company Limited and its affiliates (“the Company”) recognize and appreciate the value of employees which is substantial for operating business, especially human rights which are a basic component of the sustainable society. Therefore, the Company commits to operating the business according to the laws and human rights principles, adhere to equal and fair treatment of personnel, without discrimination of gender, race, religion, political rights or ideas or any other matters and does not tolerate harassment, threat, and violence in any forms to create a safe workplace without discrimination and harassment in any case.

Definition

<u>Company</u>	means Home Product Center Public Company Limited and its affiliates.
<u>Employees</u>	means employees at all levels of the Company.
<u>Business Partners / Alliance</u>	means an organization or group of people who agree to work with the Company to achieve common goals or to improve the work performance or to be formal cooperation for a specific aim or purpose.
<u>Discrimination</u>	means to differently and unequally, treat a person or group of people , exclusion or to grant privilege to a person or group due to the identity of such person or group in particular to race, nationality, ethnicity, skin color, ancestry, religion, social status, gender, age, disability or infirmity, political rights or ideas, including marital status.
<u>Harassment / Threat</u>	means to commit a detrimental behavior of harassment whether in verbal or threat, exclusion, intimidation, bullying, ridicule, insult, slander unamiable or unpleasantly or to cause hindrance in work. Although there is no intention, it affects physically and mentally to the targeted person, including sexual harassment and threat.

Sexual Harassment

means any action or behavior which infringes the rights of other person of sexual nature whether in verbal, speech, lascivious look, gestures, messages, expressed by voice, pictures, documents, electronic data, or obscene materials that cause nuisance, embarrassment, or scorn against other person. And this includes stalking and disturbing of privacy or any act that creates sexual insecurity environment, especially sexual abuse, or sexual intercourse as a result of conditions created to influence the process of recruitment, promotion, transfer, or any other benefits.

The Company has the policy as follows:

1. To undertake the business without discrimination arising out of granting privileges to any person or group due to the identity of such person or group, e.g., race, nationality, ethnicity, skin color, ancestry, religion, social status, gender, age, disability or infirmity, political rights or ideas, including marital status and other attributes which are not related to knowledge and ability.
2. To undertake the business without any form of harassment or threat which is related or not related to sexual nature whether in verbal, behavior, or action, including online harassment or threat on the internet and/or social media.
3. To determine methods of business operation with fairness, equity, and non-discrimination with respect to recruitment, compensation, benefit, working condition, performance evaluation, operation and opportunity for development, growth, and advance in careers for all employees in the Company and its affiliates.
4. To have management, administration, and operation procedures without discrimination.
5. To have measures to prevent discrimination and any form of harassment in the workplace and/or in the Company's work process which includes to prescribe clear policy and ethics, to provide clear complaints/grievance mechanism and/or reporting channels and to regularly monitor the well-being of the employees.
6. To have personal data storage and protection measures and ensure that such data is used or disclosed in accordance with the law and appropriate.
7. To communicate the Company's policy regarding non-discrimination and anti-harassment to the business partners, alliance, affected persons in both inside and outside the Company and to report the Company's performance on non-discrimination/anti-harassment to the management and board of directors as appropriate.

Response upon experiencing discrimination and harassment.

1. The targeted person shall notify the offender to cease such action immediately upon an occurrence of the incident.
2. In case that the offender ignores and continues to commit such act, the targeted person shall report to his/her direct supervisor or manager/ upper-level supervisor or the manager of human resources department or the manager of loss prevention department as appropriate.
3. The direct supervisor of the targeted person or manager/ upper-level supervisor together with the manager of human resources department and the manager of loss prevention department shall inquire the information of the targeted person and witness (if any) within 7 days from the date of receipt of the report.
4. Organizing the Disciplinary Investigation Committee and notify the offender of an appointment to meet with the Disciplinary Investigation Committee to investigate the fact, and/or if the offence is a criminal offence and the legal action must be proceeded, the legal department must be involved in such investigation.
5. The Disciplinary Investigation Committee shall investigate the facts and consider the disciplinary action against the offender which includes conclude the result thereof to the Company. If there is harassment, threat, or discrimination, the Company shall consider disciplinary action according to the Company's regulation, i.e., verbal warning, written warning, dismissal, or termination against the offender as appropriate to the case.
6. The targeted person who reports the incident of discrimination, harassment, and threat shall be protected as appropriate and treated confidential which shall not be negatively affected as a result of such reporting.

This announcement is effective from January 1st, 2024 onwards.

For mutual acknowledgement,



(Mr. Weerapun Ungsumalee)

Representative of the Board of Directors,

and Managing Director