



บริษัท ไทยโพลีอะคริลิก จำกัด (มหาชน) Thai Poly Acrylic Public Company Limited

Policy and Guidelines on Fair, Safe, and Human Rights-Respectful Recruitment, Employment, and Workforce Inclusion

Thai Poly Acrylic Public Company Limited is committed to conducting its business ethically, in alignment with social aspects of ESG principles, and in full compliance with both domestic and international labor laws. This policy covers the full employee journey — recruitment, onboarding, employment conduct, and fostering a respectful workplace — to ensure that all employees are treated equally and with dignity.

1. Core Policy

- No discrimination based on gender, age, race, nationality, religion, language, region, disability, sexual orientation, or any other status.
- Respect for human rights as outlined in the Universal Declaration of Human Rights (UDHR) and ILO conventions (C29, C105, C111, C138).
- Promotion of diversity and inclusion across all employee groups — including local employees from all regions, migrant workers, expatriates, women, ethnic minorities, persons with disabilities, and workers of all age groups.

2. Recruitment Stage

1. No fee charging: Recruitment agencies are strictly prohibited from collecting any fees from job applicants. Any violations will lead to termination of contract and legal action.
2. Transparent contracts: All employment agreements must be provided in writing and in languages understood by the applicant (Thai / English / Burmese, etc.).
3. No retention of personal documents: Passports, work permits, and IDs must remain in the employee's possession.
4. No child labor: Minimum age verification is mandatory, as per Thai labor laws and ILO Convention C138.
5. Ethical screening: Subcontractors and agents must be verified for compliance with human rights principles.

3. Onboarding & Employment Stage

1. Wages and benefits: Wages must not fall below the legal minimum. No unauthorized deductions or deposits are allowed.
2. Safe environment: Occupational health and safety regulations must be followed. Facilities for persons with disabilities must be provided.
3. Women's rights: Employees are entitled to maternity leave by law. No termination based on pregnancy. Nursing rooms must be provided as appropriate.
4. Migrant and ethnic workers: Equal treatment is required. Interpreters or translated documents must be made available. Freedom to contact family must not be restricted.



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5. Freedom of association: Employees have the right to unionize, negotiate, and elect representatives.
4. During Employment Conduct
 1. Non-discrimination and zero harassment: Zero tolerance policy for any form of harassment, hate speech, or bullying.
 2. Safe grievance channels: Anonymous reporting is allowed via drop boxes, websites, or hotlines. Whistleblowers will be protected from retaliation.
 3. Fair working hours: Must comply with Thai law (max 48 hours/week + OT up to 36 hours/month) and ILO standards.
 4. Discipline and penalties: Disciplinary actions must follow clear, documented procedures and provide appeal opportunities.
5. Inclusive Workplace Environment
 1. Diversity training: Annual training on DE&I, anti-harassment, and inclusive language practices is required.
 2. Cultural activities: Support for religious/cultural days and employee resource groups (ERGs) is encouraged.
 3. Multilingual communication: Critical announcements and safety manuals must be available in multiple languages.
 4. Well-being support: Mental and physical wellness programs, counseling hotlines, and psychologically safe spaces must be available.
 5. Workplace climate surveys: Conducted at least every two years, with action plans developed based on the findings.
6. Monitoring & Continuous Improvement
 - HR and Governance teams must conduct internal reviews at least once per year and report to the Corporate Governance Committee.
 - This policy will be reviewed and updated when laws or international standards change, or when internal audits identify gaps.

(Mr.Surajin Tappanchai)

Managing Director

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