

Employment Management Policy Revision 1

Principles

The company realizes that Employees are valuable resources that are the key to driving the organization towards success and sustainable growth. Therefore, it is important to care for and treat employees fairly based on respect for human rights. The company emphasis is placed on promoting participation and valuing differences to create value for employees and inspire them to work to their full potential.

Policy Scope and Governance

This policy applies to the business operations of Bangkok Synthetics Co., Ltd. in Mixed C4 derivatives and synthetic latex businesses and BST Elastomers Co., Ltd. in the synthetic rubber business including forwarding to the company's business partners for applying in their businesses, whereas.

1. This policy is governed and responsible by the Human Resources Management Committee (HR Committee) and be reviewed at least once a year.
2. The quantitative target of this policy is demonstrated in the Sustainable Development Policy (ESG Policy).

Definitions

The Company means Bangkok Synthetics Co., Ltd in the business of Mixed C4 derivatives and synthetic latex and BST Elastomers Co., Ltd in the business of synthetic rubber.

Employee means a regular employee under an employment agreement, probationary employee and employee who have special employment contract with the company.

Business partner or contractor means a person who hires or provides services to the company or the contracting party who enters into a contract to do work with the company.

Minor workers refer to workers who are under 18 years of age.

Forced labor refers to work that a person performs against their will by using methods or citing reasons for punishment or coercion, intimidation, or rape to work or provide services, resulting in a person working unwillingly or by putting the person in a state of being unable to resist

Discrimination means treating people differently, excluding or granting special rights to any person or group of people because of the characteristics of that person or group of people in terms of race, nationality, ethnicity, skin color, ancestry, beliefs, religion, social status, sexual orientation, gender, age, physical physiology disability or disability, language used, political concepts as well as marital status or any other information that causes discrimination.

Harassment and Threat means displaying undesirable behavior in the form of harassment, threats, exclusion, intimidation, or hostility that causes obstruction of work. Even without intention but it affects the victim physically and mentally whether the behavior has sexual connotations or not.

Form of Harassment and Threat

- Verbally, such as sarcasm, threatening speech, slanderous speech, and inappropriate humorous speech. speak mockingly, talk seductively, speak instigating, speak false accusations, speak harassingly.
- With gestures such as staring, making impolite hand signals, or whistling.
- By actions such as physical harm, getting close or touching the body unnecessarily, show inappropriate obscene images, send threatening messages, intimidate, or do anything that makes the victim feel ashamed, humiliated, or deprived.
- Harassment and Threat includes any unwelcome behavior whether has a sexual connotation or creates a hostile work environment or not. Sexual harassment and threat may be related to a person's sex or gender. Non-sexual harassment and threat may be related to a person's personality or status such as race, religion, age, ethnicity, intelligence, disability, and physical physiology.

Work Place means a place of work such as

- Office and Plant site
- Company event venue
- Place assigned to work.
- Meeting and training locations.

This includes during work, such as

- During travel to work.
- During the use of telephone negotiations for work operations.
- During the use of electronic communication media for operations, etc.

Policy Guidelines

To promote a good quality of life and employee engagement to the company based on fair treatment and mutual respect together with absolutely no discrimination in any case and resist all forms of harassment and threats within the company. The company has therefore established guidelines as follows:

1. Recruitment, selection, and placement of human resources

- 1.1. Job announcement, recruitment and selection for employment will not be discriminatory on the basis of race, nationality, ethnicity, skin color, ancestry, beliefs, religion, social status, sexual orientation, gender, age, physical physiology, a disability or disability that does not affect work

that may be a risk to oneself or others, language used, political concepts as well as marital status or any other information that causes discrimination..

- 1.2. Wages, benefits and employment conditions offered to all applicants are equal according to the standards of the position being applied for.
- 1.3. Applications and supporting documents for employment applications must be kept secret and not disclosed to unrelated parties, and who will use the information should be specified.
- 1.4. Psychological tests and physical examinations before employment must be work-related.
- 1.5. The company will not employ or use child labor under 18 years of age and adheres to the law regarding the minimum age for employment.
- 1.6. The company will not support the use of forced labor in any form and will not collect any money or seize any identification documents of employees, except in cases where the law expressly permits such action.

2. Determination of working hours and holidays (Working Hours and Holidays)

- 2.1. The company will set normal working hours do not exceed specified by law including overtime hours of employees as required by law.
- 2.2. The company will set weekly holidays, traditional holiday, annual vacation and leave of absence according to the law.

3. Human Resources Development

- 3.1. Human Resources Development must be thorough and take into account the development needs of each person holding that position and for career development.
- 3.2. Approval of training must be free from discrimination.
- 3.3. Organizing a development project to promote awareness of the objectives Including various requirements according to this policy to all employees by means of training.

4. Performance Appraisal

- 4.1. Guidelines for performance appraisal must have clear criteria, transparent, fair and evaluated based on actual work performance including behavior that must be consistent with the organization's values. There should be a discussion between supervisors and subordinates to allow for a mutual understanding of the performance appraisal results.
- 4.2. Consideration of employee performance is approved by the company's Human Resources Management Committee (HR Committee) to ensure maximum fairness.

5. Career Management

- 5.1. The company discloses job levels according to the Career Structure to all employees in a transparent and clear manner.
- 5.2. The employee promotion process and rotation are considered for career development opportunities without discrimination through the Human Resources Management Committee (HR Committee) to ensure maximum fairness.

6. Employee's Compensation

- 6.1. The company will pay wages, compensation, including overtime and benefits in various forms that are consistent with labor laws and on time and will not deduct employee wages unless it is an operation that is not against the law.
- 6.2. Compensation management must be in accordance with the policy, transparent, clear and under the same standard set by the Human Resources Management Committee (HR Committee)

7. Freedom of Association)

The company will respect the rights of employees to associate or form groups in any form that does not violate the law.

8. Occupational Health, Safety, Environment and Facilities

- 8.1. The company will operate, promote, support, maintain and continuously improve to create a safe working environment, prevent any impact on the health of employee and related person, focus on maintaining, preventing, and reducing environmental impacts caused by the activities of the company and related and act in accordance with the law (Refer to principles of safety, occupational health and environmental and the policy of safety, occupational health, environment, and energy)
- 8.2. In addition, the company will provide bathrooms and toilets that are hygienic, clean and hygienic drinking water, all proper things for first aid, canteen and places for storing food that are clean and sanitary adequately and conveniently.

9. Labor Protection of Pregnant Employees

- 9.1. The company will arrange for pregnant employees to work safely during appropriate periods and not harmful to pregnancy or harmful to the unborn child. They are not allowed to work shifts between 10:00 p.m. - 6:00 a.m. and they also are not allowed to work overtime or work on holidays Unless it is safe work and does not affect the health of pregnant employees, this must occur with the employee's consent every time as required by law. Female employees who are pregnant have a duty to report to their supervisor or the Human Resources and General

Administration Manager as soon as they know they are pregnant for the company to consider assigning appropriate work duties.

9.2. The company will not lay off employees, demote positions or reduce benefits due to pregnancy.

9.3. The company provides a completely enclosed milk storage/milk storage area in the work area for female employees who have just given birth to facilitate the employees during their time in the work area. There is no policy of deducting wages when employees take a break from work to collect milk.

10. Discipline and Disciplinary Action

The company will not use inappropriate verbal punishment or physical punishment including not using coercion. and physically harming employees (Refer to the regulations regarding the company's work)

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