



PTG ENERGY GROUP

Supporting Document

on

Supplier Code of Conduct

Revision History

05	01/01/2023	2022 Annual review
04	01/01/2022	Added "Human Rights and Labour Practices"
03	01/03/2021	Revised Vision, Missions and Value
02	01/01/2021	2020 Annual review
01	01/01/2020	Revised report mechanisms to be in line with the Whistleblowing Policy
00	01/12/2018	First implementation
Revision	Effective Date	Description



Supplier Code of Conduct

Introduction

PTG Energy Group ("the Group") is determined to achieve sustainable business thrives with transparency and integrity. It rigorously complies with applicable laws, placing importance on the Good Governance principles and social responsibilities. The Group thus formulated a Supplier Code of Conduct to be business practice requirements, which was developed based on legal provisions and corporate codes of conduct, as well as international standards. All of the aforementioned encourage the suppliers to operate their business with ethics, be oriented to human rights, social and environmental responsibilities, and compliant with the Security, Occupational Health and Environmental Standard. In this regard, the Group wishes that all suppliers shall operate their business based on the principles outlined herein and encourages them to implement a sustainable procurement policy to attain sustainability throughout the supply chain, enhancing competitive capacity and accomplishing mutual long-term growth.

Definition Supplier means a seller, contractor and/or service provider, whether being a juristic or natural person, of the Group, including a subcontractor of the seller, contractor and/or service provider.

Principles of Business Operations

For the utmost benefits of shareholders and all stakeholders, the Board of Directors adheres to a policy that equally values all parties while also prioritising milestones and approaches to reach the goals.

Therefore, the Board of Director has set targets and approaches to success based on the directions set forth in Vision, Mission, Values, Principles, Policies, Ethics and this present Code of Conduct. This is to ensure clarity and accuracy of all preferable practices in order for all directors, executives and employees to be aware of work standards expected by the Group and encourage their compliance at work. The principles start from offering fair treatment to all employees, shareholders, customers, suppliers, competitors, stakeholders and the overall society.

Vision

Enriching the quality of life, well-being and contentedness of the people we serve.

Mission

Shape the future, thrive with partners and the community in terms of energy while extending our business to cover end-to-end services to fulfill happiness and meet the quality-of-life standards of all.

Values

"B" Break Through the Limit: Get over the limit and obstacles.

We believe everything is possible and are always primed to overcome any challenge that crosses our path, as we dare to think, take risks, make a difference, as well as exploring and seizing all chances and possibilities to reach a new business sphere that enhances through flexibility and adaptability based on learning from failure.

"E" Embrace Empathy: Discover what others need and plumb the depths.

We are working with curiosity and always look to the needs of our clients and colleagues, as well as sharing their feelings by seeing the world through their eyes. We ask questions, observe, and are open for opinions of others to explore their thoughts, feelings, understandings, and requirements in order to rapidly and incredibly respond to their needs. In addition, we actively ask for feedback to ensure we can further improve dimensionally in what we do.



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“S” Succeed Together: We connect all values and establish success together.

We adhere to the same goal and are committed to steering the business to achieve success through collaboration, integration, and optimisation of expertise. We professionally promote interorganisational work and march towards effective communications for the optimum benefits of the company.

“T” Cultivate Trust: Shape the atmosphere of trust.

We think, decide, and operate our business by taking into account the long-term outcomes, thereby fostering professional ethics in all, building trust among personnel within the organisation through the sense of ownership and respect we provide. Also, we prioritise work transparency and consider possibilities of impacts in order to be trusted by all stakeholders forever.

1. Business Ethics

1.1 Corporate Governance

All suppliers are required to operate their business while concurrently adhering to the principles of accuracy, honesty, integrity, transparency and accountability, taking account of stakeholders’ interests based on good governance values. They are also encouraged to rigorously comply with applicable laws and regulations and shall never engage in any corruption of all forms.

1.2 Fairness in Business

All suppliers shall treat every stakeholder with probity and fairness, vigilantly conform to generally accepted codes of conduct, and be committed to compliance with ethical trade practices, laws and fair competition, and shall never tolerate any practice inimical to the same.

1.3 Conflict of Interest

All suppliers shall not engage in any activity that involves their position, duties or gives rise to an occasion of privilege, which may cause conflicts of interest, for their personal gains or those of others, or whatsoever that is to solicit illegitimate benefits between suppliers and the Group’s personnel.

1.4 Confidentiality

All suppliers shall not disseminate or seek personal or others’ benefits from the Group’s confidential and/or internal data, whether directly or indirectly, and shall never use the assets without prior consent.

1.5 Use and Protection of Intellectual Property

All suppliers are encouraged to respect and shall never infringe intellectual property including trademarks and patents of others. Moreover, they shall not duplicate or exploit an intellectual property right of others without prior permission.

1.6 Anti-corruption

All suppliers shall not engage in or promote corruption of all forms, whether directly or indirectly, and shall have an anti-corruption policy in place to prevent and express intolerance towards corruption. Also, they should declare their rigorous intention and have their organisations listed as a certified company of the Thai Private Sector Collective Action Against Corruption (CAC).

2. Human Rights and Labour Practices

2.1 Non-discrimination

All suppliers shall value dignity of and foster respect among their employees with fair treatment and no discrimination in terms of physical characteristics, mentality, race, nationality, religion, gender, language, age, skin colour, education, social status, or other categories.



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2.2 No forced labour

All suppliers shall not be involved in forced labour, human trafficking, or illegal child labours, including corporal punishment that involves physical or mental abuse, whether in a form of intimidating, detaining, threatening, frightening, harassing, or violence of every kind.

2.3 Protection of Labour Rights

All suppliers shall not employ illegal labourers. In the case where there is an employment of child labourer aged over 15 years but not exceeding 18 years, the employer shall ensure protection as required by laws. For migrant workers, the entire employment process must be as prescribed by the labour act.

2.4 Compensation, benefits and work hours

All suppliers shall compensate their employees at the rate that suits each employee's capabilities and potentiality, as well as providing benefits in accordance with applicable laws. Such compensation and benefits must not be lower than the specified standard and be provided in a timely manner. Overtime and extra works on holidays must be on the basis of willingness of the employees. Importantly, holiday and annual leave entitlement must not be less than the amount prescribed by laws.

2.5 Termination of Employment

In case of termination of employment, suppliers shall follow the procedures set forth in the Labour Act.

3. Safety and Occupational Health

3.1 Work Safety and Environment

All suppliers shall ensure a secure and preferable work atmosphere for all employees in terms of health and hygiene. Additionally, in compliance with applicable legal provisions, operation sites must be set under vigilant supervision with prevention measures to minimise potential occurrences of accidents, emergency incidents, illnesses and injuries during work.

3.2 Personal Protective Equipment (PPE)

All suppliers shall sufficiently inform their workers and stakeholders of hazards in the workplace. There must be risk assessment with personal protective equipment (PPE) that meet recognised standards adequately provided.

3.3. Emergency Preparedness

All suppliers shall have emergency preparedness and response plans in place. For example, installation of fire prevention and protection system, report of emergency, provision of regular training and practice drills, adequate communications to ensure that employees understand all safety measures and are able to respond to any incident taking place correctly and promptly.

4. Environment

4.1 Compliance with environmental laws, rules, regulations and standards.

All suppliers shall comply with applicable environmental laws, rules, regulations and standards, and shall also ensure incorporation of related international agreements to safeguard the environment and mitigate potential impacts.

4.2 Resource optimisation and environmental impact mitigation

All suppliers shall prioritise energy efficiency and optimise the resources available. For example, reduction of water supply usage, electricity use, gas use, etc. Moreover, they are encouraged to advocate socially- and environmentally-friendly operations, which contribute to positive results to the business in a long run.



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5. Corporate Social Responsibility

All suppliers shall ensure to operate their business in a manner that benefits the overall economy and the society and be committed to being a good citizen who strictly complies with laws and applicable regulations. The suppliers shall also be determined to enhance the quality of life of people in the community and the society, as well as invariably strengthening social responsibilities of employees to establish sustainable corporate cultures.

6. Report Mechanisms

All suppliers and stakeholders who have any concern or become aware of any suspected activity that is against laws, regulations, or codes of conduct, can report or lodge a complaint by submitting details and evidence to the following channels:

Electronic mail	E-mail: whistleblower@pt.co.th
Registered mail to:	Secretary of the Board of Directors PTG Energy Public Company Limited 90 CW Tower A, 33 rd Floor, Ratchadaphisek, Huai Kwang, Huai Kwang, Bangkok 10310

To lodge a complaint concerning products and services, please contact our Call Centre at 1614.

The Group shall investigate each case based on our established procedures and record all interrogations in writing without disclosing any identity of the informant. All complaints and reports will be maintained confidential under protection measures clearly set forth for the benefit of the informant.