

การตรวจสอบสิทธิมนุษยชนอย่างรอบด้านที่เกี่ยวข้องกับธุรกิจ  
&  
การประเมินความเสี่ยงและผลกระทบด้านสิทธิมนุษยชน

---

Human Rights Due Diligence: HRDD  
&  
Human Rights Risk and Impact Assessment

## Comprehensive Human Rights Due Diligence (HRDD)

QTC Energy Public Company Limited Establish a comprehensive human rights due diligence (HRDD) process. To identify, prevent and mitigate any human rights impacts that occur or may arise from the Company's business operations. Under the UN Guiding Principles on Business and Human Rights (UNGPR), Universal Declaration of Human Rights It is expected that any business related to the business value chain will operate in accordance with the Company's human rights policy and shall be considered as a normal business that the Company and all its affiliates must carry out by designing processes within each company as appropriate to the organizational context.

**Objective:** To conduct a comprehensive audit of human rights related to business.

1. It is used as a tool for basic practice. To avoid Reduce or mitigate human rights risks
2. Creating Human Rights Awareness Promote protection Respect for rights and human rights remedies related to internal and external stakeholders.
3. To serve as a guideline for suppliers and trade partners in the value chain. Apply it to the organization's context and in accordance with the Company's human rights policy. QTC Energy Public Company Limited



### Employee Rights

- ⊙ Employment Conditions
- ⊙ Discrimination
- ⊙ Employee Privacy
- ⊙ Health & Safety
- ⊙ Freedom of association



### Community and Environmental Rights

- ⊙ Standard of living
- ⊙ Cultural Heritage
- ⊙ Effects of pollution
- ⊙ Health and safety of the community
- ⊙ Access to water and natural resources
- ⊙ Waste and hazardous waste



### Customer Rights

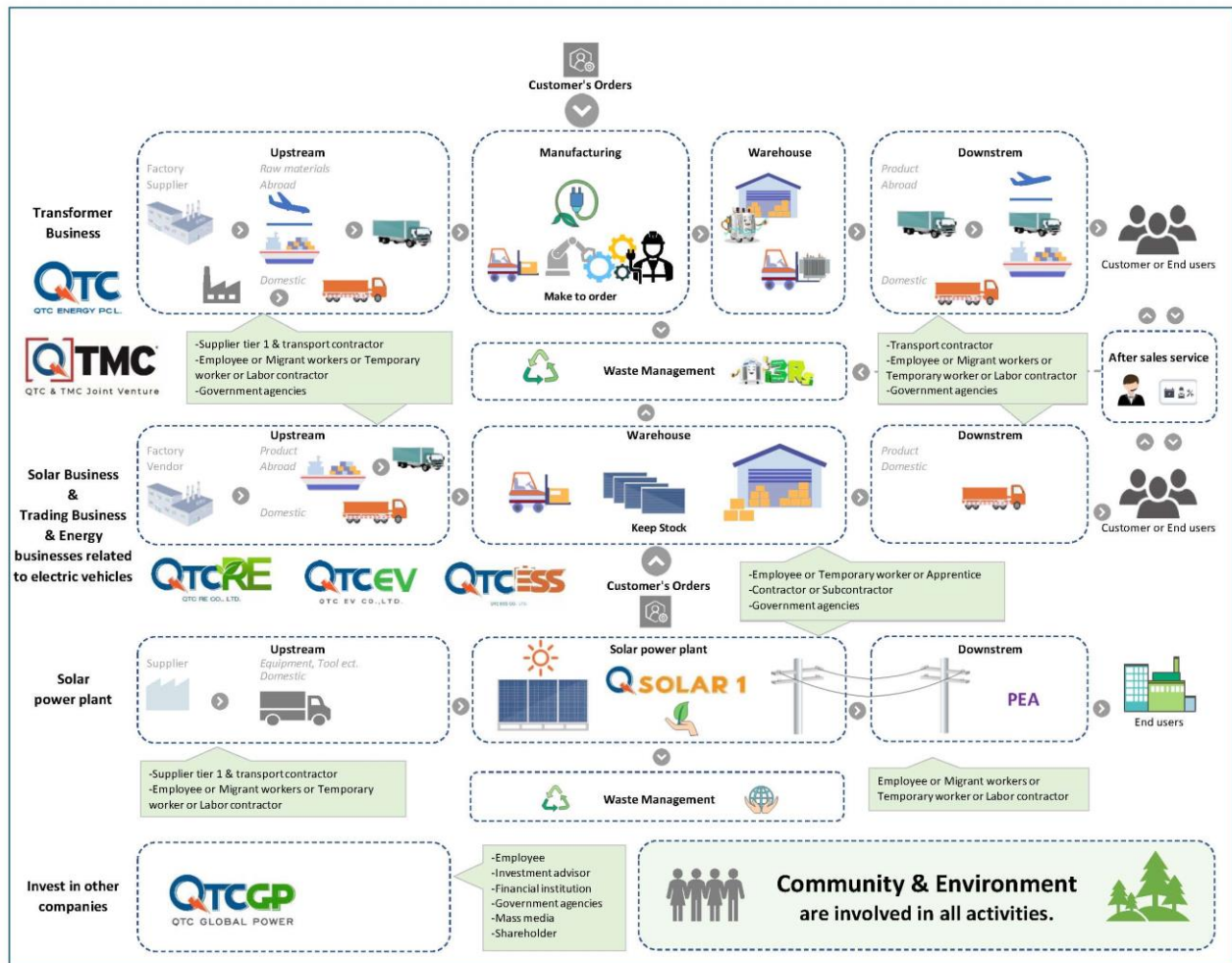
- ⊙ Health & Safety
- ⊙ Accuracy of Communication and Public Relations Information
- ⊙ Customer Data Security



### Management of Trade Partners (Suppliers, Contractors)

- ⊙ Employment Conditions
- ⊙ Labor protection
- ⊙ Health & Safety
- ⊙ Security and Safety

## Value Chain of the Company and its Affiliates



This comprehensive human rights audit related to the business is part of QTC's human rights policy practices. Energy Public Company Limited compiles the issues that are likely to be major human rights risks for business operations throughout the value chain of the Company and its affiliates, which are collected as follows:

1. Major human rights risks in factory construction/operational area/business expansion/mergers and acquisitions
2. Major Human Rights Risks to Employees
  - a. Permanent employees
  - b. Temporary Employees
  - c. Contract workers
  - d. Migrant workers
3. Major human rights risks to the community and society around the operation area
4. Significant human rights risks to other organizations with which business relationships are made.
5. Significant human rights risks to customers

**Recommendation** : Those who use this checklist should be executives or HRDD Committees to identify human rights risks in each situation within the Company and its affiliates that may arise from business activities. In addition, the Company's suppliers and key business partners should use this checklist in addition to other tools to assess human rights risks, such as supplier code of conduct. This is to raise awareness of human rights and know the risks that may occur. *It may not be necessary to use this checklist in its entirety in all situations*, for example, if your area of operation does not employ migrant workers or if you are confident that your suppliers will not be able to do so. Contractor Business partners who have business relationships that do not involve migrant workers may not need to use a checklist on that issue. etc.

After conducting a comprehensive human rights audit related to the business according to this audit form. If a high-risk issue is found and considered, **The recommended method of action to reduce the initial risk is to have the management or the Comprehensive Human Rights Monitoring Working Group or the user of this checklist take such issues into consideration in the human rights risk assessment process.** To assess the level of risk in depth and lead to the integration of internal work processes to prevent or mitigate problems, as well as impact management planning. Remedies Reporting Continuous monitoring of the impact and the results of the audit along with the list of human rights risk assessments (if any). Report to the Sustainability and Enterprise Risk Management Committee on a regular basis.



**Comprehensive human rights audit process related to the business  
QTC Energy Public Company Limited and its affiliates**

It is a continuous improvement process that the Company It is used to identify and manage the impact on people by linking the 5-digit operational process to the PDPA cycle to enable systematic management of issues and transparent reporting.









However, If this checklist user is a partner, contractor, Business partners who have business relationships and identify high-risk issues may need to consider implementing more than one recommended method to reduce risks to reduce human rights risks, or may participate in the human rights risk assessment process in the context of each organization as appropriate.

**How to use the Human Rights Checklist in a comprehensive manner related to the business:** The goal of this checklist is to help management to see the human rights-related risks arising from various activities of business operations. The list of questions in the checklist will help to identify risk factors, determine the frequency of audits at least **once every 2 years, or when there is a change in any activity in the business process**, considering the following factors:

	<b>Low-risk activities</b>	<b>Low-risk activities</b> mean that the activities have low human rights risks and the Company may not need to do anything more or rely on limited or reactive management (Response Action) is sufficient to mitigate or eliminate the risk.
	<b>High-risk activities</b>	<b>High-risk activities</b> refer to activities that the Company is likely to study or take additional action to mitigate risks in the case of high-risk activities.

**Recommended Steps to Reduce Initial Risk :** Those who conduct a comprehensive human rights audit may consider taking the following actions: One or more ways if you find that the activity is High risk

	Comply with the content proposed in the checklist question or stop doing so, as the case may be. If the answer is "no", management should address this risk by requiring that contractors receive such training in addition to following other recommendations.
	Find out more about the issue before determining what to do. For example, in the issue of building a new establishment or expanding an existing business. One of the questions asks, "Is there anyone living a nomadic life within the construction project area?" If the answer is "yes", the management or the working group will need to find out more about their rights and how the allowance for space as a commuter route may affect the business before moving forward with the project.
	Contact an external or internal expert about appropriate practices for the situation. One of the questions asks, "Does the establishment have a procedure for the abolition of child labor?" If the answer is "no". Executives may need to consult with experts in this field to develop appropriate company policies. Address the issue of access to education and compensate for lost income for children's families.
	Consult with community stakeholders, third parties, or external organizations about the activities to be done. For example, on the issue of migrant workers, one of the questions asks: "Is the establishment prohibited from using subagents?" If the answer is "No", Executives should also discuss with companies or recruitment agencies to ensure that there is a mechanism to prevent migrant workers from becoming compulsory workers. They may hire an external company to certify that those mechanisms are effective.
	Try to obtain "voluntary and sufficiently informed" consent from external stakeholders before undertaking such activities, such as consultation with stakeholders in the community, which should be done early to understand the main issues that will affect decisions about the implementation of the project, providing complete information to stakeholders for transparent decision-making and two-way communication, opportunities to exchange views and listen to each other, etc.
	This risk issue should be included in the risk assessment process throughout the organization to consider the level of risk in depth and lead to the integration of internal work processes to prevent or mitigate problems, as well as impact management planning. Remedies Reporting Continuous Impact Monitoring

### 1. Major risks in factory construction/operation area/business expansion/merger

The success of a business requires "License to Operate" from the surrounding community, in addition to complying with laws and regulations of government agencies. Member Recognition In the community around the operation area, it is something that the Company attaches importance to. The Company will not take any action that oppresses the community and will contribute to the development of that community, even though each area of operation has different risks and challenges. Identifying and assessing human rights risks and engaging with communities must be key to conducting business responsibly.

**Community Engagement:** Community involvement is at the heart of a comprehensive human rights review process. Best managed at the local level. Dedicate time and resources to getting involved with the community, listening, and listening. Learn and take their perspectives into consideration in business operations.

**Complicity:** *The Company must be careful not to be accused of involvement in the violation of rights, which usually occurs when the Company knows or should have known that a business partner or business partner has violated human rights.*

To reduce resource consumption

You can use this checklist online by scanning the QR Code below.



or

The checklist can be used on the next page.

**Checklist 1: Key Risks in Plant Construction/Operating Area/Business Expansion/Mergers and Acquisitions**

Symbol :

<input type="checkbox"/> ▼	Low risk	<input checked="" type="radio"/>	Follow this.	<input type="checkbox"/> )	Contact an expert	<input type="checkbox"/> 📄	Ask for voluntary consent.
<input type="checkbox"/> ▲	High risk	<input type="checkbox"/> 📄	Find out more first.	<input type="checkbox"/> 👤	Involve the community	<input type="checkbox"/> ⚡	Assess risk across the organization

**Land management:** Inspection of deeds or land title documents. Long enough back to have information about the history of such land use. The process should be completed before the company can answer the following questions.

1. Is there anyone living within the project area (in the case of an extension? Does anyone live in the original project area?)

▼ None  ▲ Yes  📄  👤  )  📄  ⚡

2. Is there any conflict of interest that negatively affects the person who has an interest in the land? (in the location of the establishment).

▼ None  ▲ Yes  👤  )  📄  ⚡

3. Does the person who lives on the land need to move out in the construction of the establishment (in the case of an extension when the original establishment is constructed? Do the original residents have to move out?)

▼ None  ▲ Yes  👤  📄  ⚡

3. People with a nomadic lifestyle have the right of passage through the Company's land, or Access to land to harvest resources?

▼ None  ▲ Yes  📄  👤  ⚡

**Quality, self-sufficiency and access to water and natural resources**

4. Is the construction of the facility or the practice of the existing establishment likely to have a negative impact on the access, quality, or quantity of water resources in the local community?

▼ None  ▲ Yes  👤  ⚡

5. The construction of an establishment or the operation of an establishment is likely to negatively impact accessibility. The quality or quantity of resources in the local community?

▼ None  ▲ Yes  👤  ⚡

**Cultural impact**

7. Is the land culturally significant to the local community (e.g., religious, artistic, historical, architecture or the environment).

▼ None  ▲ Yes  👤  ⚡

**Safety management:** Before answering the following questions, the company should check the history of the security company that will be hired to take care of the construction site.

8. Security company staff are trained on the scope of authority. Respect for human rights, including the use of force?

▼ Trained  ▲ Not Trained  )  ●  ⚡

**Environment**

9. The use of local natural resources to operate the company. Is it likely to have a negative impact on the community's access to or utilization of that particular resource?

▼ None  ▲ Yes  👤  ⚡

10. The company's activities will interfere with farming nearby. Does it interfere with wildlife or fishing grounds? Is it likely to impact the local environment through new or greater emissions of pollutants or toxins?

▼ None  ▲ Yes  👤  )  📄  ⚡

**Infringement of rights**

11. Local or federal government management related to the construction of the company. Does it have a negative impact on the issues discussed above or other human rights?

▼ None  ▲ Yes  👤  ⚡

Inspection area ..... Inspectors ..... Date .....

## 2. Significant human rights risks to employees

Labor Outsourcing If poorly managed, it can lead to violations of rights and opportunistic forced labor. Whether it is local workers or migrant workers, they should be treated equally. Non-discrimination Comply with labor laws There are good practices not to put workers in the condition of forced labor. They are not discriminated against, as well as live in safe working conditions that do not affect their health, and are not restricted from the right and freedom of expression. Joining associations or having a mechanism for negotiating with employers.

### 2.1 Significant human rights risks to Permanent employees

In general, The company's permanent employees are protected by labor laws. However, permanent employees of companies are likely to be at risk from many aspects of their work. Employee risks are often associated with wages and occupational safety benefits. Discrimination Employers are often inclined not to support union membership and unionization to create bargaining.

This checklist aims to help company employees have confidence that their labor rights and workplace rights are respected. Companies should create a safe working environment for employees.

*Complicity: The Company must be careful not to be accused of involvement in the violation of rights, which usually occurs when the Company knows or should have known that a business partner or business partner has violated human rights.*

To reduce resource consumption

You can use this checklist online by scanning the QR Code below.



or

The checklist can be used on the next page.

**Checklist 2.1 Major Human Rights Risks to Permanent Employees**

Symbols :

<input type="checkbox"/> ▼	Low risk	<input checked="" type="radio"/>	Follow this.	<input type="checkbox"/> )	Contact an expert	<input type="checkbox"/> 📄	Ask for voluntary consent.
<input type="checkbox"/> ▲	High risk	<input type="checkbox"/> 📄	Find out more first.	<input type="checkbox"/> 👤	Involve the community	<input type="checkbox"/> ⚡	Less risk across the organization

<p><b>Employment</b></p> <p>1. Does the employee understand the information about wages and remuneration for all work received in each period?  <input type="checkbox"/> ▼ Yes    <input checked="" type="checkbox"/> ▲ No    <input type="checkbox"/> )    <input type="checkbox"/> 📄    <input type="checkbox"/> ⚡</p> <p>2. Is there a written employment contract and is the employee aware of the terms and conditions of the contract?  <input type="checkbox"/> ▼ Yes    <input checked="" type="checkbox"/> ▲ No    <input type="checkbox"/> )    <input type="checkbox"/> 📄    <input type="checkbox"/> ⚡</p> <p>3. The Company pays wages and remuneration for working outside or beyond normal working hours to employees. At a rate not less than the law requires?  <input type="checkbox"/> ▼ Yes    <input checked="" type="checkbox"/> ▲ No    <input type="checkbox"/> )    <input type="checkbox"/> 📄    <input type="checkbox"/> ⚡</p> <p>4. Does the Company provide a safe working environment to prevent hazards and reduce risk factors that may occur in the work process?  <input type="checkbox"/> ▼ Yes    <input checked="" type="checkbox"/> ▲ No    <input type="checkbox"/> )    <input type="checkbox"/> 👤    <input type="checkbox"/> ⚡</p> <p><b>Safe and hygienic working conditions</b></p> <p>5. Have employees undergone the necessary safety training and received personal security equipment?  <input type="checkbox"/> ▼ Yes    <input checked="" type="checkbox"/> ▲ No    <input type="checkbox"/> )    <input type="checkbox"/> 👤    <input type="checkbox"/> ⚡</p> <p>6. Employees have access to places such as bathrooms. Can a hygienic nurse room and cafeteria be installed without restrictions?  <input type="checkbox"/> ▼ Yes    <input checked="" type="checkbox"/> ▲ No    <input type="checkbox"/> )    <input type="checkbox"/> 📄    <input type="checkbox"/> ⚡</p> <p><b>Discrimination</b></p> <p>7. The Company has a written policy that there will be no discrimination in all aspects of employment. due to differences in race, language, gender, marital status, disability, Religious affiliation, personal opinion expression?  <input type="checkbox"/> ▼ Yes    <input checked="" type="checkbox"/> ▲ No    <input type="checkbox"/> 📄    <input type="checkbox"/> )    <input type="checkbox"/> ⚡</p> <p>8. The Company provides equal opportunities without discrimination by covering women, people with disabilities or other disadvantaged groups.  <input type="checkbox"/> ▼ Yes    <input checked="" type="checkbox"/> ▲ No    <input type="checkbox"/> 📄    <input type="checkbox"/> )    <input type="checkbox"/> ⚡</p> <p>9. The Company employs at least 1 person with disabilities. 100 non-disabled employees or send money to the Fund for the Promotion and Development of the Quality of Life of Persons with Disabilities on an annual basis.  <input type="checkbox"/> ▼ Yes    <input checked="" type="checkbox"/> ▲ No    <input type="checkbox"/> 📄    <input type="checkbox"/> )    <input type="checkbox"/> ⚡</p> <p>10. The Company provides opportunities for employees to receive appropriate training and potential development.  <input type="checkbox"/> ▼ Yes    <input checked="" type="checkbox"/> ▲ No    <input type="checkbox"/> 📄    <input type="checkbox"/> )    <input type="checkbox"/> ⚡</p>	<p><b>Freedom of association and bargaining</b></p> <p>11. The Company has encouraged or allowed the formation of employee groups in various forms, such as trade unions or informal groups, so that employees can organize freely. Exchange feedback on work?  <input type="checkbox"/> ▼ Yes    <input checked="" type="checkbox"/> ▲ No    <input type="checkbox"/> )    <input type="checkbox"/> 📄    <input type="checkbox"/> ⚡</p> <p>12. Does the Company have measures to prevent harassment of trade union members and union representatives?  <input type="checkbox"/> ▼ Yes    <input checked="" type="checkbox"/> ▲ No    <input type="checkbox"/> )    <input type="checkbox"/> 📄    <input type="checkbox"/> ⚡</p> <p><b>Employee privacy</b></p> <p>13. Is the employee's job-related personal information collected by the employer only used for essential business reasons?  <input type="checkbox"/> ▼ Yes    <input checked="" type="checkbox"/> ▲ No    <input type="checkbox"/> )    <input type="checkbox"/> 📄    <input type="checkbox"/> ⚡</p> <p>14. Will personal information about employees, including health information, be used for employment discrimination?  <input type="checkbox"/> ▼ Yes    <input checked="" type="checkbox"/> ▲ No    <input type="checkbox"/> )    <input type="checkbox"/> 📄    <input type="checkbox"/> ⚡</p> <p><b>Discipline and punishment</b></p> <p>15. Does the Company not commit or encourage the use of psychological and physical punishment or the use of force or harm to employees?  <input type="checkbox"/> ▼ Yes    <input checked="" type="checkbox"/> ▲ No    <input type="checkbox"/> 📄    <input type="checkbox"/> ⚡</p> <p>16. The Company has measures to prevent and solve problems. Violence, sexual harassment, or other forms of discrimination in the workplace so that employees are not threatened or suffered sexual harassment by verbal expression, gestures, touch, or any other means.  <input type="checkbox"/> ▼ Yes    <input checked="" type="checkbox"/> ▲ No    <input type="checkbox"/> 📄    <input type="checkbox"/> ⚡</p> <p>17. The Company has a safe and clear complaint mechanism regarding Problems from harassment and discrimination at work?  <input type="checkbox"/> ▼ Yes    <input checked="" type="checkbox"/> ▲ No    <input type="checkbox"/> 📄    <input type="checkbox"/> ⚡</p> <p><b>Labor protection</b></p> <p>18. The Company does not employ child labor under the age of fifteen.  <input type="checkbox"/> ▼ None    <input checked="" type="checkbox"/> ▲ Yes    <input type="checkbox"/> 📄    <input type="checkbox"/> )    <input type="checkbox"/> ⚡</p> <p>19. The Company does not employ female workers in risky jobs or other jobs as prescribed in the Ministerial Regulation.  <input type="checkbox"/> ▼ None    <input checked="" type="checkbox"/> ▲ Yes    <input type="checkbox"/> 📄    <input type="checkbox"/> )    <input type="checkbox"/> ⚡</p> <p>20. The Company does not use or benefit from any form of forced labor that is detention, intimidation, harassment, human trafficking, or violence.  <input type="checkbox"/> ▼ Not used    <input checked="" type="checkbox"/> ▲ Use    <input type="checkbox"/> 📄    <input type="checkbox"/> )    <input type="checkbox"/> ⚡</p>
---	---

Audited Agency/Organization ..... Inspectors ..... Date .....

## 2.2 Significant human rights risks to temporary employees

Nowadays, many businesses are constantly increasing their temporary employment, especially during times when they have twice as many customers as usual and lay off when they return to normal. In general, Temporary employees of the company receive the same protection as permanent employees. However, temporary employees are more likely to be exposed to risks in many areas of their work. Tip allocation in the case of service business Some employers are more likely to hire temporary employees instead of permanent employment to reduce the legal burden.

This checklist is intended to help temporary workers have confidence that their labor rights and workplace rights are respected. Companies should create a safe working environment for employees.

**Complicity:** The Company must be careful not to be accused of involvement in the violation of rights, which usually occurs when the Company knows or should have known that a business partner or business partner has violated human rights.

To reduce resource consumption

You can use this checklist online by scanning the QR Code below.



or

The checklist can be used on the next page.

**Checklist 2.2: Significant Human Rights Risks to Temporary Workers**

Symbols :

<input type="checkbox"/> ▼	Low risk	<input checked="" type="radio"/>	Follow this.	<input type="checkbox"/> )	Contact an expert	<input type="checkbox"/> 📄	Ask for voluntary consent.
<input type="checkbox"/> ▲	High risk	<input type="checkbox"/> 📄	Find out more first.	<input type="checkbox"/> 👤	Involve the community	<input type="checkbox"/> ⚡	Less risk across the organization

<p><b>Employment :</b></p> <p>1. Employees are fully informed about wages and remuneration. Employment period and working conditions before starting to work with the establishment?</p> <p><input type="checkbox"/> ▼ Yes    <input type="checkbox"/> ▲ No    <input type="checkbox"/> )    <input type="checkbox"/> 📄    <input type="checkbox"/> ⚡</p> <p>2. "Temporary" employment establishments in case of business necessity, such as during the high season (Hi Season) only. Right?</p> <p><input type="checkbox"/> ▼ Yes    <input type="checkbox"/> ▲ No    <input type="checkbox"/> 📄    <input type="checkbox"/> ⚡</p> <p>3. Is the work of temporary employees voluntary? Do employees under the age of 18 have parental permission?</p> <p><input type="checkbox"/> ▼ Yes    <input type="checkbox"/> ▲ No    <input checked="" type="radio"/>    <input type="checkbox"/> ⚡</p> <p>4. Temporary/temporary employees must be 15 years of age or older. In the case of an employee under the age of 18, a stay shall be arranged. Is 1 hour every 4 hours in a row ?</p> <p><input type="checkbox"/> ▼ Yes    <input type="checkbox"/> ▲ No    <input type="checkbox"/> ●    <input type="checkbox"/> ⚡</p> <p>5. Temporary employees work no more than 35 hours per week, no more than 8 hours per day, and there are clear requirements regarding overtime pay. Is there any holiday pay and holiday overtime pay, as well as other requirements according to labor laws?</p> <p><input type="checkbox"/> ▼ Yes    <input type="checkbox"/> ▲ No    <input type="checkbox"/> ●    <input type="checkbox"/> ⚡</p> <p>6. The Company has specified the scope of the period of consecutive temporary employee employment. If the employee is allowed to work continuously for more than a certain period, will it be changed to permanent employment?</p> <p><input type="checkbox"/> ▼ Yes    <input type="checkbox"/> ▲ No    <input type="checkbox"/> ●    <input type="checkbox"/> ⚡</p>	<p><b>Workplace Environment :</b></p> <p>7. Are employees/temporary employees protected at work as well as permanent employees?</p> <p><input type="checkbox"/> ▼ Yes    <input type="checkbox"/> ▲ No    <input type="checkbox"/> ●    <input type="checkbox"/> ⚡</p> <p>8. Employees can use the toilet. Can a hygienic nurse room and cafeteria be installed without restrictions?</p> <p><input type="checkbox"/> ▼ Yes    <input type="checkbox"/> ▲ No    <input type="checkbox"/> ●    <input type="checkbox"/> ⚡</p> <p><b>Discrimination :</b></p> <p>9. Do employees receive the same benefits and benefits as permanent employees who work at the same job?</p> <p><input type="checkbox"/> ▼ Yes    <input type="checkbox"/> ▲ No    <input type="checkbox"/> ●    <input type="checkbox"/> ⚡</p> <p>10. The Company has a written policy that there will be no discrimination in all aspects of employment. Due to differences in race, language, gender, marital status, disability, etc. Religion, personal opinions?</p> <p><input type="checkbox"/> ▼ Yes    <input type="checkbox"/> ▲ No    <input type="checkbox"/> )    <input type="checkbox"/> 📄    <input type="checkbox"/> ⚡</p> <p><b>Discipline and Punishment :</b></p> <p>11. The Company has preventive measures and solves problems. Violence, sexual harassment, or other forms of discrimination in the workplace so that employees do not suffer sexual harassment or harassment?</p> <p><input type="checkbox"/> ▼ Yes    <input type="checkbox"/> ▲ No    <input type="checkbox"/> 📄    <input type="checkbox"/> ⚡</p> <p>12. Does the company have a secure complaint mechanism for temporary employees?</p> <p><input type="checkbox"/> ▼ Yes    <input type="checkbox"/> ▲ No    <input type="checkbox"/> )    <input type="checkbox"/> 📄    <input type="checkbox"/> ⚡</p>
---	--

Audited Agency/Organization..... Inspectors ..... Date .....

### 2.3 Significant human rights risks to Contract workers

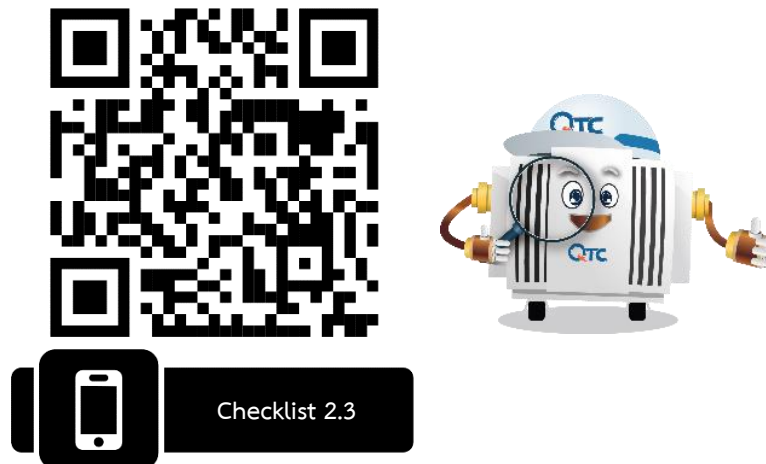
The use of contractors today is a common phenomenon in a variety of industries around the world. The nature of this type of labor relationship puts contractors at risk of violating labor rights and workplace rights. Contract workers may not have a stable job. They have to work in unsafe environments and often receive less wages and benefits than permanent employees, even if they do the same job. These people often do not have access to the company's complaint mechanism.

This checklist is intended to help companies that use **contract workers**. There is a conviction that their labor rights and workplace rights are respected. The company should proactively manage the recruitment company or recruiter. Create a safe working environment for contractors and avoid ways to leave and rehire to evade the legal obligations that come with permanent employment.

**Complicity:** The Company must be careful not to be accused of involvement in the violation of rights, which usually occurs when the Company knows or should have known that a business partner or business partner has violated human rights.

To reduce resource consumption

You can use this checklist online by scanning the QR Code below.



or

The checklist can be used on the next page.

Checklist 2-3 Major Human Rights Risks to contract workers

Symbols :

<input type="checkbox"/> ▼	Low risk	<input checked="" type="radio"/>	Follow this.		Contact an expert		Ask for voluntary consent.
<input type="checkbox"/> ▲	High risk		Find out more first.		Involve the community		Less risk across the organization

<p><b>Employment</b></p> <p>1. Does the Company only employ permanent employees for important duties?  <input type="checkbox"/> ▼ Yes    <input type="checkbox"/> ▲ No    <input type="checkbox"/> )    <input type="checkbox"/>     <input type="checkbox"/> </p> <p>2. Does the total contract workers not exceed 30% of the total workers working in the company?  <input type="checkbox"/> ▼ Yes    <input type="checkbox"/> ▲ No    <input type="checkbox"/> )    <input type="checkbox"/>     <input type="checkbox"/> </p> <p>3. Does the company have a mechanism to use only reliable companies or recruitment agencies? Compliance with the law, etc.)  <input type="checkbox"/> ▼ Yes    <input type="checkbox"/> ▲ No    <input type="checkbox"/>     <input type="checkbox"/>     <input type="checkbox"/> </p> <p>4. Contract workers understand the agreement to come to work. Placement Agreement and Conditions of Employment?  <input type="checkbox"/> ▼ Yes    <input type="checkbox"/> ▲ No    <input type="checkbox"/>     <input type="checkbox"/>     <input type="checkbox"/> </p> <p><b>Workplace Environment</b></p> <p>5. Contract workers who work primarily in the company receive comparable wages and benefits from full-time employees?  <input type="checkbox"/> ▼ Yes    <input type="checkbox"/> ▲ No    <input type="checkbox"/>     <input type="checkbox"/>     <input type="checkbox"/> </p> <p>6. Do contractors undergo the necessary training, including safety, and receive personal security equipment?  <input type="checkbox"/> ▼ Yes    <input type="checkbox"/> ▲ No    <input type="checkbox"/>     <input type="checkbox"/>     <input type="checkbox"/> </p> <p>7. Contractor workers can use the toilet. Can the infirmary and cafeteria be allowed without restrictions?  <input type="checkbox"/> ▼     <input type="checkbox"/> ▲     <input type="checkbox"/>     <input type="checkbox"/> </p>	<p><b>Management of wage contractors</b></p> <p>8. The Company Implement a policy of dismissal and re-employment. Termination and Re-hire) to avoid legal obligations or other agreements related to regular employment.  <input type="checkbox"/> ▼ Not used    <input type="checkbox"/> ▲ Yes    <input type="checkbox"/>     <input type="checkbox"/>     <input type="checkbox"/>     <input type="checkbox"/> </p> <p>9. Are there any contract workers who have been working for more than a year? (Employee "Permanent wage contractor")  <input type="checkbox"/> ▼ None    <input type="checkbox"/> ▲ Yes    <input type="checkbox"/>     <input type="checkbox"/>     <input type="checkbox"/>     <input type="checkbox"/> </p> <p>10. The company or broker recruits contract workers to pay social security fees. Provident fund and other benefits according to the law for the benefit of wage contractors?  <input type="checkbox"/> ▼ Yes    <input type="checkbox"/> ▲ No    <input type="checkbox"/>     <input type="checkbox"/>     <input type="checkbox"/>     <input type="checkbox"/> </p> <p>11. Does the Company have an audit process for the use of labor by contractors or suppliers from time to time?  <input type="checkbox"/> ▼ Yes    <input type="checkbox"/> ▲ No    <input type="checkbox"/>     <input type="checkbox"/>     <input type="checkbox"/> </p> <p>12. Does the company or recruitment agency have policies and documents in place to ensure the following (confirmation of the minimum age of workers, payment of minimum wages and overtime pay according to the legal minimum, leave and working hours, freedom of association and bargaining, non-discrimination, prohibition of intimidation and harassment of labor, freedom of movement, no forced labor).  <input type="checkbox"/> ▼ Yes    <input type="checkbox"/> ▲ No    <input type="checkbox"/>     <input type="checkbox"/>     <input type="checkbox"/> </p> <p>13. Recruitment companies or recruitment agencies provide companies with access to labor assessments and compliance with labor standards to confirm whether they are complying with them.  <input type="checkbox"/> ▼ Yes    <input type="checkbox"/> ▲ No    <input type="checkbox"/>     <input type="checkbox"/> </p>
--	---

Audited Agency/Organization..... Inspectors ..... Date .....

## 2.4 Significant human rights risks to migrant workers

Today's migrant workers are an important group of workers in many countries, including Thailand. Employing them is beneficial for the workers themselves and their families in many ways. However, if it is not managed well, it can lead to rights violations and oppression. Migrant workers may be employed from their home countries through a complex network of recruitment employers and sponsorship regimes. They may be deceived involuntarily through human trafficking. Some labor recruitment companies with a bad reputation can put workers in forced labor. When they fall into the trap of a cycle of debt, which requires a loan to pay a broker or is constrained by rules on visas and work permits. This makes them stuck in a certain workplace and may face problems due to the lax law enforcement and inability to access the justice mechanism.

This checklist identifies key areas that the company, as the final employer, will need to monitor. When migrants are employed to work in a company or its supply chain. The will lies in respecting the rights of migrant workers. Avoid forced labor, including human trafficking, by ensuring that migrant workers are fully informed before employment. Safe working conditions that do not affect health and are not restricted in the right to freedom of movement.

**Complicity:** The Company must be careful not to be accused of involvement in the violation of rights, which usually occurs when the Company knows or should have known that a business partner or business partner has violated human rights.

To reduce resource consumption

You can use this checklist online by scanning the QR Code below.



or

The checklist can be used on the next page.

**Checklist 2-4: Major Human Rights Risks to Migrant Workers**

Symbols :

<input type="checkbox"/> ▼	Low risk	<input checked="" type="radio"/>	Follow this.	<input type="checkbox"/> )	Contact an expert	<input type="checkbox"/> 📄	Ask for voluntary consent.
<input type="checkbox"/> ▲	High risk	<input type="checkbox"/> 📄	Find out more first.	<input type="checkbox"/> 👥	Involve the community	<input type="checkbox"/> ⚡	Less risk across the organization

<p><b>Labor Recruitment:</b> The Company should enter into a written and formal contract with a legitimate recruitment agency.</p> <p>1. The company has a policy to determine the cost of employment and specify who is responsible (e.g. commission, work permit fee, etc.).  <input type="checkbox"/> ▼ Yes    <input checked="" type="checkbox"/> ▲ No    <input type="checkbox"/> 📄    <input type="checkbox"/> 👥    <input type="checkbox"/> ⚡</p> <p>2. Does the Company prohibit the use of subagents?  <input type="checkbox"/> ▼ Prohibited    <input checked="" type="checkbox"/> ▲ Not prohibited    <input type="checkbox"/> 📄    <input type="checkbox"/> 👥    <input type="checkbox"/> ⚡</p> <p>3. The Company prohibits the employment or transportation of workers using intimidation, harassment, and other forms of labor. Did it use force, deception, or kidnapping?  <input type="checkbox"/> ▼ Prohibited    <input checked="" type="checkbox"/> ▲ Not prohibited    <input type="checkbox"/> 📄    <input type="checkbox"/> 👥    <input type="checkbox"/> ⚡</p> <p>4. Does the company as an employer pay all fees for recruitment (e.g. visa fees, medical expenses, etc.)?  <input type="checkbox"/> ▼ Yes    <input checked="" type="checkbox"/> ▲ No    <input type="checkbox"/> 📄    <input type="checkbox"/> 👥    <input type="checkbox"/> ⚡</p> <p><b>Passport / Identity Document :</b> Before answering the following questions: The company should check the history of the security company that is hired to take care of the construction site of the establishment.</p> <p>5. Can migrant workers access their own passports or similar documents?  <input type="checkbox"/> ▼ Yes    <input checked="" type="checkbox"/> ▲ No    <input type="checkbox"/> 📄    <input type="checkbox"/> 👥    <input type="checkbox"/> 📄    <input type="checkbox"/> ⚡</p> <p><b>Conditions of employment:</b> Workers should be informed of the terms of employment in advance before starting work to avoid deception or misunderstandings that may lead to forced labor.</p> <p>6. The Company stipulates that the conditions of employment must be communicated clearly and in the dialect of the multinational worker.  <input type="checkbox"/> ▼ Yes    <input checked="" type="checkbox"/> ▲ No    <input type="checkbox"/> 📄    <input type="checkbox"/> 👥    <input type="checkbox"/> ⚡</p> <p>7. The Company is prohibited from imposing additional conditions of employment. After signing the employment contract?  <input type="checkbox"/> ▼ Prohibited    <input checked="" type="checkbox"/> ▲ Not prohibited    <input type="checkbox"/> 📄    <input type="checkbox"/> 👥    <input type="checkbox"/> ⚡</p>	<p>8. Do migrant workers receive wages not less than under the minimum wage law and receive benefits not less than those prescribed by law?  <input type="checkbox"/> ▼ Yes    <input checked="" type="checkbox"/> ▲ No    <input type="checkbox"/> 📄    <input type="checkbox"/> )    <input type="checkbox"/> ⚡</p> <p>9. There is a clear process in place to ensure that workers will not be discriminated against.  <input type="checkbox"/> ▼ Yes    <input checked="" type="checkbox"/> ▲ No    <input type="checkbox"/> 📄    <input type="checkbox"/> ⚡</p> <p>10. Are migrant workers guaranteed that they will be able to return to their homeland safely and at the right time? It has guaranteed all wages and benefits  <input type="checkbox"/> ▼ Yes    <input checked="" type="checkbox"/> ▲ No    <input type="checkbox"/> 📄    <input type="checkbox"/> ⚡</p> <p><b>Working Environment</b></p> <p>11. Do working hours comply with the law on working hours?  <input type="checkbox"/> ▼ Yes    <input checked="" type="checkbox"/> ▲ No    <input type="checkbox"/> 📄    <input type="checkbox"/> ⚡</p> <p>12. Does the Company implement concrete workplace health and safety measures? Migrant workers have access to places such as cafeterias. Can you use the bathroom without being restricted?  <input type="checkbox"/> ▼ Yes    <input checked="" type="checkbox"/> ▲ No    <input type="checkbox"/> 📄    <input type="checkbox"/> ⚡</p> <p><b>Fair Treatment and Labor Rights :</b></p> <p>13. There is a clear process to build confidence that workers will not be discriminated against.  <input type="checkbox"/> ▼ Yes    <input checked="" type="checkbox"/> ▲ No    <input type="checkbox"/> 📄    <input type="checkbox"/> ⚡</p> <p>14. Do migrant workers have access to a complaint mechanism?  <input type="checkbox"/> ▼ Yes    <input checked="" type="checkbox"/> ▲ No    <input type="checkbox"/> 📄    <input type="checkbox"/> ⚡</p> <p>15. Is the right of migrant workers to collect bargaining respected?  <input type="checkbox"/> ▼ Yes    <input checked="" type="checkbox"/> ▲ No    <input type="checkbox"/> 📄    <input type="checkbox"/> ⚡</p>
--	---

Audited Agency/Organization..... Inspectors ..... Date .....

### 3. Significant human rights risks to the community and society around the operation area

The success of a business requires "License to Operate" from the surrounding community, in addition to complying with laws and regulations of government agencies. Member Recognition In the community around the operation area, it is something that the Company attaches importance to. The Company will not take any action that oppresses the community and will contribute to the development of that community, even though each area of operation has different risks and challenges. Identifying and assessing human rights risks and engaging with communities must be key to conducting business responsibly.

**Community Engagement:** Community involvement is at the heart of a comprehensive human rights review process. Best managed at the local level. Dedicate time and resources to getting involved with the community, listening, and listening. Learn and take their perspectives into consideration in business operations.

**Complicity:** The Company must be careful not to be accused of involvement in the violation of rights, which usually occurs when the Company knows or should have known that a business partner or business partner has violated human rights.

To reduce resource consumption

You can use this checklist online by scanning the QR Code below.



or

The checklist can be used on the next page.

**Checklist 3 : Significant human rights risks to the community and society around the operational area**

Symbols :

<input type="checkbox"/> ▼	Low risk	<input checked="" type="radio"/>	Follow this.	<input type="checkbox"/> )	Contact an expert	<input type="checkbox"/> 📄	Ask for voluntary consent.
<input type="checkbox"/> ▲	High risk	<input type="checkbox"/> 📄	Find out more first.	<input type="checkbox"/> 👤	Involve the community	<input type="checkbox"/> ⚡	Less risk across the organization

<p><b>Environmental Care:</b></p> <p>1. The Company complies with applicable laws and implements environmental quality management and control in accordance with legal requirements.</p> <p><input type="checkbox"/> ▼ Yes    <input type="checkbox"/> ▲ No    <input type="checkbox"/> )    <input type="checkbox"/> 📄    <input type="checkbox"/> 👤    <input type="checkbox"/> ⚡</p> <p>2. The Company regularly communicates information on its operations, including environmental impact monitoring, to the community and the public.</p> <p><input type="checkbox"/> ▼ Yes    <input type="checkbox"/> ▲ No    <input type="checkbox"/> )    <input type="checkbox"/> 📄    <input type="checkbox"/> 👤    <input type="checkbox"/> ⚡</p> <p>3. The Company has provided channels for complaints and a mechanism to remedy the community/society around the operation area that is affected by the environment.</p> <p><input type="checkbox"/> ▼ Yes    <input type="checkbox"/> ▲ No    <input type="checkbox"/> )    <input type="checkbox"/> 📄    <input type="checkbox"/> 👤    <input type="checkbox"/> ⚡</p> <p><b>Social Care :</b></p> <p>4. The Company continuously conducts voice listening/surveying the needs/expectations of the community and society around the operation area. (At least once a year)</p> <p><input type="checkbox"/> ▼ Yes    <input type="checkbox"/> ▲ No    <input type="checkbox"/> )    <input type="checkbox"/> 📄    <input type="checkbox"/> 👤    <input type="checkbox"/> ⚡</p> <p>5. The Company has action plans to strengthen relationships with surrounding communities and society in its areas of operation by ensuring equal opportunities and non-discrimination, including for women, persons with disabilities, and other vulnerable groups.</p> <p><input type="checkbox"/> ▼ Yes    <input type="checkbox"/> ▲ No    <input type="checkbox"/> )    <input type="checkbox"/> 📄    <input type="checkbox"/> 👤    <input type="checkbox"/> ⚡</p>	<p><b>Security &amp; Safety :</b></p> <p>6. The Company has measures/plans to deal with emergencies including rehearsals of evacuation plans to build confidence in safe business operations.</p> <p><input type="checkbox"/> ▼ Yes    <input type="checkbox"/> ▲ No    <input type="checkbox"/> )    <input type="checkbox"/> 📄    <input type="checkbox"/> 👤    <input type="checkbox"/> ⚡</p> <p>7. The Company has a channel to communicate to the community about the situation when an emergency occurs, including the guidelines of the residents of the community.</p> <p><input type="checkbox"/> ▼ Yes    <input type="checkbox"/> ▲ No    <input type="checkbox"/> )    <input type="checkbox"/> 📄    <input type="checkbox"/> 👤    <input type="checkbox"/> ⚡</p> <p><b>Non-violation of the law :</b></p> <p>8. The Company has never had any cases of violating environmental and social laws.</p> <p><input type="checkbox"/> ▼ Never    <input type="checkbox"/> ▲ Ever    <input type="checkbox"/> )    <input type="checkbox"/> 📄    <input type="checkbox"/> 👤    <input type="checkbox"/> ⚡</p> <p>9. The Company has never had any cases of being prosecuted for human rights violations from the community and society around the operating area.</p> <p><input type="checkbox"/> ▼ Never    <input type="checkbox"/> ▲ Ever    <input type="checkbox"/> )    <input type="checkbox"/> 📄    <input type="checkbox"/> 👤    <input type="checkbox"/> ⚡</p> <p><b>Protection :</b></p> <p>10. The Company has measures to maintain the confidentiality of the affected complainants.</p> <p><input type="checkbox"/> ▼ Yes    <input type="checkbox"/> ▲ No    <input type="checkbox"/> )    <input type="checkbox"/> 📄    <input type="checkbox"/> 👤    <input type="checkbox"/> ⚡</p>
--	--

Inspected Operations Area.....

What communities are around the area of operations? ? .....

Inspectors ..... Date .....

#### 4. Significant human rights risks to other organizations with which business relationships are

Consultation with business partners and other organizations with which the Company has business ties is an indispensable part of the Human Rights Due Diligence process.

**Non-profit organizations or non-governmental organizations :** If your company is involved with a community nonprofit organization to connect with the workforce. The best step is to ask the organization to submit relevant information to implement the HRDD process and review and assess the organization's concerns so that the company can design the correct procedures.

**For-profit organization :** If your company has business relationships, such as with suppliers, especially manufacturers of goods or raw materials. The best step is to ensure that the organization complies with the company's requirements and applicable laws. Refer to this checklist to briefly explain the issues and require a preliminary assessment according to this checklist and review.

**Complicity:** The Company must be careful not to be accused of involvement in the violation of rights, which usually occurs when the Company knows or should have known that a business partner or business partner has violated human rights.

To reduce resource consumption

You can use this checklist online by scanning the QR Code below.



or

The checklist can be used on the next page.

**Checklist 4 : Significant Human Rights Risks to Other Organizations with Business Relationships**

Symbols :

<input type="checkbox"/> ▼	Low risk	<input checked="" type="radio"/>	Follow this.	<input type="checkbox"/> )	Contact an expert	<input type="checkbox"/> 📄	Ask for voluntary consent.
<input type="checkbox"/> ▲	High risk	<input type="checkbox"/> 📄	Find out more first.	<input type="checkbox"/> 👤	Involve the community	<input type="checkbox"/> ⚡	Less risk across the organization

**Production Process:** The location and environment of the partner organization are important factors in looking for human rights risks.

1. Are the goods produced at the establishments of the partner organizations?  
 ▼ Yes  ▲ No  )  📄  ⚡

2. Does the product or the process of producing it use hazardous raw materials or any inputs of production that are controversial (e.g., from areas where rights are violated) or are considered unsustainable?  
 ▼ No  ▲ Yes  👤  ⚡

3. Business Operations of Partner Organizations Is it likely to negatively impact the quality or access to water or natural resources in local communities?  
 ▼ No  ▲ Yes  👤  ⚡

4. Establishments of partner organizations, can you be sure that your employees will be able to do so? Contract workers and migrant workers are paid for all hours worked, as well as overtime pay and benefits equivalent to full-time employees at the same job.  
 ▼ Yes  ▲ No  ●  📄  )  ⚡

**Labor :**

5. Do workers bring children to work?  
 ▼ No  ▲ Yes  ●  📄  👤  )  ⚡

6. If "yes" in the answer above, Does the establishment have a childcare facility on the premises of the establishment?  
 ▼ Yes  ▲ No  ●  📄  👤  ⚡

7. If the products of the partner organization are produced in-house (e.g. by contractors), there is a mechanism or measure to ensure that children are not involved in the production.  
 ▼ Yes  ▲ No  )  📄  ⚡

8. Is all work done voluntarily?  
 ▼ Yes  ▲ No  )  📄  ⚡

**Health and Safety:** Maintaining a safe and appropriate working environment and training will help avoid injuries or accidents in the production process, and is critical to mitigating human rights risks.

9. Are workers at partner organizations' facilities trained in health and safety and provided with appropriate and functional personal security equipment?  
 ▼ Yes  ▲ No  )  ●  ⚡

10. If I work in a manufacturing plant or a center in the community, do I meet the minimum criteria according to the law on health and safety?  
 ▼ Yes  ▲ No  )  ●  ⚡

**Compliance with the law and human rights principles :**

11. If the company works with non-governmental organizations (NGOs), the government, or community groups to reach out to workers. Companies have implemented HRDD processes to ensure that they are actually protecting the rights of workers.  
 ▼ Yes  ▲ No  ●  📄  👤  ⚡

12. In cases where products are branded under the Company's name, has the Company ensured that the manufacturer has undergone a supplier screening process and complies with all applicable legal requirements?  
 ▼ Yes  ▲ No  )  ●  ⚡

The name of the organization being audited. .... Inspectors ..... Date .....

## 5. Significant human rights risks to customers

In general, customer satisfaction is the company's top priority. It is necessary to build confidence in the quality of products and services. Build trust with each other. Human rights risks of customers are related to the physical security and security of personal data. In addition, the Company also has reputational risks from unequal treatment of customers.

In general, customer satisfaction is the company's top priority. It is necessary to build confidence in the quality of products and services. Build trust with each other. Human rights risks of customers are related to the physical security and security of personal data. In addition, the Company also has reputational risks from unequal treatment of customers.

This checklist aims to help companies build confidence in their customers that they will receive goods and services that do not violate human rights.

**Complicity:** The Company must be careful not to be accused of involvement in the violation of rights, which usually occurs when the Company knows or should have known that a business partner or business partner has violated human rights.

To reduce resource consumption

You can use this checklist online by scanning the QR Code below.



or

The checklist can be used on the next page.

**Checklist 5 : Significant Human Rights Risks to Customers**

Symbols :

<input type="checkbox"/> ▼	Low risk	<input type="checkbox"/> ●	Follow this.	<input type="checkbox"/> )	Contact an expert	<input type="checkbox"/> 📄	Ask for voluntary consent.
<input type="checkbox"/> ▲	High risk	<input type="checkbox"/> 📄	Find out more first.	<input type="checkbox"/> 👤	Involve the community	<input type="checkbox"/> ⚡	Less risk across the organization

<p><b><u>Product/Service Terms :</u></b></p> <p>1. The Company has informed the terms and conditions and provided information about the products or services and conditions. Is the payment to the client required by law?  <input type="checkbox"/> ▼ Yes <input type="checkbox"/> ▲ No <input type="checkbox"/> ● <input type="checkbox"/> 📄 <input type="checkbox"/> ⚡</p> <p>2. The Company Are there no violations of laws related to consumer protection?  <input type="checkbox"/> ▼ Yes <input type="checkbox"/> ▲ No <input type="checkbox"/> ) <input type="checkbox"/> 📄 <input type="checkbox"/> ⚡</p> <p>3. The Company does not violate any laws related to propaganda or exaggerated advertising to mislead or mislead customers. Yes or no?  <input type="checkbox"/> ▼ Yes <input type="checkbox"/> ▲ No <input type="checkbox"/> ) <input type="checkbox"/> 📄 <input type="checkbox"/> ⚡</p> <p>4. The Company has communication channels . There is a mechanism to remedy customers in case they are affected by the use of the Company's products and services.  <input type="checkbox"/> ▼ Yes <input type="checkbox"/> ▲ No <input type="checkbox"/> ) <input type="checkbox"/> 📄 <input type="checkbox"/> ⚡</p> <p><b><u>Safety for life and property :</u></b></p> <p>5. Does the Company have measures to prevent and resolve threats, violence or other mishaps to prevent customers from being harassed or harmed?  <input type="checkbox"/> ▼ Yes <input type="checkbox"/> ▲ No <input type="checkbox"/> ● <input type="checkbox"/> 📄 <input type="checkbox"/> ⚡</p> <p>6. The Company has measures to take care of Is there adequate security for customers entering the Company's premises? (There is a warning sign to reduce accidents, Alarm system, CCTV cameras are installed in public areas, There was a fire emergency plan rehearsal, there were security guards. or the person in charge of local safety, etc.)  <input type="checkbox"/> ▼ Yes <input type="checkbox"/> ▲ No <input type="checkbox"/> ● <input type="checkbox"/> 📄 <input type="checkbox"/> ⚡</p>	<p><b><u>Safety for the use of products and services :</u></b></p> <p>7. Are the Company's products safe to use, do not cause health effects to customers or other related parties in the short and long term, comply with international standards, or are they certified by TIS?  <input type="checkbox"/> ▼ Yes <input type="checkbox"/> ▲ No <input type="checkbox"/> ● <input type="checkbox"/> 📄 <input type="checkbox"/> ⚡</p> <p>8. Our Services Is it operating under safety standards for both the operator, the customer, or other related parties?  <input type="checkbox"/> ▼ Yes <input type="checkbox"/> ▲ No <input type="checkbox"/> ● <input type="checkbox"/> 📄 <input type="checkbox"/> ⚡</p> <p><b><u>Discrimination :</u></b></p> <p>9. Company Treat customers equally without discrimination based on differences in race, religion, language, page, disability. Personal commentary?  <input type="checkbox"/> ▼ Yes <input type="checkbox"/> ▲ No <input type="checkbox"/> ) <input type="checkbox"/> 📄 <input type="checkbox"/> ⚡</p> <p><b><u>Personal Data Protection :</u></b></p> <p>10. The Company has informed the guidelines regarding the use of customers' personal information. Confidentiality Is the access to the data and the purpose of its use?  <input type="checkbox"/> ▼ Yes <input type="checkbox"/> ▲ No <input type="checkbox"/> ) <input type="checkbox"/> 📄 <input type="checkbox"/> ⚡</p> <p>11. The Company Are there any guidelines for deleting customers' personal information for a specified period of time or when customers request deletion ?  <input type="checkbox"/> ▼ Yes <input type="checkbox"/> ▲ No <input type="checkbox"/> ) <input type="checkbox"/> 📄 <input type="checkbox"/> ⚡</p> <p>12. Do we not disclose our customers' personal information to third parties without the customer's consent?  <input type="checkbox"/> ▼ Yes <input type="checkbox"/> ▲ No <input type="checkbox"/> ) <input type="checkbox"/> 📄 <input type="checkbox"/> ⚡</p>
--	---

Item Type Inspected  Transformer Business  Solar Business  Electrical Power Other .....

Inspectors ..... Date .....

## Human Rights Risk and Impact Assessment

QTC Energy Public Company Limited recognizes the importance of human rights in its business operations, which shows its commitment through the Company's human rights policy and the preparation of guidelines for a comprehensive human rights audit related to the business. If the audit finds a high-risk issue. Users of the checklist must bring the issue into the human rights risk assessment process. The scope covers the human rights risk assessment of the Company and its affiliates, and may include third parties who may be involved in or affected by the Company's activities, such as trade partners, business partners, customers, and the surrounding community.

### Objectives

1. To bring the risk issues from the use of the Human Rights Due Diligence (HRDD) checklist to point out the in-depth impact in a comprehensive manner.
2. To prioritize risks and plan to manage those impacts.
3. It is used as a tool to create preventive measures to avoid Reduce or mitigate human rights risks, as well as create appropriate remedial measures together with relevant stakeholders. If a violation actually occurs,
4. Creating Human Rights Awareness Promote protection Respect for rights and human rights remedies related to internal and external stakeholders.
5. To serve as a guideline for suppliers and trade partners in the value chain. Apply it to the organization's context and in accordance with the Company's human rights policy. QTC Energy Public Company Limited

However, The human rights risk assessment is based on the United Nations Guiding Principles on Business and Human rights (UNGP).

### Roles, Responsibilities

1. Comprehensive human rights checklist users related to the business Human Rights Due Diligence (HRDD) conducts human rights risk assessments. If there are any initial risk issues from the use of the checklist, they will report to the Sustainability Promotion and Corporate Risk Management Committee.
2. Sustainability and Corporate Risk Management Committee
  - Develop and review human rights risk assessment procedures. In order to be in line with the current and future situation and continuously improve.
  - Determine control measures to reduce the impact and remedies.
  - Monitor, Monitor Implementation of preventive corrective measures and remedies for the affected persons.
  - Report the progress to the Audit Committee. Board of Directors in accordance with the prescribed period.
  - Report on the performance of the Human Rights Due Diligence (HRDD) and Human Rights Risk Assessment to the public.

## Human Rights Risk and Impact Assessment Procedures

When conducting a comprehensive human rights due diligence (HRDD) audit and finding "high" or "very high" risks, the questions on that issue will be conducted in depth risk and impact assessment with the following steps:

1. Person in charge of conducting the right check. Consider the risks and impacts by considering the list of questions. The two main areas are Severity & Impact and Likelihood to determine the level of risk using the Human Rights Risk Assessment Form QTC\_FM\_696
  - **Severity of Impact** refers to the impact or damage caused by the risk that will occur, which may be the value of the damage. Significance to the goal In determining the severity and the expected consequences, it must be considered comprehensively in accordance with the guiding principles on business and human rights as follows:

Severity Criteria
-Degree of impact The severity of the impact The impact of risk issues is high. If the issue affects the right to life and health of employees or people in the community, etc.
-Number of people affected (Scope) The number of people affected by risk issues, such as the impact on the lifestyle of residents in an entire community, or the impact on the right to collect and bargain as an association of all employees, etc.
-Ability to heal the effects For example, an accident involving a worker in a factory that causes disability to the worker, which takes a long time to recover and heal the worker, etc.

### Impact Assessment Criteria

impact	1- Low	2- Medium	3- High	4- Very high
Degree of impact (Scale)	The impact does not affect the health and safety of workers and/or stakeholders. (It can be relieved with first aid)	The impact caused minor injuries that required medical treatment but were not injured to the point of stoppage work.	The impact has affected health and safety to the point of stoppage work.	The effects it has on health are severe and life-threatening.
Number of people affected (Scope)	The number of stakeholders involved is almost non-existent or very small.	It has an impact on only some of the relevant stakeholders in the group.	It has an impact on relevant takeholders. Most of them are in the group.	The impact affects all relevant stakeholders in the group, such as all people in the community, all employees, all partners.)
Ability to heal the effects (Remedy)	It can heal the relevant stakeholders to return to normal in a short period of time. < 1 year	It can heal relevant stakeholders to return to normal within 1-3 years.	It can heal relevant stakeholders to return to normal within 3-5 years.	The relevant stakeholders cannot be restored to normal and or it takes a long time to remedy > 5 years.

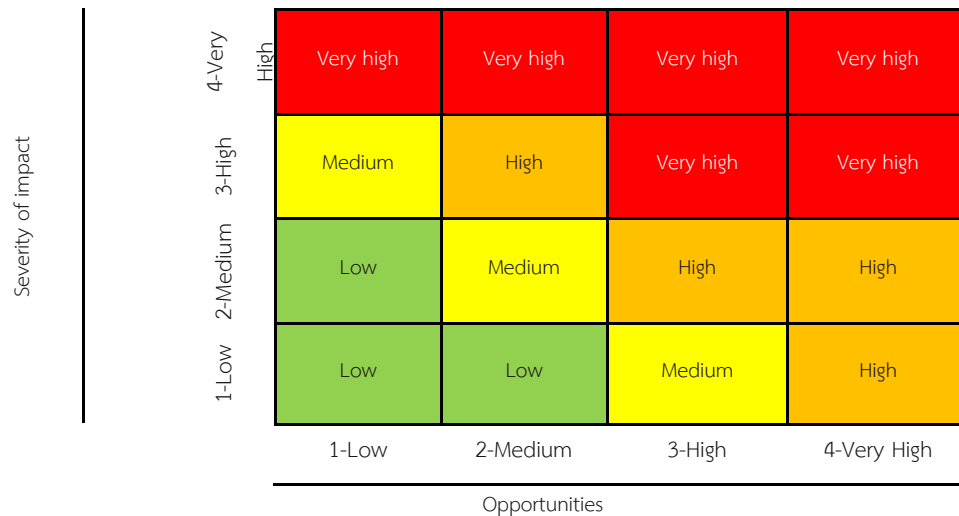
● **Likelihood** refers to the likelihood that a risk or event will occur. However, in the case of an unprecedented event, data from similar incidents that have occurred in other industries may be used. The information obtained from the research or experience of the assessor using the criteria for assessing the likelihood of risk is as follows:

**Likelihood Assessment Criteria (Likelihood)**

	1- Low	2- Medium	3- High	4- Very high
Chance of occurrence	Almost never born (<10%) Human rights violations have never occurred in a company's business, but may have occurred in other businesses in the same industry. (It has never happened or should not happen in 10 years.	Sometimes (>10%<50%) Human rights violations have occurred in the past and may occur at times today. (It has happened or may happen 1-4 times in 10 years)	Frequent occurrence (>50% <90%) Human rights violations have occurred in the past and may be happening frequently today. (It has happened or may happen 5-8 times in 10 years)	Born all the time. (>90%) Human rights violations have occurred continuously from the past to the present. It has happened or may happen every year.






2. Level of Risk by taking the score of the severity of the impact (in the issue with the highest score) and the likelihood of occurrence together and determining it in the risk level chart and implementing the recommendations as follows:

**Risk Level Chart**



Risk Level	Recommendations
Low	The Company has control measures and mitigation guidelines as well as regularly monitoring the situation.
Medium	The Company should pay attention to management to find measures to reduce the level of risk and monitor the risky situation regularly and continuously.
High	The Company must immediately manage to find measures to reduce the level of risk. To reduce the risk level to an acceptable level.
Very high	A very high level of risk is an unacceptable level. The Company must immediately stop operating activities related to risks.

3. Select "high" and "very high" human rights risk issues and propose them to the Sustainability and Enterprise Risk Management Committee for determination of appropriate control or remedial measures. For "low" and "medium" risk issues, monitor and monitor the situation regularly, or may use recommended methods to reduce the initial risk. From the checklist, it can be used as a guideline as follows:

Symbols	Guidelines
	Comply with the content proposed in the checklist question or stop doing so, as the case may be. If the answer is "no", management should address this risk by requiring that contractors receive such training in addition to following other recommendations.
	Find out more about the issue before determining what to do. For example, in the issue of building a new establishment or expanding an existing business. One of the questions asks, "Is there anyone living a nomadic life within the construction project area?" If the answer is "yes", the management or the working group will need to find out more about their rights and how the allowance for space as a commuter route may affect the business before moving forward with the project.
	Contact an external or internal expert about appropriate practices for the situation. One of the questions asks, "Does the establishment have a procedure for the abolition of child labor?" If the answer is "no". Executives may need to consult with experts in this field to develop appropriate company policies. Address the issue of access to education and compensate for lost income for children's families.
	Consult with community stakeholders, third parties, or external organizations about the activities to be done. For example, on the issue of migrant workers, one of the questions asks: "Is the establishment prohibited from using subagents?" If the answer is "No", Executives should also discuss with companies or recruitment agencies to ensure that there is a mechanism to prevent migrant workers from becoming compulsory workers. They may hire an external company to certify that those mechanisms are effective.
	Try to obtain "voluntary and sufficiently informed" consent from external stakeholders before undertaking such activities, such as consultation with stakeholders in the community, which should be done early to understand the main issues that will affect decisions about the implementation of the project, providing complete information to stakeholders for transparent decision-making and two-way communication, opportunities to exchange views and listen to each other, etc.

4. Determine impact management measures and/or remedial measures. The Sustainability and Corporate Risk Management Committee and the Audit Authority jointly consider human rights risks with "high" and "very high" risks to manage risks to ensure appropriate control measures. In order to reduce the risk level to an acceptable level, or if necessary, in the case of "very high" risk, immediately stop the activity and consult with external experts to manage the risk to an acceptable level. The Sustainability and Corporate Risk Management Committee must also report to the Executive Committee to jointly determine appropriate remedial measures for the impact according to the situation. This can be done in a variety of ways, such as:

- Formal or informal (private) apology to the media
- Compensation in monetary and non-monetary form
- Immediate cessation of the relevant sector.
- Controlling the impact and preventing it from happening

#### Considerations on the Determination of Remedial Measures Human Rights

- Guidelines and measures to remedy human rights impacts must be in accordance with international human rights standards and management methods based on human rights principles.
- Guidelines and measures to remedy human rights impacts should clearly state compensation, and the remedy process should be different according to the context of the incident or case of violation.
- Human rights impacts cannot be compensated for or replaced by the same remedies as other impacts. For example, the environmental impact of reducing carbon dioxide emissions in an area. Carbon dioxide emissions can be replaced in other areas, while human rights impacts cannot be offset by creating positive impacts in other areas, such as when the company's activities have a negative impact on the ecosystem (sewage). In a community. It cannot be replaced by creating a positive impact (creating irrigation departments) from the Company's activities in other communities.
- Risk monitoring and re-assessment must be carried out to ensure that no risks or negative impacts remain.

In formulating guidelines and measures to prevent human rights impacts to reduce risks, the Company may integrate in its business processes by creating "lever points" with Agencies or organizations that contribute to human rights impacts. This is the use of the Company's power or advantage to bring about change and reduce human rights risks from activities for which the agency or organization is responsible , such as:

#### Guidelines for creating lever points

Types of lever points	Description	Example of how to create a lever point
Creating a trade lever point	It creates a lever point from the commercial activities that the Company routinely carries out with suppliers and contractors, such as contracts.	<ul style="list-style-type: none"> <li>• Incorporating human rights standards into employment contracts</li> <li>• Adopt human rights standards as part of the Code of Conduct for Suppliers.</li> <li>• Recommend to monitor the performance of suppliers and contractors to ensure that they comply with the human rights standards specified in the employment contract. Adopt human rights evaluation criteria as part of the selection of suppliers and contractors.</li> <li>• Motivate suppliers and contractors to share opportunities with business through consideration of human rights practices that meet the Company's expectations.</li> </ul>
Creating a lever point from doing business	It is to create a point of leverage from business activities that the Company does not carry out routinely with suppliers and contractors, such as organizing training to develop operational potential, etc.	<ul style="list-style-type: none"> <li>• Providing training to develop operational capacity and human rights responsibilities for suppliers and contractors.</li> <li>• Ensuring that the Company's procurement and contracting departments communicate human rights expectations to suppliers and contractors from the selection process. Contracting and Operation</li> <li>• Adopt international standards and industry-related standards to motivate suppliers and contractors.</li> </ul>
Creating levers with business partners	Creating a joint lever with other companies in the industry Same	<ul style="list-style-type: none"> <li>• Working with other companies in the same industry to create common requirements for business partners.</li> <li>• Coordinate with other companies in the same industry that may encounter human rights issues related to business partners to exchange experiences, learn and develop solutions.</li> </ul>

Types of lever points	Description	Example of how to create a lever point
Creating a lever through bilateral agreements	Creating a lever through a bilateral agreement between the Company and other organizations or agencies such as government agencies. Other companies in the same industry International organizations or civil society organizations	<ul style="list-style-type: none"> <li>• Coordinate with relevant civil society organizations and international organizations that can provide information on issues related to various situations in the business partner's country.</li> <li>• Coordinate bilaterally with stakeholder groups to identify and implement supply chain-specific human rights issues as identified.</li> </ul>
Creating levers through collaboration with stakeholder groups	Creating leverage points through cooperation with stakeholder groups such as government agencies, companies in the same industry. International organizations and/or non-governmental organizations or civil society organizations.	<ul style="list-style-type: none"> <li>• Develop human rights management standards for business partners in collaboration with stakeholder groups. Multi-party</li> <li>• Hold meetings of relevant stakeholders to address the issues with human rights risks identified together.</li> </ul>

Source : Danish National Institute of Human Rights Impact Assessment Manual

- Reporting of Evaluation Results: The person in charge of auditing the rights and assessing risks and impacts on human rights reports the performance to the Sustainability Promotion and Enterprise Risk Management Committee in the form of the Corporate Risk Registration as prescribed. To report on the situation and results of the implementation plan. The Chairman of the Sustainability and Corporate Risk Management Committee must report human rights risks to the Audit Committee and the Board of Directors at the specified meeting period.
- Monitoring and Evaluation The Guiding Principles on Business and Human Rights clearly state that the assessment of human rights risks and impacts is an ongoing process that must be reviewed regularly because human rights risks related to the Company's business operations are subject to change as activities and stakeholders change. Monitoring and evaluation should be clearly defined as human rights indicators to monitor and evaluate performance, as well as to show the effectiveness of the process for continuous improvement.

#### Examples of Human Rights Indicators

Human Rights Issues	Examples of indicators
Labor rights	<ul style="list-style-type: none"> <li>• Percentage of employees trained in human rights</li> <li>• Percentage of female employees in senior management positions</li> <li>• The number of complaints or lawsuits related to human rights violations that the organization is at fault for which the organization is at fault due to unforeseen circumstances or wrongful implementation of human rights laws or requirements.</li> <li>• The rate of employee turnover due to human rights violations, such as the number of employees who quit due to unsafe or unhygienic working conditions.</li> </ul>
Human rights of the community	<ul style="list-style-type: none"> <li>• The percentage of operations or areas of operation with human rights risks and a risk management plan has been prepared.</li> <li>• The number of complaints received and the status of resolution such as the number of involuntary relocations.</li> <li>• Number of complaints that recur from the same cause with human rights-related grounds</li> </ul>

Human Rights Issues	Examples of indicators
Supply Chain	<ul style="list-style-type: none"> <li>● Percentage of supply chain units that conduct human rights risk assessments of business units.</li> <li>● Percentage of suppliers who have accepted the Supplier's Human Rights Practices issued by the Company</li> <li>● Percentage of suppliers who have received human rights training</li> <li>● Number of suppliers who have been audited for their human rights performance</li> </ul>
Security and safety	<ul style="list-style-type: none"> <li>● Percentage of operations or areas that have passed the security risk assessment</li> <li>● The percentage of operations or operational areas with security risks and has prepared a risk management plan.</li> <li>● Percentage of security guards trained in human rights</li> </ul>
Environment	<ul style="list-style-type: none"> <li>● Number of complaints arising from operations that are not in accordance with laws or regulations on waste and hazardous materials management.</li> <li>● Number of lawsuits arising from operations that do not comply with laws or regulatory requirements. Environment</li> <li>● Fines caused by non-compliance with the law. Environmental</li> </ul>
Consumer Rights	<ul style="list-style-type: none"> <li>● The number of Trump complaints about the organization's products and services stemming from the same causes related to human rights violations.</li> <li>● Number of violations of laws or regulations related to product labeling or product health and safety standards</li> <li>● The percentage of products and services that provide information to customers or consumers is incomplete as required by law.</li> </ul>

## Guidelines for Complaints/Whistleblowing/Consultation

1. Witnesses of human rights violations related to QTC Complaints can be reported through the following channels:
  - Letter to the Audit Committee of QTC Energy Public Company Limited, No. 2/2, Soi Krungkreetha 8, Yaek 5, Bangkok Kreetha Road, Hua Mak, Bangkapi, Bangkok 10240
  - ทาง e-mail : [audit@qtc-energy.com](mailto:audit@qtc-energy.com) (Audit Committee)
  - On the company's website. [qtc-energy.com](http://qtc-energy.com)
  
2. QTC will provide fairness and protection to individuals who report human rights violations related to QTC. By taking measures to protect whistleblowers or complainants or those who cooperate in reporting human rights violations as stipulated in the QTC. 