



## **Sustainable Practice Guidelines of IRPC Public Company Limited “IRPC Supplier Sustainable Code of Conduct”**

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IRPC Public Company Limited (IRPC)'s mission is to conduct the sustainable business efficiently with good corporate governance principles for the communities, society and environment. To effectively achieve this goal, IRPC is committed to place importance on supply chain management as well as continuously developed to be in line with good corporate governance principles and business code of conduct of IRPC.

“IRPC Supplier Sustainable Code of Conduct” has been established the following provisions as indicated in each subsection subject to the related rules, regulations and laws. Therefore, IRPC's suppliers are obligated to operate in full compliance with business ethics, social responsibility, health and safety including the sustainable environmental management.

### **Scope**

IRPC Supplier Sustainable Code of Conduct covers all suppliers and contractors including but not limited to employees, agents and sub-contractors or partners doing business with IRPC.

### **1. Business ethics**

**1.1 Ethics and Transparency in Business Operations** As a minimum, IRPC expects suppliers and contractors to maintain a strong commitment to the following:

- **Fair Operating Practices**, by maintaining the highest standards of integrity in all business interactions. Corruption, extortion and embezzlement are strictly prohibited which IRPC may result in contract termination and further legal action.
- **Anti-Corruption**, by not tolerating, permitting, or engaging in corruption, bribery, or unethical practices whether in dealing with government agencies, individuals in the private sector or public officials. Suppliers and contractors are prohibited from offering or giving any forms of monetary and non-monetary payments in order to



facilitate, retain business, obtain any commercial advantage or persuade to take any course of action.

- **Conflicts of Interest**, by disclosing any suspected or actual conflicts of interest with relevant evidence to IRPC. IRPC's approval decision shall be in writing.
- **Intellectual Property**, by not sharing IRPC's intellectual property, confidential information or any other information acquired with respect to IRPC's business including information developed by suppliers or contractors and information relating to products, customers, suppliers, pricing, costs, know-how, methods, strategies, plans, processes and practices.
- **Confidentiality and data protection**, by executing confidentiality agreements between IRPC and suppliers/ contractors prior to the exchange of confidential information. Suppliers and contractors are expected to maintain confidential information and protect that information by keeping it safe and restricting access on a need to know basis only for work-related purposes. Any cases of unauthorized disclosure of confidential information, whether intentional or accidental, must be immediately reported to IRPC by suppliers/contractors.
- **Financial Integrity**, by maintaining accurate and transparent financial records in accordance with standard accounting practices. Financial records must be readily available for inspection during announced and unannounced audits by IRPC or authorized third-party representatives. IRPC expects suppliers and contractors to refer to the Good Corporate Governance, Ethics Standards and Code of Business Ethics of IRPC for further details and supporting references appropriately.

**1.2 Quality standards**, as a minimum, IRPC expects suppliers and contractors to maintain a strong commitment to the following:

- **Deliver products or services in accordance with the requirements** that have been agreed with IRPC including all applicable requirements as defined by law.
- Take **full responsibility** for the quality of products or services directly or indirectly provided to IRPC.



- **Collaborating with IRPC in continual improvement** of products and services **quality and operations** for the mutual benefit of IRPC and suppliers/contractors.

**1.3 Legal Compliance** As a minimum, IRPC expects suppliers and contractors to maintain a strong commitment to the following:

- **Comply with all applicable national and/or local laws and regulations** such as business ethics, labor including but not limited to migrant workers, security, occupational safety, health and environment, etc.
- **Maintaining all the necessary licenses and permits** to operate and conduct business in compliance with international, national and local laws and regulations applicable to its business operations.
- **Notifying IRPC** upon receiving notification of any regulatory inspection or legal action relating to suppliers or contractors' business activities with IRPC.

**1.4 Business continuity** as a minimum, IRPC expects suppliers and contractors to maintain a strong commitment to the following:

**Implementing a business continuity plan** that is maintained and tested to ensure the supply of products and services to IRPC at all times, including situations of unplanned additional demand and in the event of major disruptions to operations.

- **Maintaining reserves of IRPC products and services** to fulfill urgent purchasing orders.
- **Ensuring speed of assistance to IRPC in case of production stalls or interruptions.**

## **2. Corporate Social responsibility**

**2.1 Human rights** as a minimum, IRPC expects suppliers to maintain a strong commitment to the following:

- **Freedom of Labor**, by not engaging or employing people, under any circumstances, against their own free will.
- **Freedom of Association**, by respecting the legal rights of employees to become members of a labor union or otherwise.



- **Prevention of Child Labor**, by not employing children below the legal minimum age requirement of any country. If the local law does not establish a minimum age, employees must be at least fifteen (15) years of age. Employees must be at least eighteen (18) years of age to perform night work or hazardous work, except where permitted by local laws.
- **Wages and benefits**, by complying with all applicable laws related to employee compensation, including those related to minimum wages, overtime hours and legally mandated benefits.
- **Working hours**, by complying with local laws or agreements regarding working hours, overtime hours and work during the holidays.
- **Non-Discrimination**, by Respecting the differences of employees, customers and other contact persons and not engaging in any form of discrimination based on sexual orientation, race, color, religion, age, marital status, pregnancy condition, political affiliation or physical disability in hiring and employment practices.
- **Termination**, practices that are managed in accordance with labor laws. Suppliers and contractors must not unfairly terminate any employment contracts without valid reasons, which must legally be related to an employee's work performance.
- **Humane Treatment**, by respecting the workers' rights and ensuring that there will be no harsh and inhumane treatment including any form of mental or physical coercion, or verbal abuse of workers.
- **Foreign workers or migrant workers**, where if foreign or migrant workers are engaged, they are to be employed in full compliance with the labor and immigration laws of the host country. Prior to hiring, the basic terms of employment must be provided to workers in their native language or a language in which they understand. Passports and other forms of personal identification must remain in the worker's possession at all times and are never to be withheld by suppliers, facilities or any third party.



- **Establishing grievance mechanisms** that provide a means of anonymous grievance reporting and appropriate follow-up measures while protecting the confidentiality of the complainant.
- **Promoting positive labor relations** between employers and employees from the beginning to end of employment, including the process of contract signing, work assignments, employee management, probation period, opportunities for development, a good work environment, talent attraction and retention, pay raises, welfare and benefits, transfers, and end of employment.

**2.2 Social responsibility** as a minimum, IRPC expects suppliers to maintain a strong commitment to the following:

- **Manage impacts on health, safety and community security** throughout the entire project cycle, from project planning to execution, production, logistics, decommission and demolition, and decommissioning.
- **Respecting** surrounding communities and contributing positive benefits to societies in which they operate.
- **Participating in social activities** where possible, in voluntary, industrial, governmental or community-based corporate responsibility initiatives.

### **3. Safety**

**3.1 Occupational Health and Safety** As a minimum, IRPC expects suppliers to maintain a strong commitment to the following:

- **Management production and services operations that adhere to relevant safety standards** to ensure their own safety and that of others, while also complying with the relevant laws and regulations on occupational health, safety and environment.
- IRPC's suppliers and contractors must **ensure that all operational facilities and working environment** are safe, hygienic, and regularly maintained. Personal protective equipment is to be provided appropriate to the nature of work or hazard. Procedures and systems are in place to manage, monitor and report



occupational injuries and illnesses, including near-miss incidents and substandard acts/conditions in written form.

- Implementing a **monitoring process** that ensure that work practices comply with relevant safety laws and policies of suppliers and contractors or other applicable regulations (both internally and externally to the organization) including undergoing regular audits, and the monitoring monitoring and reporting on activities and safety performance effectiveness.
- **Communicating and creating awareness** of risks, control measure, regulations and safety standards among their employees and subcontractors. Information should be provided on potential hazards associated with the Supplier's equipment, products and services prior to delivery or before the commencement of such activities and in all instances of changes.

IRPC expects suppliers to apply IRPC's occupational health, safety and environmental standards to their operations according to risks to prevent business impacts. In addition, operations that may occur with employees, suppliers or contractors, the communities and the environment as appropriate.

**3.2 Security and Emergency Preparedness** as a minimum, IRPC expects suppliers and contractors to maintain a strong commitment to the following:

- There are strict requirements for the selection of suppliers to security forces.
- **Identifying and assessing emergencies to prepare plans and response procedures that minimize the impacts of emergencies**, which encompass preparation, responses, post-emergency recovery, equipment, communication and evacuation procedures, worker training and drills, etc.
- **Notifying immediately to IRPC**, where situations may become liable to IRPC (such as oil spills and leakages, incompliance with operating permit, occupational injuries, fires, grievances, loss of assets, etc.), while conducting business with IRPC or operating in IRPC boundaries.

IRPC expects its suppliers and contractors to apply these safety standards and emergency situations preparedness procedures in conjunction with other applicable Security Safety



and Health standards issued by IRPC to prevent potential impacts from business operations to employees, suppliers or contractors, society and the environment as appropriate.

#### **4. Environmental Management**

**4.1 Pollution Prevention and Resource Reduction** As a minimum, IRPC expects suppliers and contractors to maintain a strong commitment to the following:

- **Complying with environmental laws, regulations, and standards;** obtaining and maintaining permits, conducting regular audits, sampling and monitoring of relevant parameters are within their applicable legal limits such as air emissions, noise, wastewater discharge, soil and groundwater quality and ecosystem preservation.
- **Establishing protection standards and reducing environmental impacts** from the production, service logistics throughout the entire operational cycle, by adhering to the principles that include minimizing generation of waste, wastewater, air emission, including efficient resource use.
- **Implementing monitoring and reporting of environmental performance,** such as greenhouse gas accounting, raw material and energy consumption, waste generation wastewater discharges, and air emissions.
- **Reducing the impacts of climate change** from greenhouse gases emissions.
- **Preventing accidental releases of hazardous materials** into the environment and creating adverse impacts on surrounding communities.
- **Promoting greater environmental responsibility** and collaborating with IRPC on the development of IRPC's green product and service, and conducting business with environmental or social benefits to ensure the long-term sustainability of business of the company.
- **Eliminating and reducing use of restricted, toxic and hazardous constituents/substances** in products and services such as:
  - Cadmium and cadmium compounds



- Lead and lead compounds
- Mercury and mercury compounds
- Hexavalent chromium compounds
- Polybrominated biphenyls (PBBs)
- Polybrominated diphenyl ethers (PBDEs)
- Di-(2-Ethylhexyl) Phthalate (DEHP)
- butyl butyl phthalate (BBP)
- Dibutyl Phthalate (DBP)
- Diisobutyl phthalate (DIBP)

IRPC expects suppliers and contractors to apply environmental standards, including climate change, product safety standards, IRPC Biodiversity Management Declaration in conjunction with other applicable Environment standards issued by IRPC to prevent potential impacts from business operations to the environment.

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