(Translation)



# DEVELOPMENT

# Human Rights Policy

## **Human Rights Policy**

SENA Development Public Company Limited and its subsidiaries ("the Company") recognize the importance of stakeholders and prioritize the rights of all stakeholders of the Company, including shareholders, customers, employees, partners, competitors, creditors, society, and communities. The Company ensures that all stakeholders are treated fairly, equally, and justly, as outlined in the corporate governance policy and the Company's business code of ethics. This is in conjunction with the Company's responsibility toward society, respect for and promotion of human rights, and child rights based on international principles. The Company also considers all stakeholders in accordance with the principles of corporate governance and the Company's code of ethics, and has disseminated this information on the Company's website as follows:

## **Human Rights Practices**

#### **Respect and Non-Violation of Human Rights**

The Company has policies and practices that do not involve human rights violations. By requiring the executive directors and all employees of the company follow by giving importance to respect for human rights with equality and equality in mind Not discriminating against race, religion, sex, marital status Physical performance, educational institutions, status or any other status that is not directly related to the performance of their work, including respect for individuality and human dignity

The Company realizes that respect and non-violation of human rights is one of the elements in promoting the sustainable growth of the Company's business operations. The company has declared a policy and practices on human rights, outlining guidelines for respecting and not violating human rights, and communicated to all employees to acknowledge and follow the said documents are also posted on HR-Online and the

### **Fair Labor Practices**

The Company is aware of the importance of human resource development and fair labor practices. This is a factor that will increase the value of the business and strengthen the competitiveness and sustainable growth of the Company in the future. The Company has set policies and guidelines as follows.

- 1. Respect the rights of employees according to labor laws and human rights principles.
- 2. Provide a hiring process and fair employment conditions Including the determination of compensation and considering meritorious work under a fair performance evaluation process.
- Promote personnel development by organizing training, seminars, training, including sending personnel to attend seminars and academic training in various related areas to develop knowledge competency and potential of personnel Including instilling good attitudes, morality, ethics and teamwork among personnel.
- 4. Provide various welfare benefits for employees as required by law. and in addition to what is required by law.
- 5. Provide an annual health check-up service for personnel at all levels of the company.
- 6. Procedures for employees to work safely and have good workplace hygiene by providing measures to prevent accidents and strengthen employees to be aware of safety. Including training and encourage employees to have good hygiene and maintain a hygienic workplace Always safe.
- 7. Allow employees to express their opinions. or complaints about unfair treatment or inappropriate actions in the Company Including providing protection to employees who report such matters.

## **Respect to the Right to Work**

- 1. Policy has been set in place against selective treatment and in avocation of equal opportunities.
- 2. Employees are employed fairly and paid appropriate remunerations based on their capacities.
- 3. Channels are available for employees to file complaints in cases involving injustice as well as for submitting clues about potential illegal activities, while systematic and fair processes and measures exist to protect informant employees.
- 4. Employees comprehensively receive skill training and development, and employees are regularly exposed to the Company's news and information.

## **Social Protection and Work Conditions**

- 1. Work environments and systems are organized such that employees are safe in their lives, property and good hygiene.
- 2. Conditions of employment are fair, and employees are paid appropriately based on their capacities in the forms of salaries, bonuses, benefits, provident funds and other remunerations.
- **3.** Appointments, transfers, rewards and punishments of employees occur out of honesty and are based on the knowledge, abilities and suitability of employees.
- 4. A policy has been set forth for compliance to all employee-related laws, regulations and rules.

### **Exercising Social and Political Rights**

Directors, executives and employees have the right and freedom to participate in social activities while avoiding activities that violate laws and morals or that might disturb peace in society in order to maintain their own individual honor and dignity as accepted and appropriate for the society and communities in which the Company is located. Thus, the following guidelines have been set forth:

- 1. The Company adheres to democracy and promotes the exercising of rights stipulated by constitutional and other related laws.
- 2. No actions are to be taken to create an understanding that the Company is involved in or support any political parties.

#### **Communication and Complaint Channels**

The Company communicates policy, news and information to employees continuously through convenient, fast and current channels via HR Online, the Company's email, public relations board, the Company's website, employee relations activities during annual vacation activities, etc.

For employee complaint channels, complaints can be submitted by mail, by the complaint drop box or by email to the human resources department. Accordingly, the Company has regulations and procedures in place to resolve employee complaints along with fair investigative and deliberation regulations and measures for maintaining the confidentiality of complainants.

## Work Safety

The Company recognizes the importance of work safety for every employee. Therefore, work safety measures have been set forth to prevent potential accidents that might occur between the activities of employees and other people involved. Furthermore, work safety is an important manner about which employees must always be aware and remember throughout their duration of work. This is because accidents bring about both loss to life and assets. In addition, the Company considers the health and hygiene of employees and has set in place regulations for environmental care and work system arrangement in order to ensure safety to life and property and good hygiene. These practice guidelines are as follows:

- 1. Work safety has been designated as the top-priority duty and responsibility of every employee in their work.
- 2. Every employee is instructed to care for the cleanliness and order of the areas in which they work.
- 3. Work safety activities and prevention guidelines are promoted.
- 4. Specifications are made in compliance with safety laws and regulations.

### Career promotion for people with disabilities

The Company began promoting occupation of the disabled by sending money to the Fund only one. To increase the employment of disabled contractors to promote and improve the quality of life of the disabled in a concrete way

#### Participation in social responsibility

In addition to giving responsibility for the company's operating processes (CSR-In-Process), the company still has implementing activities that are beneficial to the community and society as a whole (CSR-After-Process) continuously The company has a corporate social responsibility policy based on good citizenship and participation in social development in various fields, such as improving the quality of life learning promotion Conservation of cultural traditions and participation in various collective activities etc.

The Company aims to establish a process for managing human rights due diligence, which includes assessing the human rights impact, implementing preventive measures, and providing remedial actions in case of human rights violations. The Company will also report on its performance, establish channels for receiving complaints, and set up mechanisms for handling complaints related to human rights issues and child rights. Additionally, the Company will review its human rights policy annually and take action as appropriate.

This Policy has been considered and approved by the Board of Directors at the meeting No. 1/2025 on 28 February 2025 onwards.

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Mr. Vichien Ratanabirabongse Chairman of the Board of Directors SENA Development Public Company Limited