

(Translation)



## **Supplier's Code of Conduct**

Sena Development Public Company Limited and its affiliated companies (“the Company”) place great importance on and are committed to conducting business with integrity and ethics, and managing operations with transparency in accordance with the principles of good corporate governance. This ensures efficient business operations while maintaining responsibility toward society and all stakeholders, enabling sustainable long-term organizational growth. The Company believes that its suppliers are an essential part of the supply chain and a key factor in achieving sustainable business success. Therefore, the Company is committed to strengthening relationships with its suppliers and developing supply chain management processes that take into consideration environmental, social, and governance (ESG) aspects. This approach will lead to the creation of long-term value with suppliers and enhance competitive advantage. For this reason, the Company has established the “Supplier Code of Conduct” to define guidelines for sustainable business development between the Company group and its suppliers, as well as to set standards and practices for suppliers to study and follow when working with the Company.

This Supplier Code of Conduct aims to develop operational standards in the areas of Business Ethics, Human Rights and Labour Standards, Occupational Health and Safety, and Environment. These standards serve as guidelines for responsible business operations throughout the supply chain. The Company is committed to collaborating with its suppliers through proper governance, information sharing, and providing appropriate operational guidelines so that suppliers can develop and align their operations with the standards established by the Company.

The Company expects that the principles of this Supplier Code of Conduct will serve as a mechanism to enhance operational efficiency between the Company group and all suppliers, leading to business practices that build trust and create long-term value for all stakeholders.

## **Supplier's Code of Conduct**

The Company is committed to conducting its business with integrity in accordance with the principles of good corporate governance, while also caring for, promoting, and supporting social and environmental responsibility in line with sustainable development practices. These are key factors that lead to sustainable growth. The Company intends to promote this concept to its suppliers, who play an important role in the Company's business operations, encouraging them to adopt and implement these principles and concepts in order to extend their positive impact to society at large.

This Supplier Code of Conduct consists of seven principles and guidelines, as follows:

### **1. Integrity and Fair Business Practices**

Suppliers must conduct their business with honesty, integrity, and responsibility, ensuring that all stakeholders are treated fairly. They must also strictly comply with all laws and regulations relevant to business operations.

#### **Guidelines for Practice**

- Establish processes or systems to ensure compliance with applicable laws, government regulations, and requirements of relevant regulatory authorities.
- Provide processes or channels for receiving complaints in cases where non-compliance with laws or regulations, or violations of human rights, are identified, including mechanisms to monitor and implement corrective actions.

### **2. Product and Service Quality**

Suppliers must deliver products and services that are of high quality, environmentally safe, and in accordance with the Company's requirements and agreed specifications.

#### **Guidelines for Practice**

- Deliver products and services accurately and completely in accordance with the agreed standards/specifications and within the timeframe agreed with the Company.
- Communicate, record, and report quality-related operational information accurately and truthfully.
- Maintain and organize important documents such as contracts, agreements, work plans, or financial documents in a systematic manner so they can be verified when necessary for delivery or performance audits.
- Fully cooperate with the Company in inspections and in correcting any errors. If defects or issues related to the supplier's products or services are found after delivery, the supplier must provide full cooperation in resolving them.

### **3. Occupational Health and Safety Compliance with Laws, Regulations, and Government Requirements**

Suppliers must maintain high standards of occupational health and safety throughout their work processes to ensure that the working environment is safe, hygienic, and causes minimal impact on society and the environment.

#### **Guidelines for Practice**

- Conduct regular inspections of workplace health and safety, and promote as well as monitor the proper use of personal protective equipment (PPE) by employees in operational areas.
- Do not ignore or overlook any actions or deficiencies in the workplace that may cause unsafe conditions for employees.
- Establish measures or action plans to effectively respond to emergency situations.
- Provide training and awareness programs for employees regarding safety measures and emergency response plans so that employees can respond correctly and promptly in the event of accidents or abnormal situations.
- Emergency or Abnormal Situation Response
  - Record all complaints or incidents related to occupational health and safety arising from operations between the supplier and the Company accurately and factually each time they occur, and report such incidents regularly.
  - Maintain systematic records and statistics of accidents and the number of injuries occurring during operations with the Company, and be prepared to provide this information to the Company for reporting occupational health and safety performance to all stakeholders.

### **4. Environmental Protection**

Suppliers must carry out environmental management in compliance with applicable laws, regulations, and government requirements.

#### **Guidelines for Practice**

- Establish effective measures to prevent, mitigate, and reduce environmental impacts.
- Encourage employees to use environmental resources efficiently and responsibly, and refrain from any actions that may cause negative environmental impacts.
- Environmental Management in Operational Areas
  - Record all environmental complaints or incidents related to operations between the supplier and the Company accurately and factually each time they occur, and report such incidents to the Company.
  - Maintain systematic records and statistics on the number of people affected by environmental impacts arising from operations with the Company, and be prepared to provide such information to the Company for reporting environmental performance to all stakeholders.

## 5. Privacy, Confidentiality, and Intellectual Property

Suppliers must not disclose or use confidential information of customers or related parties without consent. They must also comply with applicable laws, regulations, and the requirements agreed upon with the Company.

### Guidelines for Practice

- Suppliers must protect and maintain the confidentiality of internal organizational information, even after business operations with the Company have ended.
- Do not disclose or infringe upon the Company's intellectual property.
- Cooperate in providing information to the Company for the preparation of important reports that must be disclosed to stakeholders.

## 6. Labor Protection and Human Rights

Suppliers must comply with labor protection laws and other relevant laws, such as the prohibition of forced labor and the employment of children under 15 years of age. They must also comply with laws related to wages and working hours, while respecting and upholding human rights in all aspects of their operations.

### Guidelines for Practice

- **Non-Discrimination**
  - Suppliers must respect human dignity, equality, and fairness, and must not discriminate against employees on the basis of physical or mental differences, race, nationality, religion, gender, age, education, marital status, political beliefs, or any other factors.
- **Labor Protection**
  - Do not employ child labor below the legal working age as defined by law. Employees must be provided with protection in accordance with legal requirements, and suppliers should promote and improve employees' quality of life and working conditions appropriately.
  - Female employees must not be assigned work that may endanger their health or safety. Pregnant employees must be provided with protection and benefits in accordance with applicable laws.
- **Prohibition of Forced Labor**
  - Do not use or benefit from forced labor in any form resembling slavery, including physical punishment, threats, detention, intimidation, human trafficking, or any form of violence.
- **Wages and Benefits**
  - Pay wages, overtime pay, holiday pay, and employee benefits accurately and fairly, and not below the minimum rates required by law.
- **Employment of Foreign Workers**
  - The employment of foreign workers must be carried out in full compliance with applicable legal requirements.

## **7. Anti-Corruption**

The Company has a policy to combat corruption and promotes campaigns while supporting its suppliers to participate as members in anti-corruption initiatives. The Company also promotes and disseminates knowledge and understanding on anti-corruption to its suppliers and related parties.

### **Guidelines for Practice**

- Support or participate in the Company's anti-corruption activities, or become a member of an anti-corruption initiative.
- Disseminate organizational knowledge and information regarding corruption both within and outside the organization.
- Do not engage in any actions that promote or support corruption, either directly or indirectly.
- Establish complaint or whistleblowing channels for reporting corruption, and implement measures to protect whistleblowers.

The Company will support products and/or services from suppliers who comply with this "Supplier Code of Conduct." The Company will also request cooperation from suppliers in providing information related to business ethics and conduct, in order to ensure that suppliers doing business with the Company consistently comply with this "Supplier Code of Conduct."

This Supplier Code of Conduct was reviewed and approved by the Board of Directors at Meeting No. 5/2024 on 20 December 2024, and has been effective from that date onward.