

# **CODE OF BUSINESS CONDUCT FOR SUPPLIER**





## Code of Business Conduct for Supplier

Univentures Public Company Limited (“the Company”) and its subsidiaries (collectively called “UV Group”) conducts business with responsibility, honesty, fairness, transparency, accountability, as well as taking into account the economic, social and environmental impacts on stakeholders both inside and outside the organization. The Company believes that supply chain management that takes into account environmental, social and governance issues, is an important guideline that will lead to long-term value creation and to enhance the mutual competitive advantage. Therefore, the Company has established a Code of Business Conduct for Supplier to set guidelines for the business partners to adhere to in their operations or to conduct business with UV Group. The Company hopes that this supplier's Code of Business Conduct will enhance the efficiency of collaboration to create confidence and create long-term value for all stakeholders.

### Definition

“Supplier” means a manufacturer, contractor, merchandiser, contractor, joint venture, sales representative, distributor, consultant and/or service provider both a juristic person and a person, including those who are appointed or authorized to act on their behalf as well as subcontractors.

### Guideline

Suppliers are required to operate their business in accordance with the practice following:

#### **1. Business ethics**

##### **1.1 Honesty, Anti-Corruption and Non-Deprivation of Trade**

Suppliers must conduct their business on the basis of honesty, transparency, ethics, including the following actions:

- (1) Conduct business in strict accordance with the laws and regulations related to business operations.
- (2) Conduct business with honesty, integrity, ethics, transparency and accountability.
- (3) Promoting fair competition, not demanding, conducting or accepting acts of corruption and bribery by offering or promising any money, thing or any other benefit to give themselves a commercial advantage.
- (4) Provide support and cooperation with government agencies, the private sector or the general public in combating corruption and anti-ethical practices.

##### **1.2 Confidentiality**

- (1) Not disclosing Important business information and confidential information about UV Group or UV Group's stakeholders in which trading partners get to know or have an opportunity to access such information due to their employment.
- (2) Do not use the information of UV Group or stakeholders for any benefit without the consent of UV Group.
- (3) Do not use inside information of UV Group for the benefit of oneself and others.



### 1.3 Disclosure of Information

Suppliers must disclose their information accurately, in fact and in full compliance with the law.

### 1.4 Protection of Intellectual Property

- (1) Conducts business and strictly complies with laws related to intellectual property rights.
- (2) Pay attention to respect for intellectual property rights, both for oneself and others which must ensure that the products and/or services as well as operations, there is no infringement on the intellectual property of others.

## 2. Labor Welfare and Human Rights Principles

### 2.1 Fair treatment

Respect for human rights by treating employees or labor with respect, dignity and equality without discrimination or limiting the rights of individuals, society and communities with differences, such differences in opinion, race, nationality, religion, sex, language, age, skin color, education, social status.

### 1.2 Protection of Labor Rights

- (1) Not employing workers under the legal age and in the case of hiring workers over the legal age or pregnant women workers, suppliers must act in accordance with labor laws in all respects.
- (2) In the case of hiring of foreign workers, suppliers must comply with the law.
- (3) Workers in the construction site must be appropriately allocated accommodation and in accordance with the regulations of the relevant regulators, including taking into account the safety, occupational health of workers.
- (4) Communicate to employees or workers about their legal rights correctly and completely.

### 1.3 Non-Forced Labor

- (1) Workers must work voluntarily. Must not commit or encourage forced labor, including not violating, punishing, threatening, detaining or intimidating workers in any form.
- (2) Workers can take leave from work or cancel the employment as required by law if giving a reasonable reason.

### 2.4 Compensation and Duration of Work

- (1) Appropriate remuneration is determined based on the knowledge, capability and potential of the employee or labor and not lower than the rate stipulated by law in which compensation must be paid on time.
- (2) Set appropriate working days and times, not working for a longer period than the law requires, including vacation and leave not less than the labor law.
- (3) Overtime work and work on holidays must be on the voluntary basis of the employee and receive compensation in accordance with the rate prescribed by the law.



### **3. Occupational Health and Safety**

#### **3.1 Safe Working Environment**

- (1) Provide a safe and hygienic working environment according to the law to reduce and control the risk of accidents and potential health impacts arising from operations, transportation and services.
- (2) Provide personal protective equipment to employees or labor that is sufficiently consistent with risk and ready to use, including supervising and controlling the use of protective equipment strictly.
- (3) Prepare a plan for various emergency situations that may occur in the performance of work, including employee or labor evacuation plans, training plans, and regular drills in order for customers or workers to do correctly and promptly when there is an accident or unusual situation.

#### **3.2 Quality Management**

- (1) Produce, procure and deliver quality, safe and environmentally friendly products and services to UV Group in a correct, complete and timely manner in accordance with UV Group's requirements and the warranties that the suppliers have provided.
- (2) Record and report various information in quality performance standards to be correct according to the truth, as well as storing important documents such as contracts, work plans, important financial documents, document certifying the origin of the product, standard of quality and safety of the production process, to be in order and can be examined. The period of storage such important information or documents shall be as stipulated by the relevant law and/or as agreed in order to be used in the event that the Company need to inspect the delivery of work or be requested in the audit.
- (3) Consider supporting the sourcing of goods and services from local suppliers or promote the use of standard local materials to create jobs, generate income for local people and reduce the cost of products and services.

### **4. Environmental Responsibility**

Strictly comply with the environmental laws, regulations and standards applicable to conducting business, as well as using natural resources efficiently and to conserve natural resources and reduce the impact on the environment by operating with environmental awareness in 3 appropriate approaches: Reduce, Reuse/Recycle, and Replenish, as well as having effective measures to prevent, correct and reduce the impact on the environment.

### **5. Improve Efficiency/ Innovation Development**

Exchange knowledge and experiences, share opinions or take actions to encourage improvement or develop an efficient work process or lead to jointly create business innovation.



6. Whistleblowing and Complaints

When a supplier has doubts or suggestions or seeing any improper behavior or actions that are contrary to the law, Articles of Association, Corporate Governance Policy and the Code of Business Ethics of UV Group, can ask or express their opinions or report clues and complaints through the following channels:

- The Company website: [www.univentures.co.th](http://www.univentures.co.th) in the topic "Whistleblowing"
- Email: [wid@univentures.co.th](mailto:wid@univentures.co.th)
- Tel: 02 643 7100 ext. 7195 (Vice President of Internal Audit Department)
- Postage: Send a letter to

Vice President of Internal Audit Department  
Univentures Public Company Limited  
No. 57 Park Ventures Ecoplex, 22nd Floor  
Wireless Road, Lumpini, Patumwan, Bangkok 10330

**Acknowledged and agreed to "Code of Business Conduct of Supplier"**

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Company Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sign \_\_\_\_\_

Name-Surname ( \_\_\_\_\_ )

Position \_\_\_\_\_

*Company seal (if any)*

Date \_\_\_\_\_