

# **Supplier Code of Conduct and Privacy Policy for Supplier**

**Siam City Cement Public Company Limited  
Group Procurement**



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## 1. Introduction

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Siam City Cement Public Company Limited and its subsidiaries (“The Group”) continue its corporate heritage through a vision which is determined to create value for all its stakeholders by delivering high quality products & services. In doing so, we strive to conduct business activities in a way that reflects the Company’s four core commitments – working as a team, doing the right thing, challenging conventions and caring for the future.

The Group is committed to ethical business practices and we hold our suppliers to the same high standards. It is The Group policy to uphold high standard of legal compliance with applicable laws and regulations, guided by the principles of integrity and business ethics.

Therefore, The Group’s suppliers are obligated, in all of their activities, to operate in full compliance with the laws and regulations of the countries in which they operate while upholding the The Group policies and directives, concerning Occupational Health and Safety, Business Ethics, Human Rights, Environment Management and Sustainable Business as established in the provisions of this Supplier Code of Conduct contained herein.

The Code encourages suppliers to go beyond legal compliance, drawing upon internationally recognized standards, in order to advance social and environmental responsibility and business ethics. At a bare minimum, suppliers shall also require their next tier suppliers to acknowledge and implement the Code

## 2. Our expectations of suppliers

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### 2.1 Occupational Health and Safety (OH&S)

The Group's suppliers are responsible to protect life by minimizing incidence of work-related injury and illness for their employees, subcontractors and related third parties. Suppliers shall implement appropriate OH&S management system and commit to meet The Group's OH&S Standard.

**Safety and Work place environment:** Suppliers must comply with local and national laws and regulations on OH&S. When on The Group's sites, Suppliers must comply fully with applicable The Group's policies and directives. Suppliers shall control worker exposure to potential safety hazards through proper design, engineering and administrative controls, preventive maintenance, safe work place and procedures, ongoing safety training, appropriate and well-maintained personal protection equipment and infrastructure. Workers shall be encouraged to raise safety concerns.

**Occupational Health, Injury, and Illness:** Suppliers shall ensure that all facilities for workers are clean and well-maintained as well as establishing and maintaining the procedures and systems to prevent, manage, track and report occupational injury and illness, including investigation of cases and implement corrective actions to causes.

**Security and Emergency Preparedness:** Suppliers shall observe strict requirements for the selection of security contractors. Emergency situations and events are to be identified and assessed, and their impact shall be minimized by implementing emergency plans and response procedures, including emergency reporting, employee notification and evacuation procedures, worker training and drills, appropriate fire detection and suppression equipment.

### 2.2 Business Ethic

Suppliers are requested to uphold to the highest standards of ethics in conducting business transactions with The Group including:

**Business integrity:** Suppliers shall maintain the highest standards of integrity in all business interactions. In particular, suppliers are expected to conduct fair business practices in a transparent manner with proper disclosure of information and respecting intellectual property rights,

**Regulatory compliance:** Suppliers shall respect and comply with regulatory requirements in all levels (Local, provincial, national, international). All their activities shall be covered by respective permits and licenses required at all times.

**Bribery and Corruption:** Suppliers shall not engage in or tolerate any form of bribery corruption; in particular any payment ‘kickback’ or other form of benefit conferred for the purpose of influencing decision making and may be subject to contract termination and further legal actions. The Group will not be responsible for any consequences of contract termination arising from such actions.

**Confidentiality:** Suppliers shall keep The Group’s business, financial and technical data as well as business correspondence confidential, do not misappropriate The Group’s tangible or intellectual property.

**Competition and antitrust:** Suppliers shall conduct fair business in compliance with all applicable competition/antitrust laws and regulations

**Conflict of Interest:** Suppliers shall avoid all conflicts of interest or situations giving the appearance of a potential conflict of interest in business dealing with the Group. If any potential conflict of interests or connected party transaction occurs, the Group shall be notified by the supplier as soon as possible. Conflict of Interest is defined as a situation in which a supplier is in a position to derive specific benefits from relationship, actions or decisions of employee, managers, advisor, director of the Group or their connected parties. Such relationship can be personal or legal relationship.

**Corporate Social Responsibilities:** Suppliers shall develop and engage in corporate social responsibility program by various means in the areas they operate affirming Supplier’s commitment to implementation and continual improvement.

## 2.3 Human Rights

Suppliers are committed to uphold the human rights of workers, and to treat them with dignity and respect as understood by the international community as proclaimed in the United Nations. This applies to all workers including temporary, migrant, student, contract, direct employees, and any other type of worker.

**Forced Labor:** Suppliers shall not use work that is performed involuntarily under threat of penalty, including compelled overtime, human trafficking, debt bondage, forced prison labor, slavery or servitude.

**Child Labor:** The use of child labor by supplier is strictly prohibited. Child labor refers to children below the age where the law of the country permits employment, work that is mentally, physically, socially, morally dangerous or harmful for children, or improperly interferes with their schooling needs.

**Wages and Benefits:** Compensation paid to workers shall comply with all applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits. Social Security fund or other standard benefits, responsible by suppliers as employers to the concerned organization according to national legal standard, must be

provided on time in full amount that can retains workers' full benefits. The evidence of compliance shall be kept in place.

**Working Hour:** Supplier must ensure that its employees work in compliance with all applicable laws and mandatory standards pertaining to the number of working hours, overtime hours and working in holidays.

**Non-Discrimination:** Supplier shall be committed to a workforce free of harassment and unlawful discrimination. SCCC shall not engage in discrimination based on race, colour, religion, sex, age, physical ability, national origin, or any other legally-prohibited basis.

**Freedom of Association:** In conformance with local law, suppliers shall respect the right of all workers to form and join trade unions, of their own choosing, to bargain collectively and to engage in peaceful assembly as well as respect the right of workers to refrain from such activities.

## 2.4 Environmental Management

Suppliers recognize their responsibility in preventing and minimizing adverse effects on the environment, community, and natural resources while safeguarding the health and safety of the public.

**Environmental Regulatory Compliance:** Suppliers shall comply with applicable environmental laws and regulations and applicable international standards relating to the protection and preservation of the environment. All their activities shall be covered by respective environmental permits and licenses required to legitimately operate.

**Waste & Environmental Management:** Suppliers shall systematically manage their environmental impacts with respect to energy, water, waste, chemicals, air pollution and biodiversity and set objectives and targets to reduce such impacts. Suppliers identified as having a high environmental impact shall have a recognized Environmental Management System in place.

## 2.5. Business Sustainability

The Group supports and encourages operating practices and industrial standard system that are sustainable. This is an integral part of procurement supply strategy and supplier development. The Group expects their suppliers to continuously strive towards improving the efficiency and sustainability of its operations. Suppliers are therefore encouraged to invest appropriate resources in improving their products, qualities, and services in a sustainable manner to meet The Group's highest ethical, commercial, technical, environmental, social, safety and health standards.



### 3. Privacy Policy for Supplier

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Siam City Cement Public Company Limited and all of its group companies (collectively referred to as “SCCC Group Companies”) would like to inform you that SCCC Group Companies collect, process, and disclose your personal data in accordance with the terms and conditions of this privacy policy for supplier (the “Policy”). Please carefully read the Policy to understand the details of your personal data processing and related rights.

#### **Your Personal Data Collected by SCCC Group Companies**

SCCC Group Companies collect your personal data as follows: (a.) personal information e.g. name-surname, ID number, date of birth, signature and biometric data; (b.) contact details e.g. address, email, phone number and Line Account; (c.) financial information e.g. bank account and tax identification number; (d.) identifiable location e.g. GPS; (e.) personal information of your connected and related persons e.g. employees, representatives, transporters that you warrant that their consents have been legally provided to you for the objectives of this Policy; and (f.) communication and business transaction information e.g. user name/account, usage record of procurement system (including other related systems, platforms and applications), IP address, URL, web page history, communication history.

#### **Source of Your Personal Data**

SCCC Group Companies obtain your personal data from the following sources: (a.) you e.g. auction/bidding, contract, purchasing of products and/or obtaining services, conducting business with supplier, email, telephone, procurement system and other communication channels of SCCC Group Companies; and (b.) third parties e.g. your representative, your related or connected person.

#### **Purposes of Processing Your Personal Data**

SCCC Group Companies collect, process and disclose your personal data for the following purposes: (a.) procurement process, conducting business with supplier including business transactions of SCCC Group Companies; (b.) assessment and audit to comply with the laws, contracts, policies and regulations; (c.) protecting property of or in possession of SCCC Group Companies; (d.) inspection, analysis, innovation, development, improvement, research and management of procurement process and business transaction of SCCC Group Companies; (e.) management, prevention and development regarding safety, occupational health, environment and accession to areas of SCCC Group Companies; and (g.) SCCC Group Companies’ legal compliance and enforcement.

#### **Disclosure of Your Personal Data**

SCCC Group Companies disclose your personal data to the following persons for the abovementioned purposes: (a.) companies in SCCC Group Companies; (b.) any third party e.g. business partners, data processing service providers authorized by SCCC Group Companies, legal advisors, accountants; and (c.) any government, regulatory and judicial authority.

In case that your personal data are transferred to any of abovementioned persons locating in overseas, SCCC Group Companies will take necessary actions to ensure appropriate

safeguards for transferring of your personal data pursuant to the current personal data protection law of Thailand.

### **Retention of Your Personal Data**

SCCC Group Companies retain your personal data necessarily for the purposes of the Policy (including any of its future changes) or legal compliance (e.g. account law, tax law and civil law) or until you withdraw your consent. In addition, when your personal data are no longer necessary for the purposes of the Policy, SCCC Group Companies will erase, destroy or anonymize your personal data except for the purpose of our legal compliance and enforcement.

### **Your Rights**

You have rights to access to, receive the copy of, transfer, correct, object, restrict the processing and request for erasure, destruction or anonymization of, your personal data as well as file a complaint to the competent authority under the personal data protection law of Thailand. Additionally, you have a right to withdraw your consent at any time except that there is any restriction of consent withdrawal under the applicable law or contract, and the withdrawal of your consent will prohibit you from auction/bidding and business transaction with SCCC Group Companies.

### **Changes to the Policy**

SCCC Group Companies will review the Policy to be in accordance with our practices and applicable laws. In case of any change to the Policy, SCCC Group Companies will inform you via procurement system, email, or any other communication channel of SCCC Group Companies.



## 4. Contact Details

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Siam City Cement Public Company Limited

Group Procurement

Address: 199 Column Tower, 3<sup>rd</sup>, 10<sup>th</sup>, 12<sup>th</sup> Floor, Ratchadapisek Road, Kongtoey, Bangkok 10110

Tel: 02-797-7000 ext. 7373

Email: [finance-servicedesk@siamcitycement.com](mailto:finance-servicedesk@siamcitycement.com).

## 5. Term of engagement

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This Code of Conduct applies to all The Group's suppliers and it is communicated to both potential and existing suppliers. As part of the qualification process, new suppliers shall be assessed to ensure adherence to the standards stipulated in this document. The Code is non-negotiable minimum standards that we ask our suppliers to respect and to adhere to when conducting business with us.

When a supplier does not meet our requirements, corrective action plans are to be established within specific time frame (depending on the severity of the issue) and The Group will monitor the progress. The Group may disqualify or terminate the relationship with suppliers that repeatedly and knowingly violate the present Code of Conduct and refuse to implement improvement plans. During the tendering process SCCC reserves the right to exclude suppliers that are not compliant with this supplier code of conduct, local, national or international laws or regulations.

## 6. Supplier Acknowledgement

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By signing this document, I hereby confirm that I have read carefully and understand “Supplier Code of Conduct” of Siam City Cement company and its subsidiaries before signing. I confirm that the companies I represent comply with all the requirements of the “Supplier Code of Conduct” and grant my consent to SCCC Group Companies Policy accordingly.

### Officially signed and stamped by supplier

**Company name:** .....

**Name-Surname:** .....

**Title:** .....

**Signature:** .....

**Date:** .....

**Company stamp:**



**Siam City Cement Public Company Limited**

Group Procurement

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