



บริษัท นอร์ทอีสต์ รับเบอร์ จำกัด (มหาชน)  
NORTHEAST RUBBER PUBLIC COMPANY LIMITED  
เลขประจำตัวผู้เสียภาษี (TAX ID) : 0107561000242

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Policy Code No.: 702

Revision No.: 01

Effective Date: 21 June 2018

## Human Rights Policy

### Human Right Respect

We respect the rights of all of employees and other stakeholders by not allowing any kinds of discrimination against any person in the matters of concept and viewpoint, race, color skin, religion, sex, sexual orientation, nationality, age, incapacity, or any other status which is regarded as human right. We shall apply the practice for granting the reasonable and comprehensive human rights with all of our business operations, and focus on elimination of injustice, discrimination, intimidation, and violation of all types of rights.

### Policy Coverage

Our employment policy covers all employees.

### Employee Treatment with Equality

We shall treat the employees with justice and honesty whether the employees shall work at anywhere. The employment of all employees shall be agreed under the terms and conditions of employment which are consistent with the local laws or mannerism, and they shall be trained for the suitable work skills.

### Employee Training

We shall give the necessary advice and trainings to our employees to ensure that this policy shall be efficiently applied and to ensure that we are an employer and a service provider that consider everything in all aspects.

### Laws and Guidance

We adhere to continuously improve and comply with laws. We do not just comply with laws and counter the discrimination in all types entered by us for business operations, but we also attempt to perform

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สำนักงานชาย : 589/156 ชั้น 29 อาคารเซ็นทรัลซิตีทาวเวอร์ ถนนเทพรัตน แขวงบางนาเหนือ เขตบางนา กรุงเทพฯ 10260

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to be more than what have been prescribed by domestic laws or international laws, and guidance in these countries. We shall supervise to take place the appropriate compliance with these related laws and policies.

### **Access Right**

We shall execute all appropriate ways to ensure that the employees, customers, and visitors who are disabled or infirm can access the building and premise in operating our business. We shall execute matters that are deemed appropriate to ensure that the customers and employees can access our vehicles, and completely comply with the related laws of the country where we enter to operate the business. We shall verify to be sure that we have the available data for the customers and employees in various forms as required. All employees and visitors can access toilets and facilities for recreation as appropriate.

### **Office Hours and Working Hours**

We are limited not to be superfluous and conform with the industrial guidance to meet the national standards. We shall justly pay wage according to the domestic market situation and requirement. We shall always at least pay wage based on minimum wage of the country. All personnel shall be justly, fairly, and equally recruited for all applicants, under our attempt of removing the obstacle in employing the qualified applicants.

### **Child Labor**

We do not allow the employment of child labor, forced labor, or slave labor, overtime enforcing labor, and do not employ a person with below 18 years of age. In addition, a young person shall not strictly be employed except in case where those employments are properly carried out according to the related laws and regulations relating to age, working hours, remuneration payment, health, and safety.

### **Discipline-Related Issues**

We shall not enforce or accept the physical punishment, physical and mind molestation, or verbal violation. The disciplinary procedure for taking action with the employee who has behavior below the employee's responsible standard is available. All employees have personal responsibility to implement the

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Policy in daily work, and all employees must always support the Company's policy. The Company shall take serious action without any respite for the person who does not comply with the established policy.

### **Compliant Process**

We have the complaint process that an employee can complain his/her personal problem and working-related problem which are felt by him/her that his/her complaint is related to bullying, discrimination, violation of right or victim of other person. The said employee has right to complain the problem according to the complaint process. The customer who feels of having complaint can complain the problems via complaint process for the Company's customers. We shall verify to be sure that everyone can access and use our complaint/acknowledgement process.

### **Policy Communication**

The Company aims for creating the determination to communicate this Policy and all spirits of the Policy to all employees via

- Employee orientation
- Communication of Human Resource Department

Therefore, the Policy has been announced for thorough acknowledgement on 21 June 2018.

Signed.....

(Mr. Chuwit Chungthanasomboon)

Chief Executive Officer

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