

Labor Practices and Human Rights  
Policy and Guidelines



Sikarin Public Company Limited

## **Labor Practices and Human Rights Policy and Guidelines**

Sikarin Public Company Limited ("Sikarin" or "the Company") is committed to treating all personnel with equality and fairness, without discrimination based on race, nationality, ethnicity, skin color, family background, language, religion, social status, gender identity, sexual orientation, age, disability, chronic illness with no impact on work, political views, or marital status. The Company is dedicated to protecting the rights and freedoms of its personnel while ensuring their welfare in accordance with international standards, enabling them to work to their full potential.

As a business operating in the healthcare and medical services sector, Sikarin is committed to conducting its operations in a manner that respects human rights and labor practices, adhering to international standards in the care of personnel, customers, business partners, consumers, and all stakeholders. Sikarin does not employ modern slavery or human trafficking in any of its business activities, including in its supply chain and joint ventures. Furthermore, Sikarin does not support the use of Strategic Lawsuits Against Public Participation (SLAPP), which are lawsuits intended to silence public participation, provided in good faith. Sikarin adheres to principles and practices established in international standards, such as the Universal Declaration of Human Rights (UDHR) of the United Nations, the United Nations Global Compact (UN Global Compact), the UN Guiding Principles on Business and Human Rights (UNGPs), and the Declaration on Fundamental Principles and Rights at Work by the International Labour Organization (ILO), as well as the relevant labor laws in the countries where Sikarin operates.

### **Scope of the Policy**

This labor policy and practice applies to all operations of Sikarin and its subsidiaries, including the activities of employees and business partners.

### **Objectives**

This policy and guidelines aim to:

- Prevent the violation of rights or unfair treatment in the business operations, products, and services of the company, adhering to integrity and quality management standards.
- Prevent the violation of rights or unfair treatment of personnel, adhering to labor laws, as well as international social and human rights principles and standards.
- Support employee involvement in complying with the labor policy and practices, including promoting fair practices and equality in the workplace.

## **Roles and Responsibilities**

### **Board of Director**

- Define the direction and strategy for the organization's labor and human rights practices, integrating human rights and labor principles into the company's core strategy.
- Consider and prioritize significant labor issues, such as fair treatment and non-discrimination of personnel, prevention of forced labor and human trafficking.
- Approve and review labor and human rights policies, as well as transparency practices regarding the disclosure of labor practices.
- Oversee and monitor the implementation of labor standards both domestically and internationally, including guidelines from the Stock Exchange of Thailand (SET) and ESG standards.

### **Executives**

- Responsible for implementing the established labor policy and practices, continuously monitoring and evaluating adherence to the policy.
- Support the development of employees' potential and knowledge regarding labor rights and compliance with labor laws.
- Promote the creation of an environment that respects human rights and supports fair and equal work practices.
- Listen to feedback from employees and stakeholders to improve and develop the company's labor practices.

### **Human Resources Department**

- Develop labor policies and practices that comply with national labor laws and international standards.
- Ensure and promote the protection of employees' labor rights by organizing training and activities to raise awareness of labor rights.
- Manage the process of receiving labor-related complaints and issues, ensuring fairness and transparency.
- Provide a system for transparent communication regarding labor rights and legal labor requirements.

### **Employees**

- Comply with the company's labor policies and practices, respecting their own rights and those of their colleagues.
- Participate in training and activities that promote awareness of labor rights and fair practices.
- Report complaints or issues related to violations of labor rights or unfair treatment.
- Collaborate in creating a work environment that is safe, fair, and equal.

- Provide services in their roles with responsibility and ethics, adhering to labor and human rights standards.

## **Guidelines**

### **1. Forced Labor Practices**

Sikarin will not engage in or support the use of forced labor in any form, and will not require or accept any form of deposit, identification cards, or any personal documents from employees upon employment or during their work, unless exempted by law. Additionally, physical punishment, coercion, or any form of physical, sexual, psychological, or verbal abuse will not be used as disciplinary measures or control practices.

### **2. Child Labor Practices**

Sikarin will not employ or support the employment of children under the age of 18, and will not permit or support children being employed in jobs that are harmful to health or in environments that may cause harm to health and safety.

### **3. Female Labor Practices**

Sikarin will not assign female employees to work that is harmful to their health or body as specified by law. Additionally, Sikarin will ensure that pregnant employees work in environments that are safe for their health and safety during pregnancy. Sikarin will also not dismiss, demote, or reduce the benefits of female employees due to pregnancy.

### **4. Legal Employment of Foreign Workers Practices**

Sikarin conducts business with ethics and responsibility, particularly regarding foreign workers, ensuring that both Sikarin's and business partners' foreign workers comply with the law. This includes proper contracts, work permits, fair wages, and safe working conditions, to enhance the competitiveness and sustainable growth of both Sikarin and its business partners.

### **5. Discrimination or Discriminatory Practices**

Sikarin will not engage in or support discrimination in employment, wage payments, remuneration, benefits, opportunities for training and development, promotions, job assignments, terminations, retirement. Sikarin will also not interfere with, obstruct, or take actions that affect employees' rights or activities due to differences in nationality, religion, language, age, gender, marital status, sexual orientation, disability, union membership, trade union positions, political party affiliation, or other personal beliefs.

### **6. Freedom of Association and Collective Bargaining Practices**

Sikarin will respect employees' rights to freely join or not join associations, unions, or federations, and will not obstruct the activities of trade unions or federations, or employees' rights to union membership. Sikarin will provide facilitation and treat union representatives equally with other employees.

**7. Labor Environment and Employee Quality of Life Practices**

Sikarin is committed to ensuring that all employees operate under high standards, promoting appropriate working conditions, and providing a safe work environment. This is to ensure that employees have a good quality of life and can perform their tasks without negatively impacting their physical and mental health. Sikarin prioritizes occupational health and safety standards to prevent workplace accidents, injuries, and illnesses. All operations are conducted fairly and in accordance with labor laws, employee benefits, labor relations, occupational safety, and environmental regulations, with ongoing reviews and improvements to meet the needs of the workforce.

**8. Workplace Harassment and Sexual Harassment Protection Practices**

Sikarin promotes a work environment based on mutual respect and has measures in place to prevent harassment and sexual assault of employees, whether through words, gestures, physical touch, or any other means, including violence against women. If an employee is harassed or sexually assaulted, Sikarin will strictly apply disciplinary measures against the offender as per the company's regulations.

**9. Work Compensation Practices**

Sikarin ensures that wages and overtime pay for employees are at least in line with legal requirements. Employees are provided with written information regarding their compensation, including the full details of wages, benefits, and any compensations or legal rights they are entitled to under the law.

**10. Working Hour Practices**

Sikarin will not require employees to work beyond the prescribed hours, including overtime and work on holidays. The regular working hours, including the start and end times of work, will be clearly defined. These hours are set at not more than 48 hours per week, which does not exceed the limit specified by the law for each type of work. Additionally, provisions will be made for break times during work and meal breaks. Employees are entitled to various leave days, including vacation days, without any deduction from their wages, in accordance with the law.

**11. Termination and Severance Pay Practices**

Sikarin follows the Labor Protection Act B.E. 2541 (1998), which outlines both the employer's duties and the employee's rights in the event of termination. This policy is also in alignment with the International Labour Organization (ILO) conventions, which specify:

- 11.1. Sikarin will not dismiss any employee without justifiable reasons related to their performance or behavior.
- 11.2. Employees will be notified of their dismissal and will receive severance pay as per labor law, which is to be paid at least 30 days in advance, unless the employee has committed a serious violation.

**12. Non-discrimination and Equal Opportunity Practices**

- 12.1 Recruitment and selection of personnel will be based on the qualifications required for the position being recruited, without discrimination on any grounds unrelated to work, such as

race, nationality, ethnicity, skin color, lineage, language, religion, social status, gender, gender identity, sexual orientation, sexual identity and expression, age, disability (both visible and invisible), chronic illnesses that do not affect job performance, political views, or marital and personal relationships.

- 12.2 Sikarin will promote equal treatment of employees without bias or discrimination unrelated to work, such as differences in race, religion, gender, or disability.
- 12.3 Sikarin will develop personnel according to the suitability of the job position and career advancement equally, without discrimination or bias.
- 12.4 Sikarin will define and disclose the criteria for performance evaluation to ensure transparency and fairness, which will be communicated to all employees.
- 12.5 The results of employee performance evaluations will be communicated transparently and fairly to promote skill development and work performance efficiency.
- 12.6 Sikarin will consider the process of transferring or promoting employees based on equal career advancement opportunities and will not discriminate on reasons unrelated to work.

#### **14. Business Partner Practices in the Supply Chain**

Sikarin supports the adherence to human rights principles with business partners, which includes avoiding involvement in human rights violations and mitigating potential human rights impacts. To ensure the business operations of all partners are based on respecting human rights, they must strictly follow Sikarin's human rights policies and practices, with the following practices:

- 14.1. Conduct business based on integrity, honesty, transparency, and ethics.
- 14.2. Strictly adhere to labor laws and international labor standards, including labor protection, prohibition of forced labor, and the determination of fair working hours and compensation.
- 14.3. Respect individual equality and avoid discrimination or any employment practices that create inequality, including regarding age, race, religion, disability, gender identity, and sexual orientation.
- 14.4. Support the right to union membership and political interests.
- 14.5. Support good employment conditions for employees, including ensuring a safe working environment.
- 14.6. Comply with applicable environmental laws and regulations to ensure that all business partners' operations can control and prevent environmental impacts resulting from their business activities.

Sikarin will continuously monitor and assess the human rights performance of its partners through risk assessment forms, unannounced site inspections, and whistleblowing via the company's complaint channels.

## **Training**

This labor and human rights policy and guidelines serve as an essential foundation that all employees at all levels must be aware of and understand. Sikarin is committed to communicating this policy and its intent to all employees and business partners through various processes as follows:

Employee Orientation: To ensure new employees are informed and understand the labor and human rights policy from the first day of employment.

Communication through Organizational Leadership: Senior management will communicate and emphasize the importance of respecting labor and human rights at every opportunity.

Communication through the Human Resources Department: The Human Resources Department will communicate the policy through various channels, such as the intranet and Sikarin's website, to make information easily accessible to employees.

Communication through Relevant Departments: Departments that engage with Sikarin's business partners will play a role in communicating this policy to partners to ensure adherence to labor and human rights standards collectively.

## **Disclosure of Information and Transparency**

Sikarin is committed to operating under principles of transparency and accountability, disclosing information regarding the implementation of the labor and human rights policy to all stakeholders through appropriate channels and within a reasonable timeframe. Sikarin will disclose relevant information about respecting labor rights, compliance with labor laws, and the international standards the company adheres to, including addressing significant human rights issues through various channels such as the annual report, sustainability report, One Report, and the company's website.

The disclosure will cover:

- Evaluation of compliance with labor and human rights policies.
- Key labor and human rights issues that the company focuses on.
- Trends and management of risks related to human rights and labor.
- Compliance with government regulations and international standards in labor rights.

## Review and Improvement of Policy

Sikarin has established a policy to review and improve the labor and human rights policy at least once a year or when there are significant changes in laws, business environments, or stakeholder expectations. The review will be carried out by the company's board of directors in collaboration with management and relevant departments, under the supervision of the Sikarin Board, to ensure that the policy remains up-to-date and aligns with changes in legal requirements and international standards on human rights and labor.

In addition, Sikarin will use the results from policy implementation evaluations, internal audits, feedback from employees, business partners, and stakeholders, as well as data from human rights and labor risk assessments, as inputs for policy improvements. This ensures that the policy is comprehensive and effective, capable of responding to new challenges and opportunities that may arise in the future in a timely and appropriate manner.

This policy and practice document is the second revised edition, effective from 16 January 2025 onwards by the resolution of the Board of Directors at the meeting No. 1/2025 on 15 January 2025.

  
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Mr. Seni Chittakasaem  
Chairman