
CPF Trading Company Limited

Anti-Harassment Policy

1. Objective

CPF Trading Company Limited recognizes and values difference and diversity in concepts, skills, and experiences of its employees to reinforce their capabilities in driving the Company sustainably. The Company encourages building a “respect for people” working environment and ability to live together on individual differences with no harassment. The Company therefore determines Anti-Harassment Policy for operations to progress smoothly.

This Policy is the supplement of Human Rights Policy and Diversity and Inclusion Policy which have been issued earlier. It will conform to Code of Conduct and comply with the law, including any declarations and standards which the Company adheres to.

The Company shall protect its employees at all levels against harassment in any forms – sexual or non-sexual in the zero-tolerance approach with an aim to build safe and happy workplace. In case that the harassment incidents occurred in the workplace. The Company will carry out a fair investigation into such harassment incidents.

2. Scope

This Policy applies to CPF Trading Company Limited and its non-listed subsidiaries in Thailand and overseas. For the Company's listed subsidiaries and their subsidiaries as well as the joint-ventures, they can deploy this Policy as appropriate to align with their business context and internal management process according to the geosocial background of the country in which they operate.

3. Terms and Definitions

The Company	CPF Trading Company Limited and its subsidiaries
Subsidiaries	Subsidiary companies in accordance with Securities and Exchange Act and subsidiary companies as included in the financial statements of the Company, but excluding: (a) a subsidiary company whose ordinary shares are listed in any stock exchange;

(b) any subsidiary company of a company under (a)

Joint-Ventures

Any companies that CPF Trading Company Limited governs in accordance with the mutual agreed terms as stipulated in the joint-venture agreement and are not the Company's Subsidiaries

Executives

Executives of the Company

Employees

Employees and Workers at all levels of the Company

Personnel

Executives and Employees of the Company

Harassment

Any undesirable behavior of harassing, intimidation, coercion, threat, attack or hostility towards an individual that is disrupting performance of works and, whether intentionally or not, it causes physical or mental suffering, and including any undesirable behavior that creates hostile environment in a workplace, whether with or without any sexual implication, such as harassment on personality or status of an individual including his/her race, religious belief, age, nationality, sexual diversity (LGBTQIA+), intelligence, disability, physical appearance

Forms of Harassment

Harassment behavior as follows:

- Verbal or Message: saying sarcastically, bullying, joking, jesting, teasing, instigate, wrong accusation, verbally assaulting words
- Non-Verbal / Gesture: staring, leering, impolite hand gesturing, whistling

- Physical: attacking, unnecessarily patting / touching the other's body, showing pornographic materials, sending threatening messages, any acts that cause the harassed Employee to be ashamed, humiliated or discriminated

Workplace

Operational facilities, for instance:

- Office, Distribution Center, Plant, Farm, Shop or Place of the Company
- Place of Company's functional events
- Place of work assigned for a business mission
- Place of conference or training

This applies for the place on which duties are being performed, for instance:

- During a business trip
- During a business telephone conversation
- During any use of electronic devices for business purpose

4. Roles and Responsibilities**4.1 Board of Directors**

4.1.1 To declare the non-harassment statement and policy which provide zero-tolerance approach to any forms of harassment and demonstrate the Company's total commitment to the mutual respect of all individuals or groups.

4.1.2 To govern, supervise, promote, and be role models to ensure that the personnel of the Company work together with mutual respect on the basis of their differences, and are committed to building an inclusive corporate culture on integrity, morality and ethics.

4.2 Human Resource Office

- 4.2.1 To foster the respect for individuals' rights and the equitable and non-harassment treatment in any forms through relevant policies, and communicates these policies to all employees to ensure that they act in accordance with this Policy.
- 4.2.2 To monitor the human resource operations to ensure that they are administrated and managed in accordance with the laws and the international labor standards.
- 4.2.3 To establish measures to prohibit against, and appropriately deal with, harassment acts in any forms.
- 4.2.4 To govern the handling of complaints regarding harassment in any forms through communication and complaint channels provided within the organization, as well as through the welfare committed at workplace and collaborative programs with civil society organization so as to ensure that the Company's labor management and administration are appropriate, transparent and fair.

4.3 Executives

To govern to ensure that the personnel under their supervision perform duties with mutual respect, value their differences and being committed to the corporate culture of inclusion on the basis of integrity, morality and ethics.

4.4 Employees

- 4.4.1 To avoid harassment acts in any forms.
- 4.4.2 If coming across any conduct which may involve any forms of harassment, report such conduct through the channels provided under the Whistleblowing Policy of the Company.

5. Principle

The Company is striving to resist, eradicate and prevent against any harassment under a zero-tolerance approach. The Company is fully committed to foster the sense of mutual respect on diversity and inclusion in respect of beliefs, skills and experiences of all individuals within the organization through effective communications and creation of awareness amongst the management and employees at all levels; these efforts will enhance the corporate values and strengthen the upholding of human rights within the organization.

The following guideline is established regarding any case of harassment of employees:

- The harassed employee speaks to the offender for the unwelcome behavior to cease immediately.
- If the offender continues such behavior, the harassed employee reports to his/her direct supervisor or supervisor's hierarchical superior or Human Resources Manager, as deemed appropriate.
- Related Human Resources (Senior Management level or above) investigates and gathers information from the offender and the harassed employee, as well as witnesses (if any) within 7 days from the date of reported incident.
- Related Human Resources (Senior Management level or above) sets up an investigation committee comprising at least 3 members:
 - Senior Management level or above from the offender's Business unit
 - Senior Management level or above from any other Business unit not involved in the incident (Intermediary)
 - Senior Management level or above from Human Resources
- In the case that an employee commits an offence that requires specified processes governing the disciplinary procedures in accordance with Regulation on Disciplinary Investigation and Punishment B.E. 2564, or the applicable Company's Rule and Regulation and its future amendments, a Senior Management level or above from Human Resources is appointed to properly follow those procedures.
- Impose disciplinary action to the offender or the party having made false accusation, based on the investigation committee's deliberation and verdict.

- If it is a criminal case and involves a lawsuit, Legal Office must be involved.
- The harassed employee who reports the incident will be protected and will not receive negative impact due to the reporting of such incident.
- In respect of any business establishments of the Company located within Thailand, if an individual, being affected by, or reporting, a harassment incident, intends to file a complaint through other channels, including the collaborative programs between the Company and civil society organization, he/she may do so pursuant to the measure and process provided or guided by the Company.

6. Penalty

Any employee who acts in violation of, or fails to comply with, this Policy, whether directly or indirectly, the employees (as the case may be) shall be subject to the disciplinary action according to the work rules of the Company as well as the penalty as imposed by the law.

7. Policy Revision

The Human Resource Office shall revise this Policy on an annual basis or earlier as appropriate. If the Policy is found to be unsuitable with the nature of business operations of the Company, the Human Resource Office shall revise and present the revised policy to senior executive of Human Resource Office, before proposing to the Board of Directors for approval.

This Anti-Harassment Policy was approved by the Board of Directors on 1 February 2023.