Non-Discrimination & Anti-Harassment Policy

Siam Global House Public Company Limited and subsidiaries (the company) realizes that human rights are fundamental to a sustainable society. The Company is committed to conducting business in accordance with the law and human rights principles. It firmly adheres to equal treatment and non-discrimination towards all employees, regardless of gender, race, religion, political rights, or any other factors. The Company does not tolerate any form of harassment or violence in the workplace and strives to create a safe working environment free from discrimination and harassment in all circumstances.

Definition

Discrimination	Meaning	Treating individuals differently, deprivation, or providing special privileges to any specific person or group based on their personal characteristics such as race, nationality, ethnicity, skin color, ancestry, religion, social status, gender, age, disability, political ideology, as well as marital status.
Harassment	Meaning	Displaying unwanted behaviors such as harassment, intimidation, obstruction, and unfriendliness that hinder the work process. Even without intention, these behaviors can have physical and psychological impacts on the individuals involved, including instances of sexual harassment.

Guidelines

The Company has established guidelines for practices to prevent discrimination and harassment within the organization. The guidelines are as follows:

1. Non-discrimination

1.1 Recruitment, Selection, and Hiring of Employees.

- Job application announcement without using discriminatory statements or any obstruction
- Recruitment, selection, employment, compensation, benefits, and employment conditions shall be determined based on the qualifications and capabilities of personnel, without discrimination or granting privileges to any person or group due to the identity of such person or group, e.g., race, nationality, ethnicity, ancestry, skin color, religion, social status, gender, age, disability or infirmity, political views, marital status, or any other attributes that are not related to knowledge and ability, while taking into account the principles of fairness and equity and providing equal opportunities for women, persons with disabilities, vulnerable groups, and persons from deprived backgrounds.
- The Company provides employment opportunities for under-privileged groups, including those from deprived backgrounds, with poor social status, and with no formal education or qualifications, based on job suitability and the capabilities of personnel on an equal basis.
- The payment of compensation benefits, and privileges to employees in accordance with position standards that align with the company's policies, without discrimination.

1.2 Employees development

- Provide equal opportunities for all employees to receive training and skill 2 / 3 development in their work, without discrimination. Support employees in acquiring additional knowledge beyond job-related skills
- Approval for training programs should be free from any discriminatory practices.

1.3 Performance Assessment

- Performance appraisal guidelines must define criteria consistent with corporate values that are clear, transparent, and assess based on actual performance without discrimination.
- The management of employee compensation and career advancement should be in accordance with the established policies, transparent, and clear, following the same standards. It should be based on individual knowledge and abilities as the main criteria, without discrimination.

1.4 Employee Transfers/Resignations

- The transfer process must be fair and unbiased, without discrimination
- Transfers should be based on performance that falls below the established standards, even after giving opportunities for improvement, or due to severe disciplinary actions, health conditions diagnosed by a medical professional, or other reasons that is not a cause of discrimination.

2. Non-harassment

2.1 Support work that is conducive to a friendly atmosphere that does not cause trouble, annoyance, including physical, verbal, mental and written harassment.

2.2 Treat all employees with respect and dignity, refraining from engaging in any form of harassment, bullying, or sexual harassment.

2.3 It is strictly prohibited for executives, supervisors, and all employees to misuse their positions by engaging in threatening, intimidating, physically and/or mentally harass employees through verbal, gesture, or physical contact with employees.

2.4 Punishment of employees by physical assault is not permitted, such as hitting, punching, or verbally abusive language, insulting remarks, physical or mental threats, or by reducing employee benefits, etc.

2.5 Personal documents and data must be kept confidential. Disclosure or use of such information requires permission from the data owner.

3. Providing channels for all employees at all levels to equally express their opinions, complaints, or whistleblowing report concerns related to discrimination and harassment. These procedures are aligned with the Whistleblowing Policy. Whistleblowers will be protected, and their information will be kept confidential, ensuring that their job position remains unaffected both during and after the investigation process.

4. Provide a transparent, fair investigation process and appropriate remedies.

5. The company will provide training and communicate its non-discrimination policy, including aspects such as employment practices, protection of various benefits, to all employees throughout the organization. This aims to ensure that every employee is knowledgeable, conscientious, and able to act in accordance with this policy and standard from the beginning of their employment and continuously thereafter.

Actions to be taken when encountering incidents of discrimination and harassment

1. The affected individual should immediately notify the perpetrator to cease such actions in the event of an incident.
2. If the perpetrator disregards the request and continues their actions, the affected individual should report directly to their immediate supervisor, the head of their department, or the human resources manager, as appropriate
3. The Human Resources department will establish an internal fact-finding committee within 7 days from the date of receiving the report.
4. The committee investigates the facts and considers disciplinary action against offenders or false reports to inform the company. If there is any harassment, or discriminatory, the company will take appropriate disciplinary actions based on its policies and regulations. These actions may include verbal warnings, written warnings, suspension, termination to offenders as appropriate, as the case may be.
5. Victims reporting incidents of harassment will receive appropriate protection and keep it a secret not to cause any negative impact from such reporting.

(Mr.Witoon Suriyawanakul)

Chief Executive Officer

Siam Global House Public Company Limited