



## Code of Conduct

### *Message from the President*

Well Field Corporation Co., Ltd. ("the Company") is committed to continuously adhering to good corporate governance principles, upholding transparency and accountability, conducting business with social, community, and environmental considerations, and prioritizing the promotion of good moral character among its personnel. The Company also aims to improve the quality of life at work, striving to become a sustainable organization.

The Company has established guidelines for conducting business ethically, creating a "Code of Conduct" to guide executives and employees in their work. This code provides directions for performing duties in compliance with laws and various regulations, ensuring consistency. It is the duty and responsibility of all executives and employees to acknowledge, understand, and strictly follow the policy and practices outlined in this Code of Conduct with honesty, integrity, and fairness. This approach aims to achieve business goals while maintaining ethical standards for the benefit of the Company and all stakeholders, leading to the continuous and sustainable growth of the organization.

Announced on April 1, 2023



A handwritten signature in black ink, appearing to read "I. I. I."

(Mr. Hiroshi Ihara)

President

Well Field Corporation Co., Ltd.



### *Preface*

This "Code of Conduct" outlines the Company's principles regarding lawful and ethical conduct in business operations. The "Code of Conduct" applies to all executives and employees of the Company.

The Company recognizes its obligations to all individuals with whom it has relationships. Therefore, the behavior of the executives and employees, demonstrating trustworthiness and maintaining that trustworthiness, is of paramount importance to the Company.



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### ***Business Principles***

#### **Definition**

The term "Company" refers to Well Field Corporation Co., Ltd.

"Executive" means company executives or employees at the level of manager or higher.

"Employee" refers to regular employees and probationary employees under the company's contract.

#### **Vision**

#### **Mission: For our five stakeholder groups:**

Employees:	Develop the potential of personnel in the organization to have knowledge, skills, and professionalism, to keep pace with the changing and increasingly competitive current situation, and to create stability in work life.
Customers:	Maintain the quality and correctness of products and customer service with a professional team to create maximum satisfaction for customers, including the strict preservation of customer's business secrets.
Partners:	Conduct business activities with partners with honesty and integrity to build trust in business partners, fostering collaboration to achieve success together.
Shareholders:	Generate satisfactory returns for shareholders in a sustainable manner.
Society and Community:	Manage the organization based on good management principles and be responsible for the society and environment.



## Core Value

### Being Professional

- Possess a positive thinking attitude
- Self-directed in performing duties
- Show discipline and respect for rules
- Have specialized and comprehensive knowledge
- Maintain a good image
- Uphold ethical standards
- Stick with integrity
- Keep one's word
- Have personal accountability

### Friendly Collaboration

- Work as a team
- Think, act, and take responsibility together
- Act with sincerity and in a friendly manner

### Virtual

- Diligence
- Compassion
- Perseverance
- Honesty
- Frugality
- Filial Piety



## ***Business Ethics***

### **Morality and Code of Conduct:**

Business operations should be based on morality and the code of conduct, marked by honesty, fairness, and equality, covering all five stakeholder groups.

### **Responsibilities:**

Accept and be accountable for social and environmental impacts resulting from any decision or operation. Be open to fact-checking in an appropriate manner, ready to address and rectify such impacts.

### **Transparency:**

Information related to the company's operations, such as financial statements, annual reports, business transaction information, must be transparent, reliable, and disclosable.

### **Respect and Compliance with the Law and Company Regulations:**

All executives and employees must respect and strictly comply with the law, regulations, and company rules, considering morality and ethical principles.

### **Code of Conduct to the Law and Uphold the Company's Regulations.**

1. All executives and employees must respect and follow the laws and orders of the country, both in letter and in spirit, and comply with the company's regulations.
2. Violating national laws, regulations, or company rules, justified by profiting the company, is not an acceptable reason.
3. The various behaviors commonly practiced by our competitors or other companies in the business sector are not necessarily to be accepted or followed by our company.



### ***Code of Conduct towards Stakeholders***

#### **Policy and Practices towards Shareholders:**

1. Perform duties with honesty, integrity, transparency, and fairness, ensuring that decisions and actions consider the highest benefit of all relevant stakeholders.
2. Promote the exercise of basic rights by shareholders, prioritizing their right to be fully informed about the company's activities and news.
3. Perform duties professionally with knowledge, expertise, dedication, and caution, as well as the application of knowledge and skills in managing the company to the best of their ability.
4. Avoid seeking personal benefits or benefits for related parties using any information of the organization.
5. Do not disclose the organization's confidential information to outsiders, especially competitors.
6. Do not undertake any actions that could potentially cause conflicts of interest within the organization.

#### **Policy and Practices towards Employees:**

1. The company must ensure a safe, hygienic work environment that enables full efficiency. This includes providing appropriate and safe tools and equipment to all employees for their work.
2. All executives and supervisors must supervise their subordinates to comply with the policy.
3. The company's employment policy should be based on moral principles, considering the abilities, qualifications, and needs of each job position. The company's hiring rules should provide equal opportunities for everyone and avoid discrimination.
4. The company must prohibit discriminatory behavior, violations, or intimidation. There should be no discrimination based on race, skin color, religion, gender expression, age, nationality, gender, identity, and disability, as well as oppose the use of child labor under 15 years of age or forced labor.
5. Provide fair and appropriate compensation to all employees.
6. Promote continuous learning among employees, prioritize knowledge transfer, provide training, and offer opportunities for appropriate and fair career advancement.



7. Listen to the opinions and suggestions from employees fairly and equally and provide justice. This includes providing a safe complaint channel directly to the executives.

**Policy and Practices towards Customers:**

1. Produce and sell quality products, and maintain quality standards at all times.
2. Offer fair and reasonable prices to all customers by considering trade conditions. Practice equality and avoid special treatment towards any particular party.
3. Disclose comprehensive, accurate, and unambiguous information about products to customers.
4. Provide product warranties under appropriate terms and conditions.
5. Do not knowingly deliver defective or damaged products and services to customers.
6. Maintain the confidentiality of customers and refrain from using their information for personal gain or for associated parties without consent.
7. Strictly adhere to the terms and conditions agreed upon with customers. In case of inability to comply with the conditions, promptly notify the customer in advance to jointly consider ways to solve the problem.

**Policy and Practices towards Partners:**

1. The selection process of partners should be devoid of bias and be based on the quality, service, and price offered by potential partners.
2. Adhere appropriately and diligently to the agreements or conditions mutually agreed upon.
3. Refrain from demanding or receiving any dishonest benefits in trade.
4. Establish and maintain sustainable relationships with partners based on fairness and equality.
5. Treat competitors under the framework of fair and good competition rules.
6. Do not attempt to damage the reputation of competitors by making false allegations.

**Policy and Practices towards Society, Community, and Environment:**

1. Conduct all business and production processes with responsibility towards the community, society, and environment, taking into account the potential impacts.
2. Refrain from any activities that could damage natural resources and the environment.



3. Instill a sense of responsibility towards the community, society, and environment in employees at all levels.
4. Allocate a portion of profits to give back to the community and society, through appropriate projects or activities as opportunities arise.

*Code of Conduct for Company Information and Assets*

**Protection of Company's Assets:**

1. Employees are expected to be responsible for the efficient and beneficial management of the company's resources and assets, and should not use them for personal gain.
2. Any falsification of the company's books, reports, or documents is strictly prohibited. All documentation should be conducted with honesty and diligence. Company assets should not be misused or used unlawfully.
3. Proper care should be taken to prevent the leakage of company confidential documents, reports, or any information that could result in damage to the company.

**Usage of Computers and Information Technology:**

1. Computers and various information technologies used for work are company assets. Executives and all employees should not use computers and various information technologies for personal gain.
2. Executives and employees are prohibited from disclosing the password used to access the company's information system to others.
3. Executives and employees are prohibited from disclosing information in the company's information system or information purchased by the company without permission.
4. Executives and employees are prohibited from modifying, duplicating, deleting, or destroying the company's data without permission.
5. Executives and employees are prohibited from using illegal software and copying copyrighted software for any reason without the permission of the software manufacturer.
6. Executives and employees are prohibited from modifying hardware equipment or installing any equipment other than the standard equipment installed.



7. Executives and employees are prohibited from using the company's email to forward messages that are slanderous, degrading, obscene, threatening, disturbing, or annoying to others.

8. Executives and employees should use the Internet to search for information and knowledge beneficial to work, avoiding illegal or immoral websites, avoiding opening files of unknown origin, and using storage devices that have been used with computers that are suspected of having computer viruses or other dangerous software.

9. Executives and employees should use other communication devices provided by the company, such as telephones, faxes, and mobile phones, with awareness and responsibility, considering the maximum benefit of the company.

**Usage and Maintenance of Intellectual Property:**

1. Respect and do not infringe on the intellectual property rights of others. Check the work of external individuals that is such rights that have been received or will be used with the company.

2. Do not commit any act that infringes on intellectual property and/or is a violation under the Computer Crime Act.

3. In entering into any contract or legal transaction, the rights to intellectual property should be clearly agreed upon. If in doubt, consult with a legal advisor.

***Code of Conduct for Occupational Health and Safety***

1. The company places importance on health and hygiene, scheduling regular annual health check-ups to detect any abnormalities before they develop into diseases, leading to timely prevention and treatment planning.

2. The company prioritizes the safety of employees' lives and properties. It ensures a safe and hygienic work environment, provides safety equipment, and controls and minimizes the risk of accidents and health impacts that may occur during work. It also arranges for training and realistic drills in case of emergencies or various potential disasters.



*Code of Conduct for Conflict*

**Conflict of Interest**

1. The company's executives and employees must not have a personal vested interest or seek personal benefits.
2. The company's executives and employees must not negotiate or contract in the capacity as a representative of the company with organizations where the executive, the employee themselves, or their relatives have a vested interest.
3. The company's executives and employees must not accept external work, provide consultancy or advice, or serve as board members or partners for other firms or legal entities.
4. The company's executives and employees must not use the company's assets and name to carry out activities or businesses outside the company.

**Engaging in Other Businesses Outside the Company:**

1. The executives and employees of the company are prohibited from engaging in any personal business that competes with the company's business, or performing any tasks for partners, competitors, customers, or potential future customers of the company, from which they may directly or indirectly benefit. Such actions could impact their decision-making and job performance for the company.

*Code of Conduct for Anti-Corruption Prevention*

1. Executives and employees of the company must strictly adhere to the "Anti-Corruption Policy." In this regard, supervisors have the responsibility to ensure that the employees under their supervision are aware of and comply with this policy.
2. Employees are not allowed to offer, or propose to offer, any gifts or other benefits to external individuals to induce those individuals to perform or omit any actions contrary to law, or unethically, relative to their positions, or to exchange for undue privileges that are not legally due.
3. Executives and employees are prohibited from soliciting or accepting any items or other benefits for themselves or others that suggest an inducement to perform or omit duties unethically.



4. Business conduct with the state must be transparent, fair, and lawful.

***Code of Conduct for the Exercise of Political Rights***

1. Executives and employees of the company should exercise their rights as good citizens according to the constitution and other relevant laws.
2. Executives and employees of the company have the right to participate in political activities on their own behalf outside of working hours and should avoid actions that might lead others to believe that they are acting on behalf of the company.
3. Avoid participating in any activities that might create an impression that the company is involved in or supports any political actions of any particular party or group.
4. The use of company property, such as employee uniforms or any other symbols that may lead others to believe they are employees of the company, is prohibited in political rallies.
5. Avoid expressing political opinions or views at the workplace or during working hours, which might lead to conflicts at work.

***Code of Conduct for the Prevention and Suppression of Money Laundering***

1. Before transacting with a contract partner, make sure to verify the legal origin of their funds.
2. Do not transfer money to unknown accounts or receive abnormal or suspicious payments, nor open accounts for others.
3. If an unusual transaction is noticed, report it to your supervisor immediately.

***Ensuring compliance with business ethics***

1. Prepare a "Code of Conduct" in writing, and disseminate it throughout the company. All executives and employees at every level should study, understand, sign off on this code, and adhere to it as a guideline for their work.



2. All levels of management in the company must take care of, be responsible for, and consider it important to ensure that subordinate employees under their supervision are aware of, understand, and seriously comply with this 'Code of Conduct'.

3. Instill values and build an organizational culture to promote ethical values. This includes:

3.1. All executives at all levels of the company must set a good example in terms of morality and ethics.

3.2. Enhance knowledge, understanding, and the importance of morality and ethics through various activities, such as creating knowledge packs for dissemination, public relations, organizing ethics training, etc.

4. Establish guidelines for handling issues related to business ethics, including complaint reception, investigation, whistleblower protection, and disciplinary actions.

5. Implement a process for regular internal control assessment, evaluation, and compliance with the "Code of Conduct" every year. This ensures that the company maintains adequate and appropriate adherence to this code. Any violation of these principles or guidelines will be strictly disciplined.

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### **Policy and Practices for Whistleblowing and Receiving Complaints**

**(In addition to work regulations)**

#### **Scope and Meaning**

Employees who are dissatisfied or have grievances related to their work, whether concerning working conditions, employment terms, directives, assignments, unfair pay, or any unjust benefit allocation, inappropriate conduct within the company or between supervisors and employees, or misconduct among employees themselves, or any incidents that may constitute a breach of the Code of Conduct or corruption, the company stipulates that the Human Resources department is responsible for receiving complaints in cases where such behavior or incidents are discovered. The complaints can be reported directly to the following:



**Mailing Address:** Well Field Corporation Co., Ltd. (General Manager),  
 15 Soi Charoen Nakhon 14, Charoen Nakhon Road, Khlong Ton Sai Sub-district, Khlong San District,  
 Bangkok 10600

**Complaint Box:** Located in the staircase landing between floors 1 and 2 of Buildings 1 and 2.

**Phone:** 0 2861 1321 extension 8205

**Email:** General Manager (phappim@wellfield.biz)

### *Procedure for Receiving Complaints*

#### **1. Collection, Processing, and Screening of Complaints**

Once the Human Resources department has collected the complaints, they will verify the information and will be responsible for processing and filtering the data to notify the relevant department manager or the general manager, depending on the case, to consider the appropriate steps and handling methods for each issue. If the person being complained about is the manager of that particular department, the Human Resources department must forward the complaint to the general manager for further action.

#### **2. Investigation and Dispute Resolution Measures**

The department manager or general manager, upon receiving a complaint from the Human Resources department, should investigate the complaint and make a definitive diagnosis to lift the complaint or to halt any violations or non-compliance, punish the offender, and mitigate the damage to the affected parties. All of these under the company's laws, rules, regulations, and orders, taking into consideration the overall distress and damage.

#### **3. Result Report**

The department manager or the general manager should report the findings to the President of the committee.



### **Measures to Protect Complainants or Those Who Cooperate in the Investigation of Complaints:**

Complainants or those who cooperate in the investigation of complaints are protected under the following guidelines:

1. Complainants or those who cooperate in the investigation of facts can choose not to disclose their identity if they believe that disclosure would cause insecurity or damage.
2. The company will not disclose the name, address, image, or any other information that could identify the complainant or those who cooperate in the investigation of the facts. The company will then investigate to determine the truth of the matter.
3. The recipient of the complaint must keep relevant information confidential and will disclose only what is necessary, considering the safety and damage to the complainant or those who cooperate in the investigation of the facts, sources of information, or related parties.
4. If the complainant or those who cooperate in the investigation of the facts believe that they may be unsafe or may suffer damage, they can request the company to establish appropriate protective measures. The company can also set protective measures without a request if it considers the situation likely to cause distress, damage, or insecurity.
5. Those who suffer distress or damage will be compensated by a fair and appropriate process.

Complainants and related persons will receive appropriate protection, such as no changes to job position, nature of work, workplace, work interruption, threats, harassment, dismissal, or any unfair treatment. Information about the complaint will be kept confidential, not disclosed to unrelated persons, except when disclosure is necessary by law.

Anyone who receives information about a complaint or related to a complaint under these regulations must protect the complaint information and keep it confidential, and not disclose it to other people, considering the safety and damage to the complainant, the source of information, or related parties, except in cases where it is necessary in the process of handling complaints according to the complaint reception policy, or as specified by law.

If there is a deliberate violation in disclosing the information, the company will take disciplinary action and/or take legal action against the violator, depending on the circumstances.



## Punishment

Anyone who deliberately or negligently fails to comply with this Code of Conduct, including engaging in harassing, threatening, punishing, or unfairly selective behavior, as a result of complaints made to the complainant or related parties involved in the complaint process, will be considered in violation of disciplinary rules. Such individuals must be held accountable for damages to the company or those affected by their actions and may also bear civil and criminal responsibility as dictated by law.

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## Policy and Practices for Anti-Fraud or Corruption

### Definition of Corruption

Corruption refers to the misuse of acquired power or assets in an unjust way for the benefit of oneself, family, friends, acquaintances, or any other inappropriate benefits, which causes harm to the interests of others. It can take many forms, such as bribery of officials by giving or receiving bribes, whether in the form of money or goods, having conflicts of interest, money laundering, embezzlement, covering up the truth, obstructing justice, etc.

### Anti-Corruption Policy

1. Executives and employees of the company must comply with the anti-corruption policy, ethics manual, as well as the company's operating rules related, and any other guidelines set by the company in the future.
2. The organization should foster a culture of honesty and commitment to fairness, promoting integrity, honesty, and accountability in the performance of duties and responsibilities.
3. The company does not engage or support bribery in any form, in any activity under its supervision, including controlling donations for charity, political party donations, business gifts, and sponsorship of various activities. These actions must be transparent and not intended to improperly influence public or private officials.



4. The company provides appropriate and consistent internal control to prevent inappropriate behavior by employees, especially in sales and procurement operations.

#### **Anti-Corruption Guidelines**

To ensure clarity in handling high-risk corruption matters, executives and employees at all levels of the company must exercise caution in the following areas:

1. Gift-giving or commemorative items according to custom can be done, provided it does not contravene relevant laws and local customs and does not exceed 3,000 baht per person per occasion. These should promote the company's image and be consistent to prevent favoritism. Examples include diaries, calendars, or promotional items of the company.
2. Don't give gifts, souvenirs, assets, or any other benefits to the spouses, children, or related persons of state officials, customers, partners, and persons in contact as this is considered as indirect acceptance.
3. Business-related entertainment expenses, such as meals and drinks, and other expenses directly related to business conduct or trade customs, including business understanding, are permissible but should be reasonably incurred and should not affect decision-making in job performance or create conflicts of interest.
4. The company's personnel should refrain from receiving any gifts, souvenirs, or any other benefits under all circumstances and are responsible for informing external parties about this no-gift policy, except for the open receipt of gifts or souvenirs during festivals or special occasions.
5. If it is necessary to receive a gift, souvenir, or other benefit and it cannot be returned, the responsible unit should collect such items and donate them to individuals or external units for charity or public benefit. Exceptions are made for consumable goods with an expiration date of less than one month at the discretion of the general manager, or calendars and diaries used as promotional materials for the company, which employees can accept as personal gifts.
6. If a gift or souvenir is given organization-to-organization, such as during a business contract signing, it is permissible. However, these gifts or souvenirs must be considered company assets.
7. Sales promotion remuneration should not be a deal-clinching incentive for a business partnership agreement and should not be received for any individual's benefit. It can be received if it is between



companies and does not violate the anti-corruption policy, and there is clear evidence of receipt that can be audited.

8. Funding provided or received from partners, clients, and business partners for business purposes and business relationship development should be lawful, transparent, and supported by evidence for accounting records, with clear specifications of involved parties, purpose, activity details, and the amount of money paid, while ensuring proper control, audit processes, and approval authority.

9. Donations and sponsorships to any organization must be to a trustworthy and/or legally established organization. It must be conducted transparently, legally, and in line with the company's regulations, with follow-ups and audits to ensure that the donations and/or sponsorships have been used for public benefits and/or according to the real purpose of the donation and/or sponsorship.

10. The company's employees must not ignore or overlook any act that could be corruption involving the company. They must report it to their superiors or human resources and cooperate in the investigation of facts. If there is any doubt, they should consult their superiors or human resources through the company's communication channels.

11. The company will provide fairness and protection to employees who reject or report corruption or bribery related to the company. Employees who refuse or expose such activities will be protected and not subjected to unjust penalties, unfair transfers, or intimidation. A designated person should be appointed to investigate every reported allegation.

12. Individuals involved in corruption and bribery related to the company will face disciplinary action according to the company's work regulations and may face legal consequences if their actions break the law.

13. To ensure everyone in the organization is aware of the anti-corruption policy, the company will disseminate this policy through the company's internal and external communication channels. This policy will be reviewed regularly every year.

### **Prevention and Tracking**

1. Establish a regular risk assessment process, at least once a year, identifying potential corruption events, assessing the likelihood and potential impacts. This will be used to review and improve the company's anti-corruption measures, ensuring their effectiveness.

2. Arrange regular training for executives and employees at least once a year to enhance



knowledge and understanding of business ethics and the company's anti-corruption measures.

3. Implement an auditing process to evaluate internal control systems and risk management that covers different key work systems, aimed at preventing and monitoring the risk of corruption. This should also include providing appropriate recommendations for improvement.
4. Provide easily accessible and various channels for reporting wrongdoing or complaints and protect those who report or complain. Standard procedures should be established for these reports and complaints (in accordance with the whistleblowing policy and complaint handling).
5. Regularly review and update anti-corruption measures. Present the evaluation results to the general manager and report to the company board promptly and consistently.

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#### ***Policy and Practices for Human Rights***

Well Field Corporation Co., Ltd is deeply aware of the equal value and dignity of all human beings and is committed to respecting human rights in accordance with universally accepted standards. The company supports and complies with laws, rules, regulations, and standards to ensure that the operations of Well Field Corporation Co., Ltd are free from any actions that infringe upon human rights. Therefore, the company sees it as appropriate to establish Policy and Practices for Human Rights to prevent violations of human rights in all company activities.

#### ***Scope of Operation***

This policy applies to the business operations of Well Field Corporation Co., Ltd., including the business value chain, suppliers, contractors, and customers. It is intended for adaptation in business activities and to promote respect for human rights among the aforementioned parties.

The company is committed to preventing acts that do not comply with labor laws in all forms, such as human trafficking, child labor, forced labor, discriminatory practices, harassment, threats, and sexual violations at work. Furthermore, the company recognizes the promotion of equal compensation



management, the equality of gender diversity, the importance of persons with disabilities and pregnant women, freedom of association, the right to negotiate, and respect for other employee rights. This also includes considering the health and safety of employees, employment conditions, cyber security, and the safety of personal information of employees and related individuals in business with the company.

**Definitions of terms used in Human Rights Policy:**

The “Company” refers to Well Field Corporation Co., Ltd.

“Employees” refer to any individuals under an employment contract with the company, regardless of their position.

“Partners” refer to individuals and entities that provide raw materials, products, and various services to the company, including the company’s customers.

“Human rights” refer to the dignity of being human, the basic rights and freedoms, and equality, without discrimination based on race, religion, gender, skin color, language, ethnicity, or social status.

“Discrimination” refers to unequal treatment or care of individuals by imposing burdens or denying equal benefits and not treating individuals fairly based on what they should receive, including violations.

“Violations” refer to undesirable or generally unacceptable comments or actions contrary to law towards individuals with whom one has a relationship, including insults, defamation, coercion, threats, harassment, and sexual violations at work.

***Human Right Policy***

- Treat everyone equally, respecting human rights without discrimination.
- Avoid actions that violate human rights.
- Support and promote human rights.
- Communicate and make the company’s business operations, human rights Policy, and practices understandable to stakeholders.
- Promote non-discrimination and oppose violations, by embracing diversity within the organization, including hiring disabled people and appropriately recruiting skilled employees for each line of work.



- Support safe and suitable employment, enabling employees to perform at their full potential without harm to their physical and mental health. This includes professional workplace safety officers and setting up a labor protection welfare committee to ensure safety, occupational health, and a good working environment.
- Respect freedom of expression, association, collective bargaining, and equal remuneration, as well as provide access to complaint mechanisms and feedback channels.
- Encourage partners and business allies to comply with labor laws and international labor standards.
- Prevent illegal labor practices, including forced labor and child labor, among partners and business allies by adhering to ethical principles in conducting business and entering into clear and fair employment contracts.
- Commit to responsible business practices considering the potential impact on communities and the environment. The company has an environmental policy to minimize harm to the environment and communities.
- The company has a whistleblower policy, providing effective channels for reporting suspicions and complaints. There is a fair and protective process for inspecting allegations of human rights violations related to the company, which includes protecting those who complain or cooperate in reporting violations as stipulated in work regulations.
- For those who violate human rights, including discriminatory behavior or violations, it's a breach of ethics. The company must take corrective action or consider disciplinary actions according to company regulations. Further, legal action may be considered if the action is unlawful.
- Communicate, disseminate policy, educate, and support employees, partners, and business associates in the value chain to participate in conducting business ethically, respect human rights, and treat everyone based on human rights principles.
- Continuously inspect partners to assess potential human rights impacts, using tools like a partner risk assessment form (KYC), and provide whistleblowing channels in the company's complaint mechanisms.



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### ***Labor Policy and Social Responsibilities***

Well Field Corporation Co., Ltd. is aware of and committed to managing labor standards and adhering to principles of business conduct with regard to Corporate Social Responsibility (CSR). The company is governed transparently, complies with labor laws, respects human rights, and promotes safety. The company is determined to follow labor standards and related laws, as well as to enhance and improve the quality of life of its employees to match the current situation. This policy and practice on labor and social responsibility serve as the essential foundation that all levels of employees must acknowledge and understand. Therefore, the company is dedicated to communicating this policy and the intention of the policy to all employees and business partners through the orientation process, announcements on the company's news board, and communication through related departments that do business with the company's group partners. Consequently, the company has set forth the following policy and guidelines on labor and social responsibility:

#### **1. Policy and Practices Regarding Forced Labor**

The company will not be involved or support the use of forced labor in any form. The recruitment of employees and resignation must be carried out freely, and the company will not demand or accept any money, guarantees, or actual documents from employees, except as exempted by law. Additionally, the company will not use physical punishment or engage in violent acts or words, or engage in physical, sexual, or psychological coercion.



## **2. Policy and Practices Regarding Child Labor**

The company will neither employ nor support the employment of children under the age of 18, and it will not endorse child labor in any work that is hazardous to health or takes place in an environment that could be potentially harmful to their health and safety.

## **3. Policy and Practices Regarding Female Labor**

The company will not assign female employees to perform tasks that are harmful to their health or physical condition as stipulated by law. Also, pregnant employees will be assigned work in an environment that is not hazardous to their health, safety, and pregnancy. Furthermore, the company will not terminate, demote, or reduce the benefits of female employees due to pregnancy.

## **4. Policy and Practices for Lawful Employment of Foreign Workers**

The company will conduct business with integrity and responsibility, particularly in regard to foreign labor, ensuring compliance with laws pertaining to employment contracts, work permits for foreigners, wages, and safe working conditions.

## **5. Policy and Practices Against Discrimination**

The company will not act or support discriminatory practices in employment, wage payment and compensation, benefits provision, opportunities for training and development, consideration for promotion or job positions, termination or retirement, and will not interfere, obstruct, or take any actions that may impact employees' exercise of rights or practices, arising from differences in nationality, religion, language, age, gender, marital status, personal attitudes towards sexuality, disability, union membership, employee committee membership, political party affiliation, or other personal beliefs.



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

The company will respect the employees' right to association or unionize in accordance with the law. The company will not interfere with labor relations activities and will treat employee representatives equally to other employees. Additionally, the company will support the establishment of an employee representative committee for welfare purposes within the workplace.

## **7. Policy and Practices for a Healthy Working Environment and Quality of Life**

The company is committed to promoting suitable employment conditions for its employees, including maintaining a safe working environment. This is to ensure that employees have a good quality of life and can perform their work without adversely affecting their physical and mental health. The company has appointed professional safety officers responsible for overseeing and controlling work practices to meet high occupational health and safety standards. They focus on caring for the work area and providing protective equipment to prevent accidents, injuries, and work-related illnesses. These efforts are carried out within the framework of social protection, labor laws, labor relations, occupational health, safety, and environmental regulations. Relevant procedures and practices are regularly reviewed, developed, and improved to ensure their appropriateness.

## **8. Policy and Practices for Employee Care in Cases of Harassment and Sexual Abuse**

The company promotes a work environment that respects each other and has measures to prevent the company's employees from being harassed or sexually violated by expressions through words, gestures, physical touch, or any other means, including violence against women. If an employee is harassed or sexually violated, the company will strictly consider disciplinary action against the offender according to the company's work regulations.



## **9. Policy and Practices for Fair Remuneration**

The company will pay wages and compensation for work, including overtime, that are not less than the legally prescribed amount. Employees will be provided with comprehensive information regarding their wages and compensation in each payment period, presented in written form that is easily understandable, including details of various components. This information also includes allowances and benefits that employees are entitled to receive under the law.

## **10. Policy and Practices on Working Hours**

The company will not allow employees to work beyond the prescribed limits, including working overtime on regular workdays, working on scheduled rest days, or working overtime on rest days. Clear working hours will be specified, indicating the start and end times of employees' regular working hours, which will not exceed the legal limits for each type of work. Adequate rest periods and meal breaks will be provided. Employees will be granted the right to take leave on designated rest days as prescribed by law.

## **11. Policy and Practices for Employment Termination and Severance Pay**

The company complies with the provisions of the Labor Protection Act of 1998, which sets out the duties of the employer and the rights of employees in case of termination, as follows:

- 11.1. The company will not terminate the employment of employees based on their abilities or behaviors.
- 11.2. Employees will be notified in advance of any termination or will receive proper compensation as required by labor laws, unless the employee has committed a serious offense.

## **12. Policy and Practices Against Corruption**

The company will not be involved in or support any form of corruption, such as offering, giving, receiving, or soliciting assets or benefits to/from government officials, private entities, business partners, clients, employees, service providers, company directors, or other related individuals.



### **13. Policy and Practices for Business Partners in the Supply Chain**

The company supports adherence to labor standards and human rights principles with its business partners. This includes refraining from engaging in activities that may be involved in labor standard violations and have potential human rights impacts. The company's business practices are based on a strong commitment to respecting human rights and are implemented rigorously.

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