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# Supplier Code of Conduct



# At ITM,

we commit to creating sustainable value to all stakeholders, with emphasis on care for the environment and society. To achieve our missions, engagement with suppliers who conduct business adhering to ethical, social, and environmental responsibility is one of our key priorities.

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ITM as subsidiary of Banpu, adheres to Banpu Supplier Code of Conduct. ITM's suppliers are obligated to operate in compliance with this code in 7 areas as follows:

- 1**  
**Business Ethics**
- 2**  
**Labor and Human Rights**
- 3**  
**Occupational Health and Safety**
- 4**  
**Environment**
- 5**  
**Community and Society**
- 6**  
**Business Continuity**
- 7**  
**Supply Chain Collaboration**

# 1. Business Ethics



<b>1.1</b> <b>Business Integrity</b>	<ul style="list-style-type: none"><li>a Supplier shall conduct business with adherence to correctness, honesty, integrity, transparency and strictly comply with all applicable laws and regulations.</li><li>b Supplier shall provide full and accurate disclosure of information as stipulated by law and be readily available for inspection when requested by Banpu or authorized third party representatives.</li></ul>
<b>1.2</b> <b>Fair Competition</b>	<ul style="list-style-type: none"><li>a Supplier shall treat competitors within a fair competition framework.</li><li>b Supplier shall not fraudulently or inappropriately seek confidential information from or about its competitors.</li></ul>
<b>1.3</b> <b>Anti-Corruption</b>	<ul style="list-style-type: none"><li>a Supplier shall not demand, receive or pay any improper benefits to related parties.</li></ul>
<b>1.4</b> <b>Conflict of Interests</b>	<ul style="list-style-type: none"><li>a Supplier shall refrain from any action that caused the conflict and/or conflict of interest.</li></ul>
<b>1.5</b> <b>Intellectual Property</b>	<ul style="list-style-type: none"><li>a Supplier shall not violate intellectual property rights of others.</li></ul>
<b>1.6</b> <b>Information Security and Data Privacy</b>	<ul style="list-style-type: none"><li>a Supplier shall safeguard customer confidentiality and refrain from abusing it for personal interest or for the interest of other parties.</li></ul>
<b>1.7</b> <b>Complaints</b>	<ul style="list-style-type: none"><li>a Supplier shall set up a complaints system and process where stakeholders can place complaints, and provide appropriate follow-up measures while protecting the confidentiality of the complainant.</li></ul>

## 2. Labor and Human Rights

<b>2.1</b> <b>Labor Law Compliance and Human Rights</b>	<b>a</b> Supplier shall fully comply with labor laws and human rights practices in each country where Banpu operates.
<b>2.2</b> <b>Forced or Compulsory Labor</b>	<b>a</b> Supplier shall not use or exploit forced labor in any forms, either physical punishment, threat, imprisonment, harassment, human trafficking or any violence.
<b>2.3</b> <b>Child Labor</b>	<b>a</b> Supplier shall not employ children below the legal minimum age requirement of each country where Banpu operates.
<b>2.4</b> <b>Non-discrimination</b>	<b>a</b> Supplier shall treat employee with fairness and equality, and not discriminate against employee on the difference of race, nationality, language, religion, or gender in hiring and employment practices.
<b>2.5</b> <b>Security Force</b>	<b>a</b> Supplier shall raise awareness on human rights when use of forces for security personnel.
<b>2.6</b> <b>Freedom of Association</b>	<b>a</b> Supplier shall respect the legal right of employee to become member of labor, union, or otherwise.
<b>2.7</b> <b>Foreign or Migrant Workers</b>	<b>a</b> Supplier shall comply with the labor and immigration laws of host country where Banpu operates.
<b>2.8</b> <b>Working Conditions</b>	<b>a</b> Supplier shall not force employee to work for long hours beyond the time specified by labor laws in each country where Banpu operates. <b>b</b> Supplier shall pay wages and other benefits to employee fairly and timely, and comply with all applicable laws, especially those related to minimum wage and overtime payment. <b>c</b> Supplier shall not unfairly terminate any employment contract without valid reasons, and it shall be managed in accordance with labor laws in each country where Banpu operates.

# 3. Occupational Health and Safety

<b>3.1</b> Occupational Health and Safety Law Compliance	<ul style="list-style-type: none"><li>a Supplier shall fully comply with occupational health and safety related laws in each country where Banpu operates.</li></ul>
<b>3.2</b> Safety Operation	<ul style="list-style-type: none"><li>a Supplier shall have operation management system that adhere to relevant safety standards, to ensure its own safety and that of others.</li><li>b Supplier shall provide safe and healthy work environment to reduce and control the potential work-related injury, illness, and accident.</li><li>c Supplier shall provide its employee with suitable and sufficient personal protective equipment.</li></ul>
<b>3.3</b> Monitoring	<ul style="list-style-type: none"><li>a Supplier shall report all information in relation to occupational health and safety with transparency and accountability, and continually improve its performance.</li></ul>
<b>3.4</b> Communication	<ul style="list-style-type: none"><li>a Supplier shall promote safety culture and provide sufficient training of risk assessment, control measure, and safety laws and standards to its employee and subcontractor.</li></ul>



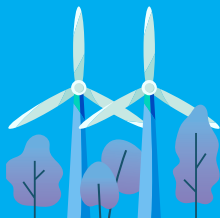
## 4. Environment

<b>4.1</b> Environmental Law Compliance	<ul style="list-style-type: none"><li>a Supplier shall fully comply with environmental laws in each country where Banpu operates.</li></ul>
<b>4.2</b> Operation with Environment Responsibility	<ul style="list-style-type: none"><li>a Supplier shall have protective measures and reduce environmental impacts from production, storage, logistic and disposal throughout the life cycle of product and service.</li><li>b Supplier shall conserve and utilize natural resource efficiently.</li><li>c Supplier shall avoid the use of restricted, toxic and hazardous substances in accordance with local laws and regulations.</li></ul>
<b>4.3</b> Monitoring	<ul style="list-style-type: none"><li>a Supplier shall report all information in relation to environment with transparency and accountability, and continually improve its performance.</li></ul>
<b>4.4</b> Communication	<ul style="list-style-type: none"><li>a Supplier shall communicate and raise awareness of environmental responsibility to all employee and subcontractor.</li></ul>

## 5. Community and Society

<b>5.1</b> Community Participation	<ul style="list-style-type: none"><li>a Supplier shall respect the interests and rights of local communities, indigenous peoples, immigrants, and vulnerable groups within the area where Banpu operates.</li><li>b Supplier shall encourage open as well as constructive dialogue and interaction with local communities, indigenous peoples, immigrants, and vulnerable groups.</li><li>c Supplier shall encourage its employee to participate in community development work.</li></ul>
<b>5.2</b> Common Benefit	<ul style="list-style-type: none"><li>a Supplier shall focus on supporting projects, which are productive and beneficial to public and contribute to the improvement of local well-being.</li></ul>

## 6. Business Continuity



**6.1**

### Emergency Preparedness

- a** Supplier shall identify and assess risk, which impact to employee, operation, and security of supplied product or service in order to prepare response plan.
- b** Supplier shall periodically conduct emergency drill and training to employee.

**6.2**

### Notification of Emergency Situation

- a** Supplier shall immediately notify Banpu, where situation may become liable to Banpu, while conducting business with Banpu or operating in Banpu's premises.

## 7. Supply Chain Collaboration

**7.1**

### Sustainable Supply Chain

- a** Supplier shall encourage its supplier to practice the same in accordance to this Supplier Code of Conduct as a standard for joint business.





## DEFINITION

<b>Conflict of Interest</b>	A situation that has the potential to undermine the impartiality of a person because of the possibility of a clash between the person's self-interest and professional interest or public interest.
<b>Forced or Compulsory Labor</b>	Work or service that is exacted from any person under the menace of any penalty and for which the said person has not offered herself or himself voluntarily.
<b>Human Rights</b>	Rights inherent to all human beings, whatever nationality, place of residence, sex, national or ethnic origin, color, religion, language, or any other status.
<b>Intellectual Property</b>	Knowledge, creative ideas, or expressions of human mind that have commercial value and are protectable under copyright, patent, service mark, trademark, or trade secret laws from imitation, infringement, and dilution.
<b>Security Force</b>	The conduct of security personnel towards third parties.
<b>Supplier</b>	Organization or person that provides a product or service used in the supply chain of the organization. Examples of suppliers can include, but are not limited to: broker, consultant, contractor, distributor, home worker, independent contractor, manufacturer, primary producer, sub-contractor, etc.
<b>Supplier Code of Conduct</b>	The principles, values, standards, or requirements which a company sets for its direct suppliers and, where appropriate, sub-suppliers as a prerequisite for doing business to create long-term sustainable value to all stakeholders.
<b>Sustainable Supply Chain</b>	The management of environmental, social and economic impacts and the encouragement of good governance practices, throughout the lifecycles of goods and services along the organization's supply chain, in order to create, protect and grow long-term environmental, social and economic value for all stakeholders involved in bringing products and services to market.

## REFERENCE

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<b>Federal Ministry for the Environment, Nature Conservation, Building and Nuclear Safety</b>	Step-by-Step Guide to Sustainable Supply Chain Management- A Practical Guide for Companies
<b>Global Reporting Initiative (GRI)</b>	GRI Standards
<b>New Zealand Business Council for Sustainable Development</b>	Business Guide to a Sustainable Supply Chain – A Practical Guide
<b>Office of the United Nations High Commissioner for Human Rights (OHCHR)</b>	What are human rights? Retrieved from: <a href="https://www.ohchr.org/en/issues/pages/whatarehumanrights.aspx">https://www.ohchr.org/en/issues/pages/whatarehumanrights.aspx</a> [Assess 17 May 2019].
<b>RobecoSAM</b>	Corporate Sustainability Assessment
<b>United Nations Global Compact (UNGC)</b>	Supply Chain Sustainability – A Practical Guide for Continuous Improvement





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