



PTG ENERGY GROUP

Supporting Document

on

Anti-Harassment and Non-Discrimination Policy

Records of Revision

00	1/09/21	First implementation
#Revision	Effective Date	Description



Anti-Harassment and Non-Discrimination Policy

PTG Energy Public Company Limited, its subsidiaries, affiliates and joint ventures (“the Group”) have been determined to responsibly operate its business while also concurrently adhering to the business principles of transparency, accountability and integrity. The Group attaches great importance to human rights and values every single group of customers as agreeably expressed in its Human Rights Policy. This aims to limit potential impacts pertaining to human rights throughout the supply chain. The Group therefore formulated this Anti-Harassment and Non-Discrimination Policy to refrain executives, managers or supervisors from doing malicious harassment against employees, targeting to become a workplace that is free from discrimination in all aspects.

Scope

1. This policy concerns business operations of the PTG Energy Group.
2. This policy is applicable to directors, executives and employees of all levels under the Group and will be considered to be a work guideline.

Definitions

Harassment means an intentional or negligent act against a third party, resulting in the harassed party being in any of life-threatening injury, physical, health, freedom, property, or right damage.

Discrimination means unequal or different treatment due to characteristics that are not associated with ethics or work conditions. Including racial and class discrimination, these characteristics are races, skin colours, genders, religious institutions and political interest.

Commitments

1. The Group does not tolerate any form of harassment, among those are power, sexual, maternity and moral harassment, exploitation of child labour, as well as violence, which leads to an atmosphere of tension, hostility, use of undue influence, verbal harassment through taunting, profanity, etc.
2. The Group does not tolerate any form of action or bias considered to be discrimination and devaluation due to racial, religious, skin colour, gender differences, or sexual deviations.
3. Any action that can be interpreted as harassment, discrimination and violation of all forms will be deemed a serious offence. Employees of all levels are required to comprehend and strictly comply with this policy.



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4. Employees can suggest their opinions and reflect problems, as well as reporting a suspected activity or lodging complaints whenever the incidence of harassment or discrimination arises utilizing the following mechanisms: Whistleblower@pt.co.th, PT Call Centre and Mobile Application. The Group will appropriately and fairly handle all complaints and will protect the complainants/informants of internal human rights concerns by implementing safeguard measures for complainants/informants.

Corrective Measures for Harassment and Discrimination in Workplace

The Group requires that the steps of dealing with harassment and discrimination issues in workplace must be in pursuit of the procedures set forth herein so that they resonate with the Company's Regulations and to ensure the actions taken are in line with the ISO 9001:2015 standard as follows:

Step 1 State directly to the harasser: Employees of all levels who believe themselves are being harassed, discriminated or physically harmed in the workplace should tell the harasser to cease such behaviours. Alternatively, the employee may ask his/her colleague to deliver the message on behalf of herself/himself. If he/she cannot manage to restrain such person from harassing, discriminating, or physically harming, whatever the case may be, or if it is a difficult topic to deal with (discomfort), the next step will be taken.

Step 2 Lodge a grievance: In pursuance of Chapter 9 of the applicable work regulations, employees of all levels who have been harassed, discriminated or physically harmed in the workplace can report such matter to their manager or supervisor. Each direct line manager will respond to such grievance without delay, namely within 7 days, in order to suppress the incident. If such incident cannot be settled; for example, the harasser is the line manager himself/herself, or the direct line manager does not have the capacity to deal with such matter, the next step will be taken.

Step 3. Investigation: It is stipulated that an employee being harassed, discriminated, or physically harmed in the workplace, or any line manager who receives a grievance, will comply with the work procedures stated under QP No. 101-016-003-QP-001 to form an investigation committee consisting of company's designated officers who will be responsible to investigate the issue to ensure fairness to both parties.

Step 4 Summary: It is required to inform the complainant and the harasser of investigation results and the actions taken accordingly.

(1) If the investigation indicates that there is the incident of harassment, discrimination or violence in the workplace as reported, the company will consider punishment based on the applicable work practices of the Group, including verbal disciplinary measures, written warnings,



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suspension from work, dismissal or discharge from work, as the case may be;

(2) If the investigation indicates no incident of harassment, discrimination, or violence in the workplace, the complainant will be informed of such result in a compromising environment;

(3) If the investigation is ambiguous whether there is the incident of harassment, discrimination, or violence in the workplace, the complainant will be informed of such result in a compromising environment;

(4) If the complainant or the accused harasser is not satisfied with the investigation result, or the action taken, he/she can lodge a complaint following the procedures set forth in the work practices of the Group;

(5) Accusing others of committing harassment, discrimination or violence in the workplace may affect an innocent; therefore, if the investigation indicates that the complainant has lodged a complaint for improper motives, or in bad faith, for the purpose of attacking the accused person to seek undue benefits, such person acting for improper motives and in bad faith will be punished as deemed appropriate to restore the reputation of the accused.