

PATAYA FOOD GROUP

ETHICAL MIGRANT RECRUITMENT POLICY

Pataya Food Group is aware of and places importance on the recruitment, selection, hiring, and overall care of personnel at all levels with fairness and equality. This includes both Thai and foreign employees. Moreover, to emphasize the company's commitment to elevating the recruitment process, it is done responsibly and justly, respecting and protecting human rights globally. The company is committed to preventing and eliminating forced labor, child labor, and making ethical decisions in every step of the personnel recruitment and hiring process. Whether the company is hiring local or international personnel, it is required to comply with the laws and regulations of the applicable country. All parties involved are transparent, and labor is protected throughout the recruitment and hiring process. This includes informing employees of their rights, freedom of movement within or outside of Thailand, self-management of documentation and contracts, and providing access to complaint procedures and grievance resolution, as well as appropriate corrective actions.

The company, therefore, establishes clear guidelines to prevent labor issues that may arise in the personnel recruitment process, particularly for foreign labor at risk of exploitation from their home countries. This includes resistance to seeking advantages from hiring foreign labor. Thus, in implementing this policy, the company is committed to taking comprehensive actions to promote continuous improvement in recruiting personnel with responsibility and fairness. It is believed that through this strategy, the company can help reduce and eliminate the risk of exploitation and violations against job seekers and hired individuals during the personnel recruitment process, supporting responsible business practices for all stakeholders involved.

Background and Rationale

The company, as a business committed to demonstrating responsibility towards respecting human rights, must also exercise care and conduct thorough assessments of the labor recruitment status with responsibility in every process and aspect (Responsibility Recruitment Due Diligence). Recognizing that business operations may pose risks where certain processes could potentially violate human rights, resulting in negative impacts on labor, human rights, and corporate governance, it is the rationale behind conducting comprehensive assessments of the recruitment process. This is done to ensure that the organization is aware of the operational status throughout the supply chain, allowing for the prevention, mitigation, and management of potential impacts that may arise during operations.

Scope of Policy

This policy applies to the recruitment and hiring processes that comply with the laws of Pataya Food Group, whether conducted directly by the company, through employment agencies, or with job applicants who apply directly to the company. This includes activities related to employment and service contracts but excludes subcontracting and outsourcing.

Guideline of Practice

1. Employment of Migrant Workers

1.1 Employment of Migrant Workers is restricted to the direct hiring of migrant workers as employees of the company, excluding subcontracting and outsourcing. The company shall not seek any benefits that may lead to the violation of the rights of migrant workers, potentially resulting in forced labor in any form. This practice must be free from discrimination and in compliance with the laws of both the home country and the destination country.

1.2 The recruitment of migrant workers from their home countries will be conducted through licensed employment agencies certified by the respective home country's laws. This is done under the memorandum of understanding (MOU) between governments regarding the employment of migrant workers. The MOU should transparently disclose all expenses and operational details incurred in the recruitment process, aiming to reduce the risk of creating indebtedness through the hiring process. Furthermore, the company will conduct retrospective reviews, oversight, and provide guidance to ensure that the employment agencies providing migrant workers to the company are registered, established, and operate in accordance with relevant laws. This aligns with the company's policies and practices throughout the entire process of recruitment, selection, hiring, and the return of workers to their home countries.

1.3 In the process of recruiting migrant workers, the company must prepare detailed information, including the steps related to the recruitment and hiring process, company contract terms and conditions, work regulations, and documents related to the employment of migrant workers in the official language of the workers. Communication should be comprehensive and in a format that migrant workers can fully understand. Additionally, clear consent must be obtained before commencing employment. Furthermore, a duplicate copy of the employment contract must be provided to each migrant worker.

1.4 In the case of hiring migrant workers in Thailand, the company directly engages with migrant workers without utilizing labor recruitment agencies to minimize the risk of incurring debts through the hiring process.

2. Related Fees and Expenses

2.1 Recruitment fee

- Recruitment service fees charged by the recruitment agency
- Expenses for contract issuance and signing of employment agreements

2.2 Accommodation and travel cost incurred in a country of origin including

- Travel expenses from the agreed meeting point in the home country to the job interview location
- Travel and meal expenses for the round trip to the job interview location, including other travel-related costs such as health check-ups at the hospital, pre-employment training, contract signing, and travel to the appointment location before entering Thailand
- Accommodation expenses during the interview process and contract signing

- Accommodation and meal expenses during pre-employment training
- Travel and meal expenses for the round trip to the appointment location in the home country before entering Thailand (e.g., Myawaddy)
- Repatriation expenses upon completion of the contract

2.3 Personal documents for employment contract

- Passport issuance expenses that align with the policies of the home country
- Visa fees
- Fees for foreign worker card issuance
- Fees for work permit application and renewal
- Background check fees

However, this does not include the issuance of new documents in the case of loss or documents obtained before applying for a position with Pataya Food Group. In such cases, employees will be responsible for the associated expenses themselves.

2.4 Other expenses related to the recruitment

- Health checkup fee
- Uniform and occupational and safety equipment cost
- Training cost before job commencement

3. Remuneration and Welfare

The company provides compensation and various benefits to migrant workers who are direct employees of the company, similar to direct Thai employees in the same job category. This is done following the same principles of fairness and equality.

4. Lodging Grievances & Providing Remedies and Reparation

The company will take measures to ensure that migrant workers can freely and safely file complaints or report grievances related to the employment process of migrant workers that do not comply with this policy.

4.1 Establish channels for migrant workers to file complaints or report any actions that do not align with the policy. Migrant workers should have easy access to these channels, such as submitting written complaints to the complaint box, the Welfare Committee, and the migrant worker rights network.

4.2 Provide protection to complainants or those who report grievances and offer assistance to those impacted by the outcomes of this policy.

4.3 In cases where employees face repercussions for not adhering to this policy, they have the right to receive assistance from Pataya Food Group and/or the labor recruitment agency.

5. Monitoring, Evaluation and Correction

5.1 The labor recruitment agency must grant Pataya Food Group or the designated authorized party access to conduct inspections to ensure compliance with this policy.

5.2 Inspections will be conducted through assessments from both internal auditing units and external evaluators.

5.3 In cases where it is found that the labor recruitment agency has unlawfully collected fees from employees and/or has not adhered to the agreements with Pataya Food Group, the services of that labor recruitment agency will be terminated, and reparations must be provided to the affected employees.

The company will adhere to the policy and practices in the ethical recruitment of migrant workers, effective from **1 January 2024**. Additionally, the company will publicly announce and communicate this policy to ensure that all stakeholders are informed to facilitate proper implementation.

Announced on 26 December 2023



(Mr. Vichit Anathep)

Managing Director