



# ***BCP***

## ***Supplier Code of Conduct***

***Supplier Code of Conduct for  
Sustainable Business Development***

***Bangchak Corporation Public Company Limited***

## Vision

วิสัยทัศน์



สร้างสรรค์โลกซึ่งขึ้นด้วยนวัตกรรมสีเขียว  
Crafting a Sustainable World  
with Evolving Greenovation

## Mission

พันธกิจ

We commit to accelerate sustainable energy transition, while balancing energy security. We are energizing lives through greenovative solution and promoting ESG for all.

## Core Values

ค่านิยม

i

INNOVATION  
สร้างสรรค์



am

AGILITY &  
MOBILITY  
ปรับตัว



b

BOLDNESS  
กล้า



c

CUSTOMER  
EMPATHY  
เข้าใจ



p

PASSION &  
OWNERSHIP  
ทุ่มเท



## **Business Culture**

วัฒนธรรมองค์กร

Sustainable Innovative Business Development in  
Harmony with the Environment and Society

## **Employee Culture**

วัฒนธรรมพนักงาน

To be virtuous, knowledgeable,  
and contributive to others

# Message from the President

*Bangchak Corporation Public Company Limited (BCP) has adhered to “**Sustainable business development in harmony with the environment and society**” from the very first day, in addition to upholding employee culture-to be virtuous, knowledgeable and contributive to others. BCP has thrived on these core principles.*

*Being one of the stakeholders in part taking of our success, BCP strongly encourage our suppliers to conduct sustainable business model in line with the Company’s philosophy and operations. We, therefore, provide our suppliers with the “**Supplier Code of Conduct for Sustainable Business Development**”, guidelines on Environment, Social and Governance aspects (ESG).*

*BCP is looking for full cooperation from our suppliers to this code of conduct paving the way to achieve sustainable business growth together.*

Reviewed and approval by Sustainability and Corporate Governance Committee (SCGC) on 18 July 2024.



Mr.Chaiwat Kovavisarach  
Group Chief Executive Officer and President,  
Executive Director, Director with Authorized  
Signature  
(1 August 2024)

# Preface

*There are many terms that refer to sustainable development, for instance, Corporate Social Responsibility and Corporate Citizenship, but the goals and concerns remain the same. It aims to establish businesses that thrive continuously (economic), benefit society (social), and minimizes adverse effects on the environment (environmental).*

*Operating business in harmony with environment (E), society (S) and governance (G) have been the main principles BCP adhere to for 40 years. The ESG are internationally accepted as ways towards achieving sustainable development. A concrete example is ISO 26000, the guideline for Corporate Social Responsibility known as CSR. BCP has adapted this guideline to enhance our operation in creating more values to our stakeholders both inside and outside the BCP. As well as encouraging supplier to have a policy and practice guidelines about sustainable procurement. Such operations have five aspects as follows:*

- 1. Business Ethics*
- 2. Labor Practice and Human Rights*
- 3. Safety and Occupational Health*
- 4. Environment*
- 5. Social Development Participation*



*BCP believes that business operations that take into consideration these responsibilities to stakeholders, as expanded in the “Supplier Code of Conduct for Sustainable Business Development” will help suppliers grow and be more sustainable.*

# Contents

## 1. **Business Ethics**

- 1.1 *Good governance*
- 1.2 *Fair operating practice*
- 1.3 *Information disclosure*
- 1.4 *Intellectual property*
- 1.5 *Conflict of interest*
- 1.6 *Anti-corruption*
- 1.7 *Code of Conduct Policy compliance*
- 1.8 *Personal data protection*
- 1.9 *No gift policy*

8

## 2. **Labor Practice and Human Rights**

- 2.1 *Labor law compliance*
- 2.2 *Equitable treatment*
- 2.3 *Labor protection*
- 2.4 *Labor force*
- 2.5 *Wages, fringe benefits and working hours*
- 2.6 *Termination of employment*

14

## **3. Safety and Occupational Health**

**17**

- 3.1 Safety and working environment
- 3.2 Personal protection equipment
- 3.3 Emergency preparedness

## **4. Environment**

**19**

- 4.1 Laws, rules, and regulations compliance
- 4.2 Efficient resource allocation and environmental-friendly management
- 4.3 Development of strategies to mitigate and prevent environmental impacts

## **5. Social Development Participation**

**22**

# Business Ethics

## 1.1 Good governance

*Our suppliers have to comply with the rules and regulations relating to business conduct, adhering to accountability, transparency, and auditability under the principles of good governance to their stakeholders.*

## 1.2 Fair operating practice

*Our suppliers are committed to fair treatment and responsibility for their stakeholders in addition to operating businesses under fair competition rules.*

## 1.3 Information disclosure

*Our suppliers shall neither disclose nor use Bangchak group's information without prior approval from Bangchak group or interfere with others' confidential information.*



# Business Ethics

## 1.4 Intellectual property

*Our suppliers shall respect and not violate others' intellectual property and set measures to prevent such violations.*

## 1.5 Conflict of interest

*Bangchak group upholds business ethics and is aware that without ethics a sustainable business cannot be realized. Suppliers, as a result, are expected to follow the same principle – refraining from all conduct that causes a conflict of interest between our partners and Bangchak group personnel.*



Business Ethics

# Business Ethics

## 1.6 Anti-corruption

*Our suppliers shall not encourage misconduct and corruption by enforcing anti-corruption **policies and** measures while promoting internal control and internal audit. In addition, our suppliers have to cooperate with Bangchak group in suppressing misconduct and corruption and participating in the declaration of the Thai private sector opposing any kind of misconduct and corruption.*

## 1.7 Code of Conduct Policy compliance

*Our suppliers must strictly adhere to ethical business practices without engaging in corruption, bribery, or illegal activity. This includes refraining from providing benefits or banquets to Bangchak group employees or their relatives on any occasion and refraining from doing business with them to connect with Bangchak group's business operations.*



# Business Ethics

## 1.8 Personal data protection

*Our suppliers are required to fully abide by all applicable laws on the protection of personal data, including policies, requirements, rules, or regulations relating to the collection, use, and disclosure of personal data as well as providing appropriate protective measures.*

*In this regard, personal data will be collected, used, and disclosed as necessary and in accordance with applicable laws, policies, requirements, rules, or regulations. Our suppliers are required to ask for permission to disclose the personal information of agents, employees, or other individuals who work for Bangchak group.*



# Business Ethics

## 1.8 Personal data protection (continued)

*For the case of disclosure of personal data requiring consent from such person and in the event that Bangchak group must obtain consent for the collection and use of the personal information of such persons in accordance with the law on personal data protection, our suppliers are required to obtain consent and notify such person on behalf of BCP for the collection and use of such personal data for the purpose of performing the contract with Bangchak group. Furthermore, our suppliers must maintain and protect information, networks, and online systems which are used in business operations to ensure safety, which is in accordance with laws and regulations related to cybersecurity.*



Business Ethics

# Business Ethics

## 1.9 No gift policy

*Bangchak group has announced a No Gift Policy of all kinds and regardless of value throughout all festivals and occasions, to comply with good corporate governance and create good norms in business operations. Bangchak group has asked for cooperation from suppliers in refraining from giving gifts to executives, employees, and those who work on behalf of the company and its subsidiaries during festivals and on any other occasion to conduct business with transparency and without anticipating any other unethical benefits in return.*



Business Ethics

# Labor Practice and Human Rights

## 2.1 Labor Law Compliance

*Our suppliers have to completely comply with labor laws and human rights.*

## 2.2 Equitable Treatment

*Our suppliers must respect **their** employees and treat them fairly and equally. They must not violate human rights, use forced labor, or engage in discrimination, regardless of differences in nationality, religion, gender, including LGBTQ+ diversity, age, education, beliefs, disabilities, or any other factors. They are obligated to respect the right to collective bargaining and the freedom of association, including the right to join or not to join associations, unions, or various organizations as provided by law.*

# 2



นโยบายความรับผิดชอบต่อธุรกิจ  
ต่อการเคารพสิทธิมนุษยชน

# Labor Practice and Human Rights

## 2.3 Labor Protection

*Our suppliers, as employers, are responsible for the protection of their employees as stated in related laws. The supplier's employees must be at least 18 years old. In the case of **vulnerable groups (if any)** such as workers aged between 15 and 18, **women, and workers with disabilities**, if unavoidable, they have to be protected, including their wages and other benefits and rights, in accordance with labor laws.*

## 2.4 Labor Force

*Our suppliers shall not force their labors in any form of forced labor that include physical punishment, threat, detention, intimidation, harassment, human trafficking, or violence. In addition, suppliers shall have a complaint handling system with appropriate mechanisms, including keeping the complainant's information confidential.*

# 2



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# Labor Practice and Human Rights

## 2.5 Wages, Fringe Benefits and Working Hours

*Our suppliers shall strictly follow related laws about wages, overtime fees, remunerations, working hours, and welfare according to laws on time and also equal pay for equal work. In addition, suppliers must not force employees to work overtime longer than specified by laws. if necessary, this must be voluntary.*

## 2.6 Termination of Employment

*In case of employment termination, our suppliers have to follow related legislation with fairness.*

# 2



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ต่อการเคารพสิทธิมนุษยชน

# *Safety and Occupational Health*

## **3.1 Safety and Workplace Environment**

*Our suppliers shall strictly follow laws related to safety and occupational health, providing a healthy and safe work environment to reduce and control the effect of injuries/ illness/ incidents and emergency cases. In addition, suppliers should encourage their employees to raise safety concerns without fear of retaliation.*

## **3.2 Personal Protective Equipment (PPE)**

*Our suppliers shall provide their employees with suitable and sufficient personal protective equipment appropriate for their line of work.*



# Safety and Occupational Health

## 3.3 Emergency Response Preparedness

*Our suppliers shall identify and evaluate any emergency situations, including preparing emergency plans and response procedures, and continuously provide training to their employees to ensure that they understand, take appropriate actions, and safely when an emergency occurs.*

*Our suppliers must report to **Bangchak group** immediately in the event of an emergency (e.g., spills, fires, complaints, non-compliance with the license, etc.) that may affect **Bangchak group** during operations or in the area of responsibility of **Bangchak group**.*

3

## 4.1 Laws, rules, and regulations compliance

*Our suppliers must fully adhere to the requirements of the factory license or other pertinent permits. In compliance with the law, they should have environmental management systems, such as waste management systems, effluent quality control systems, and air quality control systems to **achieve pollution prevention and waste management by management/disposal of by-products in business operations such as air pollutants (e.g., particulate matter, lead, sulfur dioxide, etc.), sewage, and solid waste (including non-hazardous and hazardous waste).** Moreover, they should support the development of environmental management to achieve the Green Industry Level 2 (GI Level 2) onwards.*



## 4.2 Efficient resource allocation and environmental-friendly management

*Our suppliers should adopt the principles of the 3Rs: Reduce, Reuse, and Recycle. They should also choose environmentally friendly goods and services and exercise caution in any activities that could harm the environment, including Biodiversity.*

# 4

1 Reduce  
2 Reuse  
3 Recycle



## 4.3 Development of strategies to mitigate and prevent environmental impacts

*Our suppliers should promote energy efficient practices throughout the whole value chain, whether in the areas of purchasing raw materials, manufacturing, transportation, or services. They ought to assist in creating the GHG Inventory and promote adopting policies that will lessen greenhouse gas emissions and the effects of climate change. In addition, they should priorities the protection of forests, ecosystems, and biodiversity by avoiding to conduct business in areas designated as World Heritage Site by UNESCO and protected areas defined by the International Union for Conservation of Nature (IUCN). Furthermore, they should avoid activities that lead to deforestation.*



# *Social Development Participation*

*Our suppliers should conduct business with consideration for the potential impacts on communities, society, and environment. They should participate in enhancing the quality of life and improving the well-being of communities, society, and **vulnerable groups**. This includes supporting and promoting communal and societal activities, as well as public benefit activities, taking into account appropriateness and sustainable benefits received by society and communities.*

# 5

# Supplier Acknowledgement Form

*I have read, comprehended, and agreed to abide by Bangchak group's Supplier Code of Conduct for Sustainable Business Development. I'm prepared to do so in all regards related to sustainable business operations. I will keep evidence of compliance with this guideline and deliver it to Bangchak group as requested.*

|                       |  |
|-----------------------|--|
| <b>Company name</b>   |  |
| <b>Name - Surname</b> |  |
| <b>Position</b>       |  |
| <b>Address</b>        |  |
| <b>Signature</b>      |  |
| <b>Date</b>           |  |

*The document must be signed by authorized signatories and affixed with the company seal.*

*Please send a completed form to [purchasing@bangchak.co.th](mailto:purchasing@bangchak.co.th).*

*For more information, please contact the Procurement Management Department, Bangchak Corporation Public Company Limited  
Tel. 02 335 4302.*



## ***Contact Information***

For more information or suggestion, please contact  
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