



บริษัท บอร์เนียว เทคนิคัล (ประเทศไทย) จำกัด
สำนักงานใหญ่ : 89/175 ถนนวิภาวดีรังสิต
แขวงตลาดบางเขน เขตหลักสี่ กรุงเทพฯ 10210
เลขประจำตัวผู้เสียภาษี : 0105504001047
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www.borneothai.com

Guidelines No. G-HR-009-R0

Established on December 16, 2022

Responsible Division Human Resource & Administration

Effective on January 1, 2023

Guidelines related to Toyota Tsusho Group Human Rights

- Purpose**
1. To understand, operate and undertake appropriate actions to respect the human rights
 2. To comply with the Toyota Tsusho Corporation Human Rights Policy which of the following was announced on 29 March 2022 for internal practice of all employees.
- Scope** This guidelines applies to all employees
- Definition** "We" means Employees
"Employees" means all employees both permanent employees directly hired by Borneo Technical (Thailand) Limited, and employees who are dispatched to work at the Company or call as "Expatriate".
- Content** This guideline is set the highest level regarding Human rights as same as Toyota Tsusho Group Human Rights Policy
- 1. Our stance on international norms and laws**
We believe that respect for human rights in accordance with international standards forms the foundation of our business worldwide, and consequently, we respect human rights based on the United Nations International Bill of Human Rights, including the "Universal Declaration of Human Rights" and the "Guiding Principles on Business and Human Rights." Our Behavioral Guidelines stipulate that we "Will respect people and strive to create an engaging workplace," as good corporate citizens and our Global Code of Conduct & Ethics (COCE) specifies our respect for human rights and stresses our consideration for human rights.
- We particularly strive to ensure that there is no discrimination against gender, age, nationality, race, skin color, ethnicity, religion, sexual orientation, disabilities, political views, or other factors in our workplaces, to establish policies to prohibit forced labor, child labor and unreasonably low wage labor, to eliminate inadequate employment and pay above the minimum wage in compliance with labor laws and regulations of countries in which we operate and to protect the right to privacy and freedom of expression of all individuals with whom we engage in the course of our company activities.
- 2. Human rights due diligence**
We will strive to identify and prevent or mitigate any adverse impacts on human rights in our business through our human rights due diligence mechanisms.
- 3. Remediation and remedy**
If we discover that our business activities have caused or are having an adverse impact on human rights, we will work to remediate or remedy them through appropriate procedures and dialog.



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4. Grievance mechanism

We will endeavor to establish a reporting and grievance system to appropriately understand and respond to all human rights issues affecting our officers and employees or otherwise related to our business.

Report & Grievance Channel

- Line manager referring to Guidelines related to List of Title
- Opinion box referring to Guidelines related to Opinion Box
- Whistle blowing referring to Regulations for Whistleblowing

5. Education

We will provide appropriate education and training to officers and employees so that they are familiar and comply with this policy. Moreover, we will include this policy in our guidelines and other necessary procedures so as to firmly establish it in our business activities

6. Progress confirmation and information disclosure

We will persistently review our efforts to respect human rights, track progress and disclose our findings in a timely manner through our website, etc.

7. Dialog / discussion with stakeholders

We will endeavor to consult with third-party organizations with human rights expertise regarding any adverse impact on human rights and engage in dialog and discussions with relevant stakeholders.

- In the Event of Doubt** Any doubts as to interpretation and/or application of these Guidelines, and any matters not specified herein, shall be settled by Human Resource & Administration Division.
- Revision and Abolition of the document** The approval of revision and abolition of this document shall be in accordance with the Regulations for Management of Company Rules, handled by Human Resource & Administration Division.
- Enforcement** These Guidelines shall become effective from January 1, 2023.

Responsible by : Danjanmas
 (Human Resource & Administration Manager)

Agreed by : Tette U
 (Managing Director)

Agreed by : [Signature]
 (President)