



SIMPLY  
DELICIOUS

**S&P Syndicate Public Company Limited.** Registration No.0107537001170  
2034/100-103 23 Floor, Ital Thai Tower, New Petchburi Road,  
Bangkapi, Huaykwang, Bangkok Thailand 10310 [www.snpfood.com](http://www.snpfood.com)  
T : +66(0) 2785 4000, F : +66(0) 2785 4040

## Announcement

No. POL 030/2568

### Human Rights and Labor Practices Policy

---

#### 1) Principle

S&P Syndicate Public Company Limited (S&P) and the subsidiaries (hereinafter referred to as the “Company” or “S&P”) recognizes that human rights are inherent to all people and every individual is entitled to. The company is committed to treating all stakeholders fairly and equitably while strictly prohibiting any form of harassment, bullying, or intimidation, and promoting fair labor practices as well as fostering a healthy working environment that respecting and embracing diversity and inclusion in all aspects. The company is dedicated to upholding human rights and fair labor practices in accordance with international standards, ensuring that its business operations adhere to ethical principles, accountability and respect for human dignity. This commitment extends to the company’s employees, vendors, suppliers and business partners, customers and consumers, communities as well as all relevant stakeholders and vulnerable groups.

S&P aims to conduct its business in accordance with national and international laws, regulations, laws and standards regarding human rights and labor practices, including:

- Universal Declaration of Human Rights: UDHR
- United Nations Global Compact: UNGC
- United Nations Guiding. Principles on Business and Human Rights: UNGPs
- Business Practice to Tackling Discrimination Against Sexual Diversity (referencing the Standards of Conduct for Business by UN Office of High Commissioner for Human Rights: OHCHR)
- Declaration on Fundamental Principles and Rights at Work of International Labour Organization: ILO
- Labor standards and laws of country in which the company operates.

The company is committed to being a member of an international framework or network that supports human rights and fair labor practices to enhance collaboration, exchange best practices in respecting human rights and labor rights and strengthen stakeholder confidence in the company's responsible and ethical business operation in accordance with international standards.

#### 2) Scope

This policy applies to business operations of S&P Syndicate Public Company Limited (S&P), subsidiaries, affiliates and related companies under S&P’s control. The policy also extends to and is communicated to its suppliers for adoption in their own operations to encourage stakeholder engagement in respecting human rights and ensuring fair labor practices.



SIMPLY  
DELICIOUS

**S&P Syndicate Public Company Limited.** Registration No.0107537001170  
2034/100-103 23 Floor, Ital Thai Tower, New Petchburi Road,  
Bangkapi, Huaykwang, Bangkok Thailand 10310 [www.snpfood.com](http://www.snpfood.com)  
T : +66(0) 2785 4000, F : +66(0) 2785 4040

### 3) Definition

- **Human rights** refer to fundamental rights that all human beings are entitled to from the moment of birth regardless of race, nationality, ethnicity, skin color, ancestry, language, religion, social status, sex, gender identity and sexual orientation, age, disability, political perspective, marital status or any other status. Human rights are equal, universal, inalienable and cannot be revoked by any person or authority.
- **Labor practices** refer to the management and oversight of employment and working conditions of employees in compliance with the local and international labor laws to ensure that all employees are protected and treated equally and fairly.
- **Discrimination** refers to the unequal treatment, exclusion, or denial of an individual's rights to which they are entitled.
- **Employees** refer to all individuals working at all levels within the company including both permanent and temporary staff involved in the company's operations.
- **Suppliers** refer to individuals or organizations engaged in business relationships with the company including the supply of goods and services, and the distribution of products related to the company's operations.
- **Business Partners** refer to individuals or organizations engaged in business relationships with the company such as material sourcing, manufacturing, distribution, trade cooperation, or other business relationships that support the company's operations.
- **Vulnerable Groups** refer to individuals or groups who are at high risk of rights violations or those who are unable to access fundamental rights equally due to various factors such as social, economic, or health conditions. Vulnerable Groups include the elderly, children and youth, women, pregnant women, persons with disabilities, ethnic minorities, migrant workers, third-party employees, and LGBTQI+.
- **Subsidiaries** refer to all entities over which the Group has control. The Group controls an entity when the Group is exposed to, or has rights to, variable returns from its involvement with the entity and has the ability to affect those returns through its power over the entity. Subsidiaries are consolidated from the date on which control is transferred to the Group until the date that control ceases.

### 4) Roles and Responsibilities

- **Board of Directors** is responsible for overseeing and ensuring that the company, its affiliates, subsidiaries and controlled entities strictly implement the policies and guidelines to prevent human rights violations throughout the company's entire value chain.
- **Management** is responsible for monitoring company's activity and the implementation of policies, guidelines, regulations, and procedures of the company. Management must also identify areas for improvement and ensuring transparent and fair reporting of performance outcomes.
- **Employees at all levels** are responsible for acknowledging, understanding and strictly complying with the company's policies, guidelines, regulations and rules, as well as actively participating in reporting any



**SIMPLY  
DELICIOUS**

**S&P Syndicate Public Company Limited.** Registration No.0107537001170  
2034/100-103 23 Floor, Ital Thai Tower, New Petchburi Road,  
Bangkapi, Huaykwang, Bangkok Thailand 10310 [www.snpfood.com](http://www.snpfood.com)  
T : +66(0) 2785 4000, F : +66(0) 2785 4040

suspected or actual human rights violations or labor rights abuses to foster a corporate culture that promotes human rights and legal compliance.

## 5) Guidelines

### 5.1) Employee Practice Guidelines

- (1) The company acknowledges and respects the human rights of all employees involved in the company's operations regardless of their race, religion, color, sex, gender identity, nationality, age, disability, language, ethnicity, social status, culture or any other status. All individuals are treated equally with no discrimination, harassment or bullying. Human rights practices and labor standards are integrated into every aspect of business operations across the entire value chain.
- (2) The company strictly respect and comply to the company's regulation adheres as well as local and international laws relating to human rights and labor practices.
- (3) The company treats all employees with humanity and fairness according to local and international laws and labor standards, ensuring compliance with legal working hours including reducing working hours to allow employees for adequate rest. All employees have the rights to sick leave, annual leave, compensation, severance and other benefits must be communicated clearly to all employees by the company.
- (4) The company must not employ individuals below the legal working age, engage in illegal employment of migrant workers, forced labors or any kind of human trafficking.
- (5) All employees at all levels must be treated equally without discrimination. The company is committed to pay all employees with minimum wages that cover their living needs including provide benefit they must be received as prescribed by law. The company shall review and assess salaries and benefits to guarantee the standard of living that align with basic needs, current economic conditions and cost of living.
- (6) The company is committed to maintaining a safe and healthy working environment in accordance with occupational health and safety standards by adhering to safety regulations. The company shall identify assess and mitigate potential risks by the measures, and provide proper training for employees.
- (7) The company shall provide training and skill development for employees in terms of technical, professional and other necessary areas to enhance work efficiency, prepare for future challenges and promote career growth opportunities.
- (8) The company implements measures to protect personal data to ensure privacy and security while providing training on best practices for data protection and clear procedures for reporting and managing data breaches or violations



**SIMPLY  
DELICIOUS**

**S&P Syndicate Public Company Limited.** Registration No.0107537001170  
2034/100-103 23 Floor, Ital Thai Tower, New Petchburi Road,  
Bangkapi, Huaykwang, Bangkok Thailand 10310 [www.snpfood.com](http://www.snpfood.com)  
T : +66(0) 2785 4000, F : +66(0) 2785 4040

- (9) The company respects and allows employees to exercise their rights of freedom of association and collective bargaining and the right to express opinions on benefits beyond legal requirements through the company's welfare committee and approved by the high level management.
- (10) The company communicates the human rights and labor practices policy as well as other related policies and practices to all employees. The company shall provide internal training and workshop for all employees at all levels including executives, supervisors and operational staff to enhance understanding and awareness of human rights and labor practices.
- (11) Any individual found to have violated human rights will be subject to disciplinary action following a thorough investigation. Individuals will be punished according to the company's rules and regulations while the company must provide appropriate and fair remedies to affected right holders. All the process must be transparent and align with human rights principles.

## **5.2) Vendors, Suppliers and Business Partners Practice Guidelines**

- (1) The company communicates its human rights and labor practices policy including providing training, knowledge-sharing sessions, and best practices to all vendors, suppliers, and business partners to encourage ethical business conduct, human rights standards, and stakeholder respect. This policy serves as a guideline to uphold human rights principles and labor practices across the entire value chain.
- (2) The company acknowledges and respects the human rights of its vendors, suppliers, business partners, and all stakeholders involved in the company's operations across the entire value chain. The employees of vendors, suppliers and business partners must be treated equally and fairly in compliance with local and international laws, regulations, and relevant standards with no unjust treatment including harassment, bullying, threats or discrimination.
- (3) The company shall conduct Due Diligence on vendors, suppliers, and business partners to assess potential risks related to corruption, bribery, and compliance with human rights and labor practices ensuring that all current or new vendors, suppliers, and business partners conduct business with ethical principles, transparency, good governance and no engagement in human rights violations of any form.
- (4) The company must not support or engage with vendors, suppliers and business partners who have risk of corruption and bribery including employ individuals below the legal working age, engage in illegal employment of migrant workers, forced labors or any kind of human trafficking to promote and protect workers' rights, particularly vulnerable groups as well as prevent human rights violations throughout the supply chain.
- (5) The company ensures a transparent and auditable procurement process to promote fair competition.
- (6) If the employees of vendors, suppliers and business partners operate in or within the company area, the company must provide safe working environment adheres to occupational health and



**SIMPLY  
DELICIOUS**

**S&P Syndicate Public Company Limited.** Registration No.0107537001170  
2034/100-103 23 Floor, Ital Thai Tower, New Petchburi Road,  
Bangkapi, Huaykwang, Bangkok Thailand 10310 [www.snpfood.com](http://www.snpfood.com)  
T : +66(0) 2785 4000, F : +66(0) 2785 4040

safety standards. This includes providing safety training before operation and provide sanitary facilities such as food areas, drinking water, and clean restrooms.

- (7) The company encourages its vendors, suppliers and business partners to comply with human rights principles, relevant regulations and rules and standards concerning human rights and labor practices. This includes ensuring compliance with legal working hours and reducing excessive working hours. The partners should also adhering to minimum wage laws, adjusting wages appropriately to the basic needs, current economic situation as well as offering competitive wages within the same industry and respecting employees' rights to organize and engage in association and collective bargaining.

### **5.3) Customers and Consumers Practice Guideline**

- (1) The company acknowledges and respects human rights of customers and consumers while prioritizes fair treatment and non-discrimination regardless of race, sex, nationality, ethnicity, language, religion or any other status.
- (2) Emphasize food safety by ensuring the production and distribution of high-quality and nutritious products that meet all safety standards for the health of customers and consumers. In the event of any negative impact from its products and services on customers or consumers especially vulnerable groups, the company will take prompt and effective remedial actions to address the issue as well as actively implements measures to mitigate potential risks of such occurrences.
- (3) The company conducts marketing and advertising responsibly, refraining from exaggerated claims guarantee that customers and consumers will receive accurate information, enabling them to make confident purchasing decisions.
- (4) The company continuously monitors and assesses the safety, health and well-being of customers and consumers, especially on vulnerable groups. Additionally, the company must establish proactive measures and guidelines to prevent and manage potential risks or negative impacts.
- (5) The company implements comprehensive data protection policies on data collection, data usage and data storage, protecting customers' and consumers' rights regarding personal data and privacy. The data could be accessed by only authorized personnel to prevent unauthorized access, loss or destruction in compliance with international data protection standards.

### **5.4) Community Practice Guidelines**

- (1) The company respects the rights, freedoms and opinions of the community including vulnerable groups within the community, in full compliance with all relevant laws. The company must consider the impact of its operations on the economy, natural resources, environmental, health and safety and other human rights concerns within the community.



**SIMPLY  
DELICIOUS**

**S&P Syndicate Public Company Limited.** Registration No.0107537001170  
2034/100-103 23 Floor, Ital Thai Tower, New Petchburi Road,  
Bangkapi, Huaykwang, Bangkok Thailand 10310 [www.snpfood.com](http://www.snpfood.com)  
T : +66(0) 2785 4000, F : +66(0) 2785 4040

- (2) In cases where business operations have negative impacts or violated human rights of people in the community, the company must take appropriate corrective actions to remedy the affected right holders. Furthermore, the company shall communicate and acknowledge the concern of the community toward the company violation. Therefore, conducting impact assessments and analyses must take place as well as preventive measures and efficient remediation, monitoring process and consistently communicate updates and the outcomes of remediation to the community and relevant stakeholders.
- (3) The company must guarantee the transparent and fair acquisition of land and related resources. If the acquisition impacts any community, the company must engage in consultation with the affected community and provide fair and appropriate compensation and remedies to protect the rights and well-being of the people in the community.
- (4) The company participates in corporate social responsibility (CSR) initiatives that address the needs of the community or benefit the community such as food donations, nutrition programs, disaster relief and other initiatives that support or enhance the quality of life.

#### **6) Human Rights Due Diligence: HRDD**

Continuously develop and conduct Human Rights Due Diligence (HRDD) to identify both potential and actual risks and impacts on relevant stakeholders. This process includes defining the scope, identifying risk issues, assessing risks and impact levels across current and planned future business activities, developing preventive measures and developing effective remediation in cases of human rights violations or unfair labor practices.

#### **7) Complaints, Compliance Management and Communication Channel**

The company prioritizes the relationship and communication with all employees and all relevant stakeholder groups to gather feedback and concerns regarding human rights issues and labor practices. Additionally, the company conducts assessments of activities related to stakeholder engagement to identify gaps or issues concerning human rights and labor, enabling appropriate preventive and corrective actions. A grievance mechanism, along with management and communication with stakeholders, is implemented the following mechanism:

7.1) The company provides clear channels for reporting human rights violations related to the company and ensures that whistleblowers are protected as well as easily accessible and ensure fairness. The company shall provide multiple reporting channels as follows:

- Telephone: 089-204-5542 or 0-2785-4000 Ext. 386
- Email: [whistleline@snpfood.com](mailto:whistleline@snpfood.com)
- Complaints Box: Head Office, Food and Bakery Manufacturing Plants
- Seal Letter: The Audit Office of S&P Syndicate PCL



**SIMPLY  
DELICIOUS**

**S&P Syndicate Public Company Limited.** Registration No.0107537001170  
2034/100-103 23 Floor, Ital Thai Tower, New Petchburi Road,  
Bangkapi, Huaykwang, Bangkok Thailand 10310 [www.snpfood.com](http://www.snpfood.com)  
T : +66(0) 2785 4000, F : +66(0) 2785 4040

- 7.2) In cases of grievances of human rights violation, the company must follow the investigation procedures by the responsible committee. If a violation is confirmed, appropriate actions will be taken in accordance with the company's policies and relevant regulations, ensuring fair and effective remediation for affected right holders. The process of the investigation and remediation must be transparent, auditable, and aligned with human rights principles.
- 7.3) The company communicates and discloses human rights performance with affected stakeholders through relevant reports to demonstrate the company's commitment to the protection of human rights, transparency, and continuous improvement.

#### **8) Policy Review**

Regularly review the Human Rights and Labor Practices Policy to ensure its alignment and relevance with emerging risk issues, potential negative impacts, and the company's current business operations.

This policy is hereby announced for acknowledgment and shall serve as a guideline for implementation.

Announced on 10 March 2025

Mr. Vitoon Sila-On

Chief Executive Officer