



Anti – Discrimination Policy

Purpose and Scope

The purpose of this policy is to ensure that all employees at Tropical Canning (Thailand) Public Company Ltd (Tropical Canning) are treated equally in all employment matters regardless of sex, nationality, religion, handicap, marital status, personal association, sexuality, age, colour, political opinion and pregnancy and that they are able to perform their job requirements in an environment that is free from discriminating behaviour.

This policy applies to all matters of employment including recruitment, selection, placement, transfers, performance review, promotions, training and development and terminations. It also applies to remuneration practices, benefits and all other conditions of employment.

Anti-Discrimination Policy

Tropical Canning is committed to policies and practices that provide for equal employment opportunity. This policy of equal treatment is without regard to age, race, religion, sex, sexual orientation, marital status or disability. It includes, but is not limited to, employment, training, promotion and compensation.

It is the company's policy that equal treatment of employees and applicants is the fairest and best way to maintain an environment which fosters a culture of tolerance and acceptance.

The company will provide career opportunities based solely on merit, which means that progress at Tropical Canning will depend on the individual skills, qualifications, abilities and aptitude of the employee.

Where necessary, the company will provide special programs to address any issue identified as an obstacle to equal opportunity. In this regard, the company will be fulfilling its legal obligations under the Ethical Trade Initiative (ETI) Base Code and the International Labor Organization (ILO) to promote their standards and fundamental principles and rights to work.

Minimum Guidelines

- It is the responsibility of all employees to provide a working environment free of discriminatory behaviours.
- It is also the responsibility of all employees to report any signs of this unwanted behaviour to their manager or the Corporate Responsibility Team.
- Management MUST take all alleged complaints seriously and act on them in accordance with the outlined procedure, ensuring that confidentiality is maintained at all times.
- Any person who is privy to alleged complaints MUST ensure confidentiality at all times and that company procedures are adhered to.
- All managers and employees, both individually and collectively, are responsible for the understanding and implementation of the company's Anti-Discrimination Policy.



Discrimination

Discrimination is treating, or proposing to treat someone unfavourably because of a personal characteristic protected by the law, such as age, race, gender or disability.

Discrimination can occur;

Directly, when a person or group is treated less favourably than another person or group in a similar situation because of a personal characteristic (see list above).

Indirectly, when an unreasonable requirement, condition or practice is imposed that has, or is likely to have the effect of disadvantaging people with a personal characteristic (see list above).

Grievance Procedure

Tropical Canning has established a procedure which is designed to eliminate discrimination and to ensure that no one is victimised or penalised for making a complaint. This is stipulated in chapter 7 of the General Regulations handbook.

Should an employee wish to make a complaint, the following procedure must be adhered to:

1. Contact the Human Resources Department

The employee will be expected to describe their concern and provide specific details to their manager. If the employee does not feel comfortable approaching their manager, the employee may contact Human Resources Department.

2. Investigation

Upon receiving the complaint/s it must be investigated by the company as soon as possible.

Witnesses must be interviewed, statements taken and a reasoned decision reached as to the circumstances, causes, responses of those involved and proposed actions to resolve the matter.

This may involve disciplinary action if warranted.

3. Alternative Complaint Avenue

In the event that the complaint is not resolved to the employee's satisfaction, the HR Manager will record their findings and submit it to the Board of Directors to further consideration. The Board of Directors decision will be deemed as final.

4. Confidentiality

All complaints will be dealt with in the strictest confidence.

A handwritten signature in blue ink, appearing to read 'Kampol Watcharanimit', written over a horizontal line.

(KAMPOL WATCHARANIMIT)
MANAGING DIRECTOR

17th August 2023