



บริษัท สหอุตสาหกรรมน้ำมันปาล์ม จำกัด (มหาชน)
United Palm Oil Industry Public Company Limited

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HR Announcement No. HRA 32/2024

Sexual Harassment Prevention Procedure

The Company shall establish procedures to prevent sexual harassment. These procedures are intended to prevent employers, managers, or supervisors from committing sexual harassment against employees. The details of these procedures shall include:

1. The Company is committed to creating a work environment that promotes the dignity of individuals and will not tolerate any form of sexual harassment.
2. The Company does not condone sexual harassment under any circumstances.
3. The Company considers behaviors such as sexual advances, offering privileges, assigning tasks, or other privileges in exchange for sexual relations to be violations of this policy.
4. Confinement or verbal conduct that implies sexual relations is considered sexual harassment.
5. The Company supports complaints and imposes disciplinary action against employees who violate this policy. Managers and employees at all levels are expected to adhere strictly to this policy.

As announced on May 3rd, 2024

(Mr. Nattaporn Thawornyuttitam)

Human Resources and Administration Manager

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A Subsidiary of Lam Soon (Thailand) Public Company Limited



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Guideline on Dealing with Sexual Harassment

The Company will take the following initial steps if an incident occurs. In cases of severe sexual harassment, such as lewd acts or more egregious behavior, these steps may not need to be followed.

Step 1: Telling the harasser to stop

Employees at all levels who believe they are experiencing sexual harassment should inform the harasser to stop the behavior. If necessary, colleagues can assist in conveying this message. If the harasser does not cease the behavior for any reason, or if it is difficult or uncomfortable to do so, the next step should be taken.

Step 2: Reporting to a Supervisor

All employees who experience sexual harassment should report it to their supervisor or manager. The supervisor or manager must take appropriate action based on the information provided to stop the incident. If the issue cannot be resolved, such as when the harasser is the supervisor, proceed to the next step.

Step 3: Investigation

The complainant or the designated person should report to a higher-level supervisor. Every allegation will be assessed by the Company considering credibility and individual rights. Credible cases will be investigated (interviewing the complainant, the accused, and witnesses) and followed up under appropriate conditions.

Step 4: Summary

Inform both the complainant and the accused of the results and actions taken based on the investigation as follows:

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- (1) If the investigation reveals misconduct, the harasser will be subject to one or more penalties in accordance with the Company's work regulations, such as verbal warnings, written warnings, suspension of promotion consideration for a period of time or suspension without pay, as deemed appropriate for the case.
- (2) If the investigation finds no sexual misconduct, the complainant will be informed in a manner that fosters mutual understanding.
- (3) If the investigation results are ambiguous and unclear regarding sexual misconduct, the complainant will be informed in a manner that fosters mutual understanding.
- (4) If either the complainant or the accused is dissatisfied with the outcome, they may file a complaint according to the Company's work regulations.
- (5) False accusations of sexual misconduct and defamation can harm innocent individuals. If the investigation reveals that the complainant acted maliciously, made false accusations, or engaged in harassment for other benefits, the false accuser will be punished appropriately.

Meaning of Sexual Harassment

Sexual harassment in the workplace encompasses any actions that exceed appropriate boundaries towards others by violating established norms. This can occur through verbal, gestures, physical contact, or creating an undesirable work environment. This includes making promises of providing benefits or advantages in return. A key aspect is that the affected individual does not consent to such actions. This definition does not include sexual offenses as defined by the criminal code.

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