



SNNP Supplier Sustainable Code of Conduct

SRINANAPORN MARKETNG PUBLIC COMPANY LIMITED

Year 2021



CONFIRMATION LETTER (Section 1 for Suppliers)

Supplier of Srinanaporn Marketing Public Company Limited



I hereby have read, understood and acknowledged the SNNP Supplier Sustainable Code of Conduct and agreed to abide by the terms and conditions in all matters related to the business operations of my company or organization, and all relevant employees of my company or my organization shall be informed and collected information, including agreeing to allow SNNP to assess the supplier’s operations in keeping with the purpose of SNNP Supplier Sustainable Conduct of Conduct

Supplier’s signature and company’s seal affixed (if any)

Name
 (.....)

Position

Company

Date/...../.....

✂ Cut and send to Compliance Section, Srinanaporn Marketing PLC, Head Office - Lanluang

Confirmation Letter (Section 2 for SNNP or Subsidiary company)

Supplier of Srinanaporn Marketing Public Company Limited



I hereby have read, understood and acknowledged the SNNP Supplier Sustainable Code of Conduct and agreed to abide by the terms and conditions in all matters related to the business operations of my company or organization, and all relevant employees of my company or my organization shall be informed and collected information, including agreeing to allow SNNP to assess the supplier’s operations in keeping with the purpose of SNNP Supplier Sustainable Conduct of Conduct

Supplier’s signature and company’s seal affixed (if any)

Name
 (.....)

Position

Company

Date/...../.....



Content

	Page
Message from the CEO	4
Vision Mission and Business Operating goal	5
Definition of general words	6
Business Ethics	7
Labor and international human rights	10
Responsibility for Safety, Occupational Health and the Environment	11
Responsibility to community and society	15
Whistleblowing	16





Message from the CEO

“To satisfy customers and suppliers, SNNP adheres to the principles of conducting business with good governance, maintaining product quality standards, and being responsible to the community, and continuously keeps developing. The most important thing is to create stability, and to promote the quality of work-life for employees like a family.”

Srinanaporn Marketing Public Company Limited (“SNNP”) has operated business alongside Thai society for over 30 years, adhering to the principles of conducting business with good governance, maintaining product quality standards and being responsible to the community, and continuously keeping developing as a guideline for conducting business together with stakeholders with the belief that these sustainable business principles shall be a strong foundation leading the business operations to survive any situation.

“Supplier” is one of the key stakeholders in business growth, SNNP is committed to treating suppliers based on equality, transparency, and fairness, avoiding any situations or actions which may cause conflict of interest, and complying with the covenants including agreements for good business relationships according to guidelines for managing and developing sustainable suppliers along with responsibility towards customers, consumers, communities, society and the environment.

To effectively achieve this intention, SNNP emphasizes on supply chain management, and keeps developing to make it happen in a concrete way through the supervision of SNNP; therefore, the “SNNP Supplier Sustainable Conduct of Conduct” has been established as a guideline to encourage SNNP suppliers to practice in the same direction as SNNP’s guidelines aiming for cooperation from business partners in conducting business ethically: human rights, occupational health, safety of employees and the environmental management. For stability, growth and sustainable business development together.

A handwritten signature in black ink, appearing to read 'Vivat Kraipisitkul'.

Vivat Kraipisitkul

CEO



Vision

Focusing on being excellent manufacturer and distributor of beverages and snacks in both quality and services

Mission

- To value product quality and consumer safety
- To emphasize on cooperation and effective working with all parties achieving the common goals of the organization
- To aim on generating business profit growth and return to employees' good life, society and shareholders



Business Operating Goal

- To become a leader in the manufacturer and distributor of beverage and snack products
- To be recognized as one of the reliable leaders in beverage and snack products in the ASEAN region
- To develop the company from the foundation of the organization's culture to make the organization's employees happy for the business potential of competition in the industry





Definition of general words

SNNP

‘SRINANAPORN MARKETING PUBLIC COMPANY LIMITED and its subsidiaries as in the consolidated financial statements’

Supplier

‘Seller, Contractor, Service provider, Sub-contractor, Transporter, lesser or Hire-purchaser who delivers/provides goods or services to SNNP’

SNNP Personnel

‘Directors, Executives and Employees of SNNP’





BUSINESS ETHICS





1. Business Ethics

1.1 Transparency in Business Operations as a starting point, SNNP expects its supplier to be committed to the following:

- ☑ **Fair treatment** To maintain the highest standards of honesty in every step of SNNP business operations including not getting involved in corruption, extortion and embezzlement. SNNP shall take action to terminate the contract or legal action can be taken.
- ☑ **Anti-Corruption** There shall be no corruption, bribery, or unethical practices whether with government agencies, the private sector, or the general public. Do not offer or give any compensation both in monetary and non-monetary form as facilitating any matters or influencing the decision making.
- ☑ **Conflict of interest** To report any conflicts of interest with evidence to SNNP. If SNNP approves such conflicts, The results of the approval consideration must be recorded in writing.
- ☑ **Intellectual Property** Do not publish anything which is SNNP's intellectual property or confidential information or any other information obtaining from doing business with SNNP (including information developed by supplier and information related to products, customers, suppliers, costs, costings, methods, strategies, plans, processes, and practices)
- ☑ **Confidentiality and data protection** A confidentiality agreement between SNNP and its supplier shall be entered into before exchanging confidential information between parties. Supplier must maintain confidentiality and protect information, keep it safe and the access is restricted to only those who need the information for work. If it is found that SNNP's confidential information has been disclosed without permission intentionally or unintentionally, supplier must report to SNNP immediately.
- ☑ **Financial Integrity** To Maintain accurate and transparent financial records according to accounting standards and to be ready to have their financial history verified by SNNP or a designated external agency without prior notice

1.2 Quality Standards as a starting point, SNNP expects its supplier to be committed to the following:

- ☑ **Delivering products or Providing services according to specifications** which have been agreed upon with SNNP including the requirements enforced under the law.
- ☑ **Taking full responsibility for the quality** of products or services delivered/provided directly or indirectly to SNNP.



- ☑ Cooperating with SNNP in developing quality products or services and keeping it on, which shall be beneficial to SNNP and its supplier.

1.3 Legal Compliance as a starting point, SNNP expects its supplier to be committed to the following:

- ☑ To comply with the laws and regulations established both at the national and local levels: business ethics, labor and foreign workers, security, occupational safety and health and the environment etc.
- ☑ Holding licenses to operate and conduct business in accordance with international, national and local laws and regulations.
- ☑ To notify SNNP upon getting legal investigation or legal action of a supplier involving SNNP.

1.4 Business Continuity as a starting point, SNNP expects its supplier to be committed to the following:

- ☑ Having a business continuity plan which has been used and has been tested to be able to continuously deliver products or provide services to SNNP either increasing demand for products or services or in the case which supplier's operations encounter problems.
- ☑ To provide alternative products and services To be able to deliver/provide urgent orders.
- ☑ Being able to support SNNP in a timely manner in the event of a production interruption.





Labor
and international Human
Rights





2. Labor and international Human Rights

as a starting point, SNNP expects its supplier to be committed to the following:

- Labor freedom** Must not engage, or use forced or unwilling labor under any circumstances.
- Freedom of association** To respect the legal rights of employees to participate or not participate in any associations, unions, federations.
- Protecting child labor** There must be no use of child labor under the legal age of each country. If any country does not set a minimum age for workers, it is considered that workers must be at least fifteen (15) years of age to work at night or in hazardous work. Workers must be at least eighteen (18) years of age, unless otherwise permitted by local law, or otherwise specified.
- Compensation and benefits** Determination of wages/compensation for employees of business supplier must be in accordance with relevant laws: minimum wage, overtime pay, and benefits that employees are entitled to by law.
- Working hours** must be in accordance with the laws or agreements in such a country, including normal work hours, overtime work, and work on holidays.
- Equal treatment** To respect the differences among employees, customers, and others in contact. There must be no discrimination against differences in gender, race, skin color, religion, age, marital status, pregnancy status, political popularity or physical disability in employment and work.
- Termination** To proceed according to the steps in laying off employees according to labor law. Supplier must not terminate employee contracts unfairly or without being able to provide clear reasons for termination in accordance with the law caused by the employee's performance.
- Treatment of human beings** To respect the rights of employees and assure employees that there shall be no harsh treatment, no humanity including physical, verbal, and mental abuse or any threats.
- Foreign workers or migrant workers** If foreign or immigrant workers are hired, hiring such workers must comply with the labor laws and immigration laws of the country in which the workers work. The supplier, as the employer, must provide the worker with employment contract documents in the worker's native language or the language that the worker can read before employment. Workers' passports and identity documents must be always kept by the document holder. Employers or third parties cannot hold such documents of workers.



- ☑ **Complaint receiving system** that does not require the name of the complainant or reporter, and there is an appropriate response to complaints by keeping the complainant's information confidential.
- ☑ **To promote good labor relations** between employer and employees from the beginning until finishing work, such as making an employment contract, assignment, work control, work probation, development opportunities, good operating environment, creating motivation for work and retaining talented people, salary increase, consideration of merit, benefits and welfare, transfers, etc.

Responsibility for Safety, Occupational health and the environment





3. Responsibility for Safety, Occupational Health and the Environment

3.1 Occupational Safety and Health as at the starting point, SNNP expects suppliers to be committed to the following:

- Management of production processes and services according to relevant safety standards.** To ensure safety for both supplier and others, and comply with laws and regulations regarding occupational health, safety and the environment.
- SNNP supplier must provide a safe and hygienic work area and work environment** with proper maintenance, and standard personal safety protection equipment which appropriate to the type of work that the employee performs, including measures and systems for managing, monitoring, tracking and reporting work-related injuries/illnesses. This includes reports of near-miss accidents and report substandard conditions/actions.
- Having a monitoring and inspection process** To ensure that operations are consistent with the law and the safety policies of supplier or other requirements that supplier must adhere to (both inside and outside the organization) such as regular audits monitoring and reporting activities and effectiveness of safety operations, etc.
- To communicate and raise awareness** about risks control, measures, regulations and safety standards related to operations to employees and subcontractors of supplier. Supplier also provides SNNP with information about the hazards associated with supplier's equipment, products, and services before delivery or before starting such activities and any changes.
- Having strict requirements for selecting suppliers providing security services.**
- To identify and assess emergency situations to prepare measures and response plans** in case of emergency including preparations, responses and rehabilitation after the incident, procurement and maintenance of required response equipment, communication plan, training plans, etc.
- To report to SNNP immediately** If an emergency arises that may affect the SNNP (such as non-compliance, injuries, fires, complaints, property damage, etc.) while working with SNNP or within SNNP's area of responsibility.



3.2 Environmental Management as a starting point, SNNP expects its partners to be committed to the following:

- ☑ **To comply with laws, regulations, and environmental standards** and holding a license.
There shall be a regular evaluation including monitoring, measurement and analysis to ensure that the indication values such as air pollution, noise, wastewater, soil and groundwater, the ecosystem protection, within the criteria specified by law.
- ☑ **To set measures to prevent and reduce environmental impacts** from the production processes, services, and transportation, covering the pre-operations, during operations and after operations by adhering to the principles of pollution prevention, such as reducing waste generation, wastewater drainage and air pollution including the efficient use of natural resources and energy.
- ☑ **To set measures to monitor and report on environmental performance**, such as accounting for greenhouse gas emissions, resources consumption, energy consumption, amount of waste generated and discharge, air pollution released.
- ☑ **To reduce the impact of climate change** by reducing greenhouse gas.
- ☑ **To prevent the leakage of harmful substances** into the environment and the effects on nearby communities.
- ☑ **To avoid and eliminate the use of chemicals** that are toxic, harmful, or prohibited as a component of products and services as stipulated by law.
- ☑ **To promote environmental responsibility including cooperating with SNNP** to support SNNP's green product strategy as well as doing business as the environment and society friendly providing a positive impact on the business in the long run.





4. Responsibility to community and society

as a starting point, SNNP expects its partners to be committed to the following:

- ☑ **To manage health and safety impacts including community stability** covering the entire life cycle of operations from planning, surveying, operations, production, transportation, demolition and termination.
- ☑ **Must not cause trouble or nuisance**, but at the same time, supplier shall create benefits for the communities surrounding the supplier's operating areas.
- ☑ **To participate in any social assistance activities according to supplier's ability** organized by volunteers, industrial sector, government sector or by the community.
- ☑ **To conduct business concerning the impact on the community and society** by respecting local culture and traditions including cooperation with the community and taking part in the development of the community and society appropriately.





5. Whistleblowing



SNNP provides SNNP's supplier with the opportunity to monitor and report clues or complaints when witnessing acts of corruption, violating laws, regulations, and SNNP sustainable supplier code of conduct. SNNP's supplier shall practice as follows:

1.

Complaints or report clues to the authority through specified channels according to the process set out by SNNP in the Complaints Guidelines.

2.

In cases of intentional false report or an act of slandering others, it is considered a violation of the sustainable practices of SNNP partners.

3.

SNNP protects the rights of complainants, respondents or the person involved in the complaint including information and evidence in fact-finding.

Definition

Whistleblowing refers to issues related to performing duties, behaviors, or actions of the company's personnels or supplier's personnels who violate or does not comply with laws, rules, regulations, or act against the SNNP supplier sustainable code of conduct.



Whistleblowing

Any whistleblowing can be made in either verbal or written form.



Website SNNP

www.snnp.co.th



E-mail

cg@snnp.co.th



Post

Compliance and Internal Audit

SRINANAPORN MARKETING PLC (Whistleblowing)
325/6-9 Soi Lanluang 7, Lanluang Rd.,
Si Yaek Mahanak, Dusit, Bangkok 10300

Other Contacts at whistleblower convenience

A whistleblower shall or shall not show name or contact as per convenience

LET'S

Grow Together

Growing together

building sustainable

Society and Environment



SRINANAPORN MARKETING PUBLIC COMPANY LIMITED

(HEAD OFFICE)

325/6-9 Soi Lanluang 7, Si Yeak Mahanak, Dusit, Bangkok 10300

Tel. 02-6280408

E-mail: cg@snp.co.th

www.snp.co.th