



**แนวทางการปฏิบัติอย่างยั่งยืนของคู่ค้า  
บริษัท ไออาร์พีซี จำกัด (มหาชน)**

**Supplier Sustainable Code of Conduct  
IRPC Public Company Limited**





## **Sustainable Practice Guidelines of IRPC Public Company Limited Supplier Sustainable Code of Conduct**

IRPC Public Company Limited's (IRPC) mission is to conduct sustainable business efficiently with sound corporate governance principles for communities, society, and the environment. To effectively achieve this goal, IRPC is committed to prioritizing supply chain management and continuously developing to align with sound corporate governance principles and IRPC's business code of conduct.

The "IRPC Supplier Sustainable Code of Conduct" is a crucial document establishing the following provisions as indicated in each subsection, subject to the related rules, regulations, and laws. Therefore, IRPC's suppliers are obligated to operate in full compliance with business ethics, social responsibility, health, and safety, including sustainable environmental management.

### **1. Business ethics**

**1.1 Ethics and Transparency in Business Operations is a cornerstone of IRPC's operations.** As a minimum, IRPC expects suppliers and contractors to maintain a strong commitment to the following:

- **Fair Operating Practices involve maintaining the highest standards of integrity in all business interactions. Corruption, extortion, and embezzlement are strictly prohibited, and** IRPC may result in contract termination and further legal action.
- **Anti-Corruption**, by not tolerating, permitting, or engaging in corruption, bribery, or unethical practices, whether dealing with government agencies, individuals in the private sector, or public officials. Suppliers and contractors are prohibited from offering or giving any forms of monetary and non-monetary payments to facilitate, retain business, obtain any commercial advantage, or persuade them to take any course of action.



- **Conflicts of Interest** by disclosing any suspected or actual conflicts of interest with relevant evidence to IRPC. IRPC's approval decision shall be in writing.
- **Intellectual Property**, by not sharing IRPC's intellectual property, confidential information, or any other information acquired concerning IRPC's business, including information developed by suppliers or contractors and information relating to products, customers, suppliers, pricing, costs, know-how, methods, strategies, plans, processes, and practices.
- **Confidentiality and data protection** by executing confidentiality agreements between IRPC and suppliers/ contractors before exchanging confidential information. Suppliers and contractors are expected to maintain confidential information and protect that information by keeping it safe and restricting access on a need-to-know basis only for work-related purposes. Any cases of unauthorized disclosure of confidential information, whether intentional or accidental, must be immediately reported to IRPC by suppliers/contractors.
- **Financial integrity is achieved by maintaining accurate and transparent financial records per** standard accounting practices. Financial records must be available for inspection during announced and unannounced audits by IRPC or authorized third-party representatives. IRPC expects suppliers and contractors to refer to the Good Corporate Governance, Ethics Standards, and Code of Business Ethics of IRPC for further details and supporting references appropriately.

**1.2 Quality standards**, as a minimum, IRPC expects suppliers and contractors to maintain a solid commitment to the following:

- **Deliver products or services by the requirements** agreed upon with IRPC, including all applicable requirements as defined by law.
- Take **full responsibility** for the quality of products or services directly or indirectly provided to IRPC.
- **Collaborating with IRPC in continual improvement** of products and services **quality and operations** for the mutual benefit of IRPC and suppliers/contractors.



**1.3 Legal Compliance** As a minimum, IRPC expects suppliers and contractors to maintain a solid commitment to the following:

- **Comply with all applicable national and local laws and regulations**, such as business ethics and labor, including but not limited to migrant workers, security, occupational safety, health, and environment.
- **Maintaining all the necessary licenses and permits** to operate and conduct business in compliance with international, national, and local laws and regulations applicable to its business operations.
- **Notifying IRPC** upon receiving notification of any regulatory inspection or legal action relating to suppliers or contractors' business activities with IRPC.

**1.4 Business continuity** as a minimum, IRPC expects suppliers and contractors to maintain a solid commitment to the following:

**It implements a business continuity plan** that is maintained and tested to ensure the supply of products and services to IRPC, including unplanned additional demand and in the event of significant disruptions to operations.

- **Maintaining reserves of IRPC products and services is crucial** to fulfill urgent purchasing orders.
- **Ensuring speed of assistance to IRPC in case of production stalls or interruptions.**

## **2. Corporate Social responsibility**

**2.1 Human rights** as a minimum, IRPC expects suppliers to maintain a solid commitment to the following:

- **Freedom of Labor** by not engaging or employing people, under any circumstances, against their own free will.
- **Freedom of Association**, by respecting the legal rights of employees to become members of a labor union or otherwise.
- **Prevention of Child Labor:** Do not employ children below **any country's** legal minimum age requirement. If the local law does not establish a minimum age,



employees must be at least fifteen (15) years of age. Employees must be at least eighteen (18) years of age to perform night or hazardous work, except as local laws permit.

- **Wages and benefits** by complying with all applicable laws related to employee compensation, including those related to minimum wages, overtime hours, and legally mandated benefits.
- **Working hours** by complying with local laws or agreements regarding working hours, overtime hours, and work during the holidays.
- **Non-Discrimination**, by Respecting the differences of employees, customers, and other contact persons and not engaging in any form of discrimination based on sexual orientation, race, color, religion, age, marital status, pregnancy condition, political affiliation, or physical disability in hiring and employment practices.
- **Termination is a practice** managed by labor laws. Suppliers and contractors must not unfairly terminate employment contracts without valid reasons, which must legally be related to an employee's work performance.
- **Humane Treatment**, by respecting the workers' rights and ensuring that there will be no harsh and inhumane treatment, including any form of mental or physical coercion or verbal abuse of workers.
- **Foreign workers or migrant workers**, where if foreign or migrant workers are engaged, they are to be employed in full compliance with the labor and immigration laws of the host country. Before hiring, the basic terms of employment must be provided to workers in their native language or a language they understand. Passports and other personal identification must remain in the worker's possession and should never be withheld by suppliers, facilities, or any third party.
- **Establishing grievance mechanisms** that provide anonymous reporting and appropriate follow-up measures while protecting the complainant's confidentiality.
- **Promoting positive labor relations** between employers and employees from the beginning to end of employment, including the process of contract signing, work



assignments, employee management, probation period, opportunities for development, a good work environment, talent attraction and retention, pay raises, welfare and benefits, transfers, and end of employment.

**2.2 Social responsibility** as a minimum, IRPC expects suppliers to maintain a solid commitment to the following:

- **Manage impacts on health, safety, and community security** throughout the project cycle, from project planning to execution, production, logistics, decommission and demolition, and decommissioning.
- **Respecting** surrounding communities and contributing positive benefits to societies in which they operate.
- **Participating in social activities**, where possible, in voluntary, industrial, governmental, or community-based corporate responsibility initiatives.

### **3. Safety**

**3.1 Occupational Health and Safety** As a minimum, IRPC expects suppliers to maintain a solid commitment to the following:

- **Management production and services operations that adhere to relevant safety standards** to ensure their and that of others while complying with the applicable laws and regulations on occupational health, safety, and environment.
- IRPC's suppliers and contractors must **ensure that all operational facilities and working environments** are safe, hygienic, and regularly maintained. Personal protective equipment is to be provided in a manner appropriate to the nature of the work or hazard. Procedures and systems are in place to manage, monitor, and report occupational injuries and illnesses, including near-miss incidents and substandard acts/conditions in written form.
- Implementing **a monitoring process** to ensure that work practices comply with relevant safety laws and policies of suppliers and contractors or other applicable regulations both internally and externally to the organization, including undergoing regular audits and monitoring and reporting on activities and safety performance effectiveness.



- **Communicating and creating awareness** of risks, control measures, regulations, and safety standards among their employees and subcontractors. Information should be provided on potential hazards associated with the Supplier's equipment, products, and services before delivery or before the commencement of such activities and in all instances of changes.

IRPC expects suppliers to apply IRPC's occupational health, safety, and environmental standards to their operations according to risks to prevent business impacts. In addition, operations may occur with employees, suppliers or contractors, the communities, and the environment as appropriate.

**3.2 Security and Emergency Preparedness** As a minimum, IRPC expects suppliers and contractors to maintain a solid commitment to the following:

- There are strict requirements for the selection of suppliers to security forces.
- **Identifying and assessing emergencies to prepare plans and response procedures that minimize their impacts**, including preparation, responses, post-emergency recovery, equipment, communication and evacuation procedures, worker training, and drills.
- **Notifying immediately to IRPC**, where situations may become liable to IRPC while conducting business with IRPC or operating in IRPC boundaries, such as oil spills and leakages, in compliance with an operating permit, occupational injuries, fires, grievances, loss of assets, etc.

IRPC expects its suppliers and contractors to apply these safety standards and emergency preparedness procedures in conjunction with other applicable Security Safety and Health standards issued by IRPC to prevent potential impacts from business operations to employees, suppliers or contractors, society, and the environment as appropriate.

#### **4. Environmental Management**

**4.1 Pollution Prevention and Resource Reduction** As a minimum, IRPC expects suppliers and contractors to maintain a solid commitment to the following:

- **Complying with environmental laws, regulations, and standards**, obtaining and maintaining permits, conducting regular audits, sampling, and monitoring



relevant parameters within their applicable legal limits, such as air emissions, noise, wastewater discharge, soil and groundwater quality, and ecosystem preservation.

- **Establish protection standards and reduce environmental impacts** from production and service logistics throughout the entire operational cycle by adhering to principles that include minimizing the generation of waste, wastewater, and air emissions and efficient resource use.
- **Implementing monitoring and reporting of environmental performance**, such as greenhouse gas accounting, raw material and energy consumption, waste generation wastewater discharges, and air emissions.
- **Reduce the impact of climate change and the environment** by reducing greenhouse gas emissions, maintaining biodiversity, making the most of resources, and considering reusing or adopting sustainable and responsible sourcing practices or having a determination not to cut down forests for production usage but will be compensated by reforestation in the future.
- **Preventing accidental releases of hazardous materials** into the environment and adversely impacting surrounding communities.
- **Promoting greater environmental responsibility**, collaborating with IRPC on developing IRPC's green products and services, and conducting business with environmental or social benefits to ensure the long-term sustainability of the company's business.
- **Eliminating and reducing use of restricted, toxic, and hazardous constituents/substances** in products and services such as:
  - Cadmium and cadmium compounds
  - Lead and lead compounds
  - Mercury and mercury compounds
  - Hexavalent chromium compounds
  - Polybrominated biphenyls (PBBs)





- Polybrominated diphenyl ethers (PBDEs)
- Di-(2-Ethylhexyl) Phthalate (DEHP)
- Butyl benzyl phthalate (BBP)
- Dibutyl Phthalate (DBP)
- Diisobutyl phthalate (DIBP)

IRPC expects suppliers and contractors to apply environmental standards, including climate change, product safety standards, and the IRPC Biodiversity Management Declaration, in conjunction with other applicable Environmental standards issued by IRPC to prevent potential impacts from business operations on the environment.

Announced on August 1, 2024

A handwritten signature in blue ink, appearing to read 'Kornwika'.

(Mrs. Kornwika Sivakoses)

Acting Senior Vice President

Procurement Department



## ข้อมูลเพิ่มเติม

หากมีข้อสงสัยหรือข้อเสนอแนะเพิ่มเติม  
สามารถติดต่อได้ที่  
ส่วนวางแผนและพัฒนางานจัดซื้อ  
ฝ่ายจัดซื้อจัดหา  
บริษัท ไออาร์พีซี จำกัด (มหาชน)  
โทร : 662-765-7000  
Email : [suggest2procure@irpc.co.th](mailto:suggest2procure@irpc.co.th)

## More information

Any more information or recommendation, please contact to  
Planning & Development Procurement Division  
Procurement Department  
IRPC Public Company Limited  
Call : 662-765-7000  
Email : [suggest2procure@irpc.co.th](mailto:suggest2procure@irpc.co.th)







**Notice to response**

Supplier Sustainable Code of Conduct  
of IRPC Public Company Limited

I am on behalf of the Company \_\_\_\_\_ I have read, understood, and acknowledged the revised IRPC Supplier Sustainable Code of Conduct, dated March 1, 2023. I am willing to comply with these guidelines in all matters related to the company's business operations, and all employees and agents of the Company shall be informed accordingly.

The supplier signs with the Company's seal affixed.

By: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

**Remark:** Please sign with the Company's seal affixed and return the "Notice to respond" to the Procurement Department by hand or email at [suggest2procure@irpc.co.th](mailto:suggest2procure@irpc.co.th).