



Title:	<b>Anti-Harassment and Anti-Bullying Policy</b>	
Version:	v0.2	
Company(ies):	Nippon Sanso (Thailand) Co., Ltd	
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Approved/Ratified by: Dr. Suwan Runggeratigul, President.		Date of Approval/Ratification:
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Review date and responsibility:	To be initiated by Compliance Manager	

### 1. Purpose

The purpose of this Anti-Harassment and Anti-Bullying Policy (this “**policy**”) is to ensure all employees of Nippon Sanso (Thailand) Co., Ltd. (the “**Company**”) are treated and treat others with dignity, courtesy and respect, and be safe and free from any form of harassment and bullying at work.

### 2. Scope

- i. This policy applies to harassment or bullying at work, including at the workplace, during business trips and at work-related events or social functions.
- ii. This policy applies to all full-time, part-time, permanent and temporary employees (including freelance workers, contract staff, interns and staff seconded from affiliated companies to the Company), management members and directors of the Company. For the purpose of this policy, a reference to an employee means any of the aforementioned persons.

### 3. Our Position

- i. All of us have a right to work in an environment free from the demoralizing effects of harassment and bullying, and of offensive and improper conduct.
- ii. We do not tolerate:
  - a) harassment,
  - b) bullying, or



- c) conduct that could lead or contribute to bullying or harassment,

of employees by management, managers, supervisors or co-workers, or by a third party interacting with any of our employees in the workplace. This also extends to conduct that takes place off Company premises (including on social media) that could reasonably impact staff or others within our workplace.

- iii. Our Position includes:
  - a) Prohibition of Harassment
  - b) Prohibition of Bullying
  - c) Preventing harassment or bullying by non-employees
  - d) Responsibilities

#### **4. Prohibition of Harassment**

- i. We prohibit harassment including in the following areas:
  - a) Harassment based on protected characteristics. Those set out under the Nippon Sanso Holdings Corporation Code of Conduct are: race, nationality, ethnic group, sex, religion, creed, disability, health condition, economic background, political opinion, personal preference, sexual diversity, social status, family origin, or other positions. There may be existing Company procedures applicable to this area.
  - b) Harassment caused by a violation of human rights in the workplace or caused by a violation of relevant rights, such human rights and relevant rights are set out under the Nippon Sanso Holdings Group Global Policy on Respecting Human Rights, Contributing to Communities, Employment, Labor and Health (the aforementioned policy is found on the Nippon Sanso Holdings Corporation website).
  - c) Harassment prohibited by law.
  - d) Sexual harassment: Please refer to the Company's employment policy/manual/handbook (the "**Employment Handbook**") for procedures applicable to this area.
  - e) Other forms or examples of harassment set out in the Company's Employment Handbook. There may be existing Company procedures applicable to this area.
- ii. A single incident can amount to harassment.
- iii. A person may be harassed even if they were not the intended "target". For example, a person may be harassed by racist jokes if someone else or a group of colleagues create an offensive environment for him/her.

#### **5. Prohibition of Bullying**

- i. We prohibit any act of bullying, which includes offensive, intimidating, malicious, condescending or insulting behaviour, that can make a person feel vulnerable, upset, humiliated, undermined, intimidated or threatened, or interferes with their work.
- ii. Bullying may include, for example:
  - a) shouting at, being sarcastic towards, threatening, ridiculing, demeaning<sup>1</sup>, denigrating<sup>2</sup> or disparaging<sup>3</sup> others;
  - b) harmful gossip or talking about someone negatively behind their back;

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<sup>1</sup> Demeaning: causing someone to become or feel less respected ~Cambridge Dictionary

<sup>2</sup> Denigrating: to say that someone or something is not good or important ~Cambridge Dictionary

<sup>3</sup> Disparaging: criticizing someone, in a way that shows you do not respect or value them ~Cambridge Dictionary



- c) physical threats or psychological threats (can involve a person making threats about someone or something that matters to the other person);
  - d) overbearing and intimidating levels of supervision;
  - e) inappropriate, derogatory <sup>4</sup> and/or insinuating remarks about someone's performance or personal characteristics;
  - f) abuse of authority or power by those in positions of seniority, or by those with personal strength, or by those with the power to coerce through fear or intimidation;
  - g) deliberately excluding someone from meetings or communications without good reason or deliberately withholding information or equipment that a person needs to do their job;
  - h) cyberbullying in the workplace (please see paragraph 6 of this policy); and
  - i) prohibited bullying behaviour and examples of bullying set out in the Company's Employment Handbook.
- iii. Workplace bullying may be a one-off incident.
  - iv. Workplace bullying can occur from employee to employee, manager to employee, and employee to manager.

## **6. What is Cyberbullying?**

- i. Cyberbullying is bullying with the use of digital technologies. It can take place on social media, messaging platforms, gaming platforms and mobile phones. It is repeated behaviour, aimed at scaring, angering or shaming those who are targeted. Examples include:
  - a) Offensive Emails: Sending derogatory or insulting emails to a colleague.
  - b) Email Threats: Sending threatening emails to a colleague.
  - c) Social Media Posts: Posting negative comments about a colleague on social media.
  - d) Spreading Lies and Gossip: Spreading false or damaging information about a colleague via messaging or chat.
  - e) Frequent Interruptions: Continually interrupting a colleague during virtual meetings.
  - f) Unkind Emails: Sending unkind emails to a colleague.
  - g) Excessive Emails from Managers: Managers sending repeated and excessive emails.
  - h) Changing Work Access: Changing work-related access without notice, such as social media passwords.
  - i) Public Humiliation: Singling out a colleague in a group email or an online meeting.
  - j) Damaging Reputation: Deliberately providing wrong information to make a colleague look bad.

## **7. Preventing Harassment or Bullying by Non-Employees**

- i. We aim to protect employees from harassment or bullying by non-employees in the workplace and encourage employees to speak out if they experience such behavior.
- ii. Similarly, we do not tolerate harassment or bullying by our employees of non-employees with whom Company employees have a business, service or professional relationship.

## **8. More on Harassment and Bullying**

- i. What is not harassment or bullying?
  - a) Legitimate, reasonable and constructive feedback of a worker's performance or behaviour, or reasonable instructions given to workers in the course of their

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<sup>4</sup> Derogatory: showing strong disapproval and not showing respect ~Cambridge Dictionary



employment, will not amount to harassment or bullying on their own. Providing constructive feedback to an employee is not considered harassment or bullying as feedback is an essential part of professional development and helps employees to improve their performance. However, feedback should always be given in a respectful and professional manner.

- b) Performance management is not considered harassment or bullying. Employers have the right to set performance standards and expectations for their employees. However, performance management should be conducted in a fair and consistent manner, and employees should be given the opportunity to improve in accordance with the Company's Employment Handbook before any disciplinary action is taken.
  
- ii. Harassment and bullying can happen:
  - a) face-to-face,
  - b) by letter,
  - c) by email,
  - d) by phone, or
  - e) on social media.
  
- iii. Harassment and bullying can be physical, verbal, visual or by way of non-verbal means:
  - a) Verbal: such as jokes, threats, slurs, name-calling, stereotyping, unwelcome comments or voicemails.
  - b) Physical: such as physically interfering with work, or impeding or blocking movements, or physical assault or threat of physical assault.
  - c) Visual: such as videos, emails, texts, photographs, calendars, posters, cards, cartoons, pictures, drawings, gestures, unwelcome notes or letters, or any other written or graphic material.
  - d) Non-verbal means: such as facial gestures, hand gestures, or deliberately looking the other way (avoiding eye contact).
  
- iv. Even unintentional harassment or bullying is unacceptable as such behaviour hurts the victim.

## **9. Responsibilities**

- i. All employees must:
  - a) follow the standards of behaviour outlined in this policy,
  - b) offer support to people who experience bullying or harassment, including providing information about how to make a complaint,
  - c) avoid gossip and respect the confidentiality of the complaint resolution procedure, and
  - d) treat every person with dignity, courtesy and respect.
  
- ii. Additional Responsibilities of management members, managers & supervisors:  
Management members, managers and supervisors have an important role to play in fostering a culture that does not tolerate or encourage harassment, bullying or violence in the workplace and should ensure that they do not engage in any conduct of this nature themselves. They must also:
  - a) model and encourage appropriate standards of behaviour,
  - b) take steps to educate and make employees aware of their obligations under this policy and the law,
  - c) intervene quickly and appropriately when they become aware of inappropriate behaviour,
  - d) act fairly to resolve issues and enforce workplace behavioural standards, making sure relevant parties are treated fairly and given the opportunity to be heard,



- e) assist employees to resolve complaints informally where possible, and
- f) ensure employees who raise an issue or make a complaint are not victimised for doing so.

## **10. Reporting**

- i. We strongly encourage any employee who does not feel safe or believes that they have been harassed or bullied or victimized to take one of the following actions.
- ii. Informal Steps
  - a) If you consider that you are being harassed or bullied or victimised, you should initially attempt to resolve the problem informally with the person responsible if you feel able. You should explain clearly to them that their behaviour is not welcome or makes you uncomfortable. If this is too difficult or embarrassing to do on your own, you should speak to your immediate manager or supervisor, who can provide guidance.
  - b) If you are not certain whether an incident or series of incidents amount to bullying or harassment, you should initially contact your immediate manager or supervisor or a HR leader, Compliance Manager or Compliance Representative informally for confidential advice.
  - c) If informal steps have not been successful or are not possible or appropriate, you should follow the formal procedure set out below.
- iii. Raising an Internal Formal Complaint
  - a) Contact your immediate manager or supervisor or a HR leader or the Compliance Manager or Compliance Representative, who should be able to give you direction and advice, and/or follow the Company's internal procedures applicable to your complaint.
  - b) If you do not feel comfortable reporting internally (either by contacting your immediate manager or supervisor or a HR leader or the Compliance Manager or Compliance Representative, or by following the Company's internal procedures), you can follow the process outlined below in this policy.
  - c) Do not raise an internal formal complaint pursuant to this paragraph and at the same time make a report via the Whistleblowing System pursuant to the paragraph below as this may result in the duplication of work.
- iv. Formal Procedure for Reports made via the Whistleblowing System
  - a) If individuals are not comfortable reporting internally, they can report via the Whistleblowing System--the Company's compliance email contact or hotline (if available) or the RCCO route or External Attorney route. It is independent and confidential, offering a safe mechanism for anonymous reporting of suspected concerns or potential violations of our policies or the law.
  - b) Your written complaint should set out full details of the conduct in question, including the name of the alleged harasser or bully, the nature of the harassment or bullying, the date(s) and time(s) at which it occurred, the names of any witnesses and any action that has been taken so far to attempt to stop it from occurring.
  - c) An independent officer (who could be the NSHS President & CEO or RCCO or local Compliance Representative or Compliance Manager or a HR leader or an officer not involved in the case or any combination of them and who is referred to as the "IO") not involved in the case will collect details of the report, compile a report and review the case.



This may include gathering witness statements, where relevant, and meetings with the complainant. This shall take place as soon as is reasonably practicable.

- d) Where appropriate, the IO may consult with local and/or other business leaders (as applicable). If the IO considers that no harassment or bullying has occurred, all parties will be notified as soon as possible after the completion of the review. If the IO considers that harassment or bullying has occurred, prompt action will be taken to address it, as follows:
  - (i) Where the harasser or bully is an employee, the matter will be dealt with as a case of possible misconduct or gross misconduct or as appropriate under the Company's internal procedures and appropriate internal disciplinary action will be taken in accordance with the Company's Employment Handbook.
  - (ii) Where the harasser or bully is a third party, appropriate action might include putting up signs setting out acceptable and unacceptable behaviour; speaking or writing to the person and/or their superior about their behaviour; or, in very serious cases, banning them from the premises or terminating a contract with them.
- e) If you are not satisfied with the outcome of the case, you have the right to appeal the decision within five (5) days of being notified of the outcome by sending an appeal to the IO.
- f) The IO will review your appeal and may involve senior leaders in this review. You will usually be notified of the outcome of the appeal as soon as possible after this review. This is the final stage of the formal procedure for reports made via the Whistleblowing System.

### **11. Confidentiality and Prohibition of Retaliation**

- i. All reports will be treated with the strictest confidentiality.
- ii. We do not tolerate retaliation by any employee against any person who in good faith reports possible harassment or bullying. Any individual who in good faith reports possible harassment or bullying will be protected from retaliation.

### **12. Coexistence with the Employment Handbook**

This policy seeks to co-exist with prohibited behaviours and applicable procedures under the Company's Employment Handbook and also supports an interpretation that favours the complainant employee should there be a conflict between the Company's Employment Handbook and this policy.

### **13. Reporting by Other Employees**

- (i) Any employee with knowledge or suspicion of violation of this policy may report his/her concerns to the Compliance Manager or to the President/CEO/President Director/General Director/Chairman or via the Whistleblowing System.
- (ii) All reports will be treated with the strictest confidentiality.
- (iii) The Company prohibits retaliation against any employee for making a good faith report of actual or suspected violations of laws, regulations, or this policy.



#### 14. Compliance

- (i) More stringent applicable laws and regulations (if any) supersede the principles and rules set out in this policy.
- (ii) The Compliance Manager or a designated person will provide training on this policy and related procedures for employees on a periodic basis.
- (iii) The Company takes on a non-leniency approach towards the violation of this policy. Employees who violate this policy will be subject to disciplinary action that the Company considers appropriate.
- (iv) Any questions or queries relating to this policy are to be addressed to the Compliance Representative and/or the Compliance Manager.

<b>Version History</b>			
<b>Version</b>	<b>Initiated by:</b>	<b>Change Description</b>	<b>Date</b>
1.0 (0.2]	Mr. Nobutoshi Hayashi, Compliance Manager	Baseline version	15 April 2024