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Sustainable Procurement Policy

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Preface

Jaymart Group Holdings Public Company Limited, together with its affiliated and subsidiary companies (collectively referred to as the "Jaymart Group"), affirms its strong commitment to managing procurement activities with integrity and in full compliance with applicable laws, regulations, and relevant standards. This commitment aligns with the Group's pursuit of sustainable business practices and operates within a framework that upholds the principles of good corporate governance, and responsibility toward society, the economy, and the environment.

Accordingly, this policy has been established as a standardized guideline across all companies within the Group. It is intended to ensure that the Board of Directors, executives, supervisors, employees at all levels, and particularly procurement personnel in every company, adhere to this Sustainable Procurement Policy and Code of Conduct for Procurement Operations as a collective guideline in accordance with the Company's corporate governance principles.

Objective

1. To ensure that the Board of Directors, executives, and employees at all levels clearly understand and correctly adhere to the procurement processes.
2. To establish a standard code of ethics in procurement-related duties for the Board of Directors, executives, and all employees under procurement functions, as well as all company personnel, so that their conduct aligns with a unified direction.
3. To promote operational excellence and integrity in procurement management, conducted with transparency, fairness, and in accordance with established procurement regulations, thereby maximizing value to the organization and upholding accountability to the economic, social, and environmental dimensions in line with the principles of good governance.

Scope of Work

This Procurement Manual and Policy has been developed with the objective of ensuring that the Board of Directors, executives, and employees at all levels are informed and aware of the procurement process, both in terms of ethical principles and the standards of conduct expected in organizational procurement activities.

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Sustainable Procurement Policy

The Procurement Department of Jaymart Group Holdings Public Company Limited is committed to concretely developing sustainable procurement management. As such, the company has reviewed and adopted a new operational framework and strategy that differs from conventional approaches—such as conducting evaluations based on financial value, risk, quality, and efficiency. In addition, the organization considers social, economic, and environmental factors alongside price, quality, and delivery of goods and services, in order to generate benefits for society and the economy, while reducing environmental impact.

Sustainable procurement is therefore defined as a process in which the company’s employees source materials, equipment, products, or services necessary for the company’s operations from providers of goods and services—ranging from suppliers, vendors, and contractors to consultancies and other entities collectively referred to as “business partners.”

The company recognizes the importance of collaborating with business partners and therefore considers procurement decisions based on the three dimensions of sustainable development, as outlined below:

1. Economic Dimension

The company is committed to maintaining economic stability and promoting both economic and employment growth. This includes support for local procurement initiatives that engage and benefit local communities. In addition, all procurement practices shall align with principles of good corporate governance and uphold a strong stance against all forms of bribery and corruption.

2. Social Dimension

Procurement activities must uphold and respect human rights by strictly prohibiting unlawful labor practices, including forced labor and child labor. The company encourages fair and ethical labor standards, with a strong emphasis on workers’ wellbeing—particularly in relation to working conditions, occupational health, and safety.

3. Environmental Dimension

The company promotes responsible resource management and supports business partners who demonstrate environmental responsibility. Procurement decisions should aim to minimize environmental impacts, conserve biodiversity, and contribute to the global effort to combat climate change.

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Vision

The company recognizes that sustainable procurement is critical to long-term business success, regardless of the organization's size, whether small, medium, or large, or the industry in which it operates. Sustainable procurement plays a key role in reducing the risk of supply chain disruptions, as it fosters long-term, stable relationships with suppliers. It also helps lower production costs by reducing energy consumption in manufacturing processes. Moreover, sustainable procurement contributes to environmental preservation, such as by reducing carbon emissions or opting for eco-friendly packaging, like using recycled plastic in product sourcing and manufacturing. In addition, shifting consumer behavior has made environmental consciousness increasingly important, as more and more customers are choosing products that have a reduced environmental impact.

Benefits of Sustainable Procurement

Overall, sustainable procurement enables companies to grow and remain competitive in the market, with benefits that span the following areas:

1. The company can effectively save costs in the long run.
2. The company promotes the efficient and effective use of natural resources across the value chain, from upstream to downstream, by minimizing environmental impacts throughout various processes—ranging from raw material procurement and production technology to transportation, distribution, and end-of-life waste management cost reduction.
3. Products gain added value in the green market, where consumer purchasing power and demand for environmentally friendly products are increasing.
4. The organization benefits from a positive image in terms of energy conservation and environmental responsibility.
5. Investment opportunities increase from socially responsible investors, who tend to support organizations demonstrating Corporate Social Responsibility (CSR), including the procurement of environmentally friendly products and services.

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Ethical Guidelines and Codes of Conduct in Procurement

1. Responsibility for compliance with procurement ethics and the code of conduct rests with the Board of Directors, executives, supervisors, and employees at all levels.
2. Recommendations for Compliance with Procurement Ethics and Code of Conduct
 - 2.1. Employees are responsible for adhering to the procurement ethics and code of conduct, and for actively supporting compliance by not neglecting or ignoring any misconduct or unethical behavior.
 - 2.2. Employees should have a clear understanding of their roles and responsibilities and are expected to regularly review and update their knowledge and awareness.
 - 2.3. Supervisors at all levels must act as role models in upholding procurement ethics and the code of conduct. They should foster a working environment where employees and related stakeholders understand that ethical conduct is the standard and expected norm.
 - 2.4. In cases of uncertainty, employees should seek guidance from their immediate supervisor or a designated company representative responsible for overseeing compliance with procurement ethics and the code of conduct.
 - 2.5. Employees must report any suspected violations to their supervisor or the company's audit department. The designated recipient of such complaints will handle the matter with fairness, confidentiality, and in accordance with the company's procedures for investigating ethical misconduct.
3. Reporting of Violations or Non-Compliance with Ethics and Procurement Practices. Employees who witness violations or non-compliance with ethics have a duty to report any actions that breach procurement practices. Reports or complaints can be submitted in writing to the following persons:
 - 3.1. Their direct supervisor
 - 3.2. In cases where the violation or non-compliance involves their direct supervisor, the report must be made to the highest-ranking supervisor or to the Group's audit department.
4. Process Upon Receiving a Complaint
 - 4.1. Fact Collection

Upon receiving a complaint, it must be forwarded to the Human Resources Department to collect facts related to the alleged violation or non-compliance with ethics and the code of conduct.
 - 4.2. Data Processing and Filtering

The Human Resources Department will process and filter the information to determine appropriate steps and actions for each case.

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4.3. Determining Measures for Action

The Human Resources Department will establish appropriate measures to halt any violations or non-compliance with ethics and the code of conduct, in accordance with the disciplinary procedures outlined in the Company's work regulations. In significant cases—such as those affecting the Company's reputation, image, financial stability, or those conflicting with corporate policy or involving senior executives—the Human Resources Department must report the matter to the Audit Committee.

4.4. Reporting the Results

The recipient of the complaint must report the outcome and any resulting actions to the complainant, provided the complainant has disclosed his or her identity.

5. Reporters, complainants, or individuals who cooperate in reporting violations or non-compliance with the ethical principles and code of conduct in procurement shall be protected in accordance with the Company's work regulations on the protection of complainants and related parties, as follows:

- 5.1. The matter shall be kept confidential and not disclosed to any unrelated individuals.

- 5.2. The report shall not be used as a basis for granting or denying any personal rewards or disciplinary actions.

- 5.3. No coercion or threats, whether direct or indirect, shall be made.

- 5.4. If the complainant's supervisor is found to act in a discriminatory manner, the Company shall consider such behavior a violation of Company policy and will impose appropriate disciplinary measures.

6. Employees have a duty to comply with and promote adherence to ethical principles and codes of conduct. The following actions shall be considered violations of such ethics and conduct guidelines:

- 6.1. Failure to comply with ethical principles and codes of conduct.

- 6.2. Encouraging, promoting, or supporting others to violate ethical principles and codes of conduct.

- 6.3. Failure to take appropriate action upon witnessing or becoming aware, whether directly or indirectly, of any violations, particularly those within the employee's area of responsibility, shall be considered a breach of conduct.

- 6.4. Refusing to cooperate with or obstructing any investigation or inquiry related to violations of ethical principles and codes of conduct.

- 6.5. Taking any unfair action against individuals as a result of their reporting of such violations.

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In this regard, employees must have a clear understanding of the rules and regulations and must strictly comply with the company's code of ethics and morality. Any violations shall be subject to disciplinary action in accordance with the company's work regulations and may also result in legal penalties.

Procurement Code of Ethics

The company would like to announce that all employees must perform their duties in accordance with the code of ethics that everyone is expected to follow. When each individual fulfills their responsibilities ethically, it leads to efficient operations and helps enhance the company's image.

The procurement code of ethics refers to a set of conduct guidelines established to uphold morality, transparency, integrity, and the company's reputation, while also promoting accountability in procurement—particularly responsibility toward the company and society. Employees must perform their duties in accordance with the following ethical principles:

1. Employees must prioritize the best interests of the company.
2. Employees must listen to the opinions of colleagues and relevant stakeholders.
3. Employees must make purchasing decisions without bias or discrimination, in order to maximize the value of expenditures.
4. Employees must seek knowledge about materials and production processes.
5. Employees must conduct procurement activities with honesty, sincerity, and courtesy.
6. Employees must acknowledge and accept both their own responsibilities and those of others.
7. Employees must avoid any unfair practices.
8. Employees must offer advice and guidance to fellow employees in accordance with proper procedures.
9. Employees must collaborate with all departments and units.

The purchasing behavior of staff is influenced by four key factors: 1.the business environment, 2.personal experience, 3.organizational culture, 4.the industrial environment. Unethical purchasing behavior includes:

1. Mutual assistance
2. Personal purchases
3. Receiving gifts

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4. Conflicts of financial interests
5. Unfair practices

To enable employees and relevant personnel involved in the company's procurement activities to adhere to an ethical framework and principles in performing their duties with honesty, integrity, and transparency, while prioritizing the company's interests and ensuring fairness and justice for the company's business partners.

Ethical Standards and Conduct Guidelines for Business Partners

The Company aims to continuously drive sustainable business development and therefore recognizes the importance of all sectors within the supply chain. Business partners are essential allies in advancing sustainability from upstream to downstream. The Company Group places strong emphasis on its responsibilities throughout the supply chain, including product sourcing, risk assessment, compliance with relevant laws and regulations, social responsibility, and collaboration with business partners to improve work processes and build strong, long-term relationships. To manage the supply chain effectively, the Company has established a business code of conduct for its business partners. This ensures that partners adhere to the principles of good corporate governance and encourages them to apply the same ethical and responsible standards in their relationships with their own partners. This approach is considered an effective practice in supply chain management.

Suppliers must meet the following standards:

1. Compliance with Laws and Regulations

Suppliers must comply with all relevant laws and regulations of the countries in which they operate, and must conduct business with ethics and fairness. The Company expects suppliers to support and respect the protection of human rights in accordance with internationally recognized principles.

2. Product Quality and Safety

Suppliers must provide high-quality, safe, and environmentally friendly products and services that meet the Company's needs and requirements.

3. Traceability

Suppliers must have processes in place that can provide evidence or certification of the origin of products and services, as well as documentation of international quality standards in the production process, upon request by the Company.

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4. Privacy, Confidentiality, and Intellectual Property

4.1. The Partner shall protect the Customer's confidential information in accordance with the agreement.

The Partner must not disclose such information negligently and must not use the Customer's information without proper authorization.

4.2. The Partner shall respect the laws of the country and international treaties related to intellectual property, including trademarks and patents, and shall not violate copyrights through any form of forgery or infringement.

5. Discrimination

All suppliers shall treat their employees equally and provide equal opportunities, without discrimination based on race, ethnicity, nationality, religion, age, disability, political opinion, union membership, gender, gender identity, sexual orientation, family status, social class, or any other grounds defined under the applicable laws of the country in which the supplier operates. This principle shall apply throughout the duration of the employment contract.

6. Responsible Sourcing

Suppliers shall exercise due diligence when selecting their own suppliers and subcontractors to ensure responsible sourcing throughout the supply chain. Suppliers must not procure raw materials or components from sources associated with illegal activities, human rights violations, or terrorism.

7. Business Integrity

All business and commercial transactions shall be conducted with transparency, and all records must be accurately maintained in the supplier's accounting system. Suppliers and their employees must not engage in money laundering. In addition, suppliers shall implement strict controls to ensure that any confidential information obtained from the Company is not misused for personal gain or insider trading.

8. Conflict of Interest

The Partner shall disclose the following to the Company:

8.1 Any situations or statuses that may lead to a conflict of interest.

8.2 Any instances in which the Company's employees have a vested interest or involvement in the Partner's business or financial activities, whether such employees are family members or have a personal relationship with the Partner.

9. Environmental Management

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Partners should implement preventive measures against environmental problems and take proactive steps to promote environmental responsibility. They must comply with all applicable laws, regulations, standards, and environmental requirements related to the products and services delivered to the Company. Partners are encouraged to promote the use of environmentally friendly technologies throughout the product life cycle, support the efficient use of energy and water, and ensure proper waste management through the following practices:

- 9.1. Continuously improve environmental performance, addressing impacts on air, soil, land, water, forests, biodiversity, and greenhouse gas emissions.
- 9.2. Establish systems for managing wastewater, air pollution, solid waste, hazardous waste, electronic waste, and other environmental aspects relevant to business operations. These systems must include proper treatment, measurement, and data collection in accordance with national and local environmental laws and regulations.
- 9.3. Provide necessary training on environmental laws for relevant personnel.
- 9.4. Engage and cooperate with responsible government agencies or relevant third-party organizations to promote sound environmental management practices.

The Company has established the following practices for employees to follow when dealing with business partners:

1. Employees must review and comply with the Company's product and service procurement policy and identify appropriate approaches before selecting a business partner.
2. Before entering into a business relationship, employees must inform business partners of the duties expected of them in accordance with the Company's culture, business ethics, and all applicable laws, regulations, and policies.
3. Business partners are a critical part of the Company's success. Therefore, employees must treat them with importance, showing respect, fairness, and equality, in order to maximize mutual benefit.
4. Employees must always remember that procurement is a formal transaction between the Company and its business partners. Accordingly, they must perform their duties with honesty, professionalism, and mutual respect, while avoiding discrimination and ensuring equal opportunity.

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- When an agreement is reached to conduct business, employees must prepare a written contract or agreement specifying the nature of the work and the responsibilities of each party. The contract must be submitted to the Legal Department for review before it is signed.

Conflict of Interest

Conflict of Interest (COI), or a conflict between personal interests and the interests of the Company, is a serious form of corruption and misconduct that violates principles of morality, ethics, and good governance. In general, a conflict of interest refers to a situation in which personal interests interfere with or influence an employee's ability to perform their duties in the best interest of the Company.

The Company has established the following practices for its employees:

- To avoid conflicts that may arise between personal interests and the interests of the Company, purchasing employees are prohibited from having any ownership in or partnership with businesses that conduct business with the Company.
- If a business partner or a representative of a business partner is a close acquaintance or a family member of the purchasing employee responsible for the partner selection, the supervisor must assign that employee to other duties that are unrelated to the selection process.
- If a business partner or their representative is a former employee of the Company, current employees must treat that partner the same as any other, with fairness and equality.
- In any situation where a purchasing employee becomes aware of potential personal interests involved in the process, they must immediately report the matter to their supervisor.

Affiliate Transaction

While the Company and its employees benefit from the integration of companies within the group, there must be clear standards in place to ensure that all business partners are given equal opportunities in the marketplace. Therefore, the allocation of costs related to intercompany transactions must be fair and transparent.

The Company has established the following practices for its employees:

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1. In the event that a company within the group offers a competitive price compared to other business partners, employees must treat the group company the same as any other partner, with fairness and equality.
2. Legal business transactions between companies within the group must include clearly defined pricing and must remain competitive with external business partners.
3. Employees must ensure that legal transactions between companies in the group provide mutual benefits and align with the Company's business strategies or expected financial returns.

Fair Competition

The Company strictly adheres to a framework of honest and fair competition, aiming to maintain mutual benefits with its business partners.

The Company has established the following practices for its employees:

1. In procurement, all vendors must be treated equally, impartially, and fairly, based on mutual and fair returns for both parties.
2. Employees must strictly comply with contracts or agreed conditions. If compliance is not possible, the customer must be informed in advance to jointly consider and determine a reasonable solution.
3. Employees must not demand, accept, or offer any dishonest benefits in dealings with business partners.
4. In selecting business partners, all relevant factors must be considered; the Company does not automatically choose the lowest-priced offer but selects the one that provides the greatest benefit.
5. Employees must maintain confidentiality by not disclosing prices, conditions, or technical details obtained from one business partner to others, and must not use such information for personal gain or for the benefit of others.

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Best Practices in Procurement

The importance of successful sustainable procurement development through supply chain management within the group lies not only in delivering value to the Company, but also in creating shared benefits for all stakeholders. These stakeholders include customers, business partners, and investors who are involved with the Company.

The Procurement Department has established the following sustainable procurement practices:

1. Develop a procurement strategy and management plan that aligns with the Group's overall strategy.
2. Formulate an organizational management strategy and build an effective team.
3. Promote global procurement initiatives.
4. Establish procurement and supply chain performance indicators.
5. Implement IT (Information Technology) or IS (Information Systems) solutions to support procurement and supply chain operations.
6. Build human resource capacity through continuous training and development.

Preparation of Strategies and Plans for Procurement Management in Line with the Company's Strategies.

1. Establish procurement and supply chain management strategies and plans that support the Company's business, with clearly defined priorities for each strategy and plan.
2. Coordinate with all supply chain-related units to align and integrate the procurement department's strategies with the Group's overall strategies.

Develop Organizational Management Strategies and Team Building.

1. Foster an ethical corporate culture within the procurement department by instilling a strong sense of morality and adherence to the department's code of conduct among employees.
2. Develop the procurement department to stay aligned with business and organizational changes by clearly communicating the Company's objectives, vision, and strategies, along with the department's mission. Encourage employees to embrace new technologies and work methods to effectively adapt to change.

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3. Build a team environment where all members work with satisfaction, support one another, and perceive opportunities for career development. This includes organizing regular discussions and activities to share news, exchange ideas, learn collaboratively, coordinate responsibilities, and support both individual and team success. Provide opportunities for employees to participate in designing their Individual Development Program (IDP) to enhance their knowledge, skills, and capabilities for career growth and stability.
4. Promote teamwork by encouraging collaboration and knowledge-sharing across departments, both within and beyond the procurement function, including affiliated companies, to improve efficiency and generate overall business benefits.

Aiming for Global Procurement

1. Source leading distributors of goods or services from around the world who uphold business ethics, in order to acquire high-value, quality, and reasonably priced products or services. Maintain good relationships with business partners by treating them fairly in accordance with contractual terms. Also, take into account social and environmental factors alongside financial considerations, and comply with the customs and laws of the supplier's country.
2. Select suppliers using open, honest, and fair methods. This process should begin with the selection of at least two companies, followed by a Request for Proposal (RFP), a Q&A stage, negotiation, and a final award decision.
3. Enter into contracts with selected companies as business partners on the basis of mutual benefit for both parties.
4. Develop and strengthen relationships with suppliers so that they are willing to collaborate. Listen to their feedback and make necessary improvements. Encourage suppliers to co-develop new products and enhance the quality and efficiency of services and work processes. The Vendor Relationship Management unit will serve as the central point of coordination for all related operations.

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Develop Procurement Indicators

1. Establish procurement performance indicators (Key Performance Indicators or KPIs), such as cost, effectiveness, process efficiency, cycle time, staff productivity, supplier performance, and user and supplier satisfaction. Compare these indicators with international benchmarks from leading global companies and use the insights to improve work processes and enhance competitiveness.
2. Monitor performance indicators against established targets to ensure that objectives are met effectively.
3. Prepare monthly and quarterly performance reports.

Develop and Implement IT (Information Technology) or IS (Information System) Systems in Procurement and Supply Chain Operations.

1. Apply Information Technology (IT) or Information Systems (IS) to the electronic central procurement system (e-Procurement System) in order to establish a centralized database that is accurate, complete, and user-friendly for quick access.
2. Continuously improve the e-Procurement system to ensure it remains up to date by streamlining processes and enhancing usability. This can be achieved through methods such as Category Management, Total Quality Management (TQM), and Lean Sigma.
3. Utilize Business Intelligence (BI) software as a tool for spending analysis to manage the company's procurement and supply chain costs more effectively.

Create Human Resources and Training Development

1. Develop employees by focusing on building both knowledge and moral integrity. This includes cultivating professional expertise and a positive attitude in order to provide quality service to colleagues, business partners, and customers. Leaders should act as role models by offering guidance, advice, and organizing vocational training programs.
2. Inspire employees to pursue self-directed learning by providing opportunities to attend seminars and study tours, both domestically and internationally, to stay up to date with evolving technologies.

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3. Encourage employees to rotate within different units of the procurement department or to other departments in order to expand their skills and gain experience in new roles.

Risk Management

To prevent potential risks, the Group's procurement department must plan risk management strategies for the procurement of goods and services in alignment with the organization's evolving strategies and goals, taking into consideration the following factors:

1. Types of Risk
 - 1.1 Strategic Risk
 - 1.2 Partner and Market Risk
 - 1.3 Financial Risk
 - 1.4 Operational Risk
 - 1.5 Corruption Risk
 - 1.6 Legal Risk
 - 1.7 External Environmental Risk
- 2 Risk Management Practices
 - 2.1 Identify products or services that carry potential risks.
 - 2.2 Assess the level of risk by evaluating the potential impact or value at stake, along with analyzing the likelihood, frequency of occurrence, and the organization's ability to prevent the risk. Create risk indicators to serve as early warning signals.
 - 2.3 Establish measures or guidelines to mitigate potential risks by addressing root causes and monitoring risk indicators to determine whether they exceed acceptable levels, and take corrective actions accordingly.
 - 2.4 Monitor and evaluate the outcomes of risk management efforts.

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Internal and External Communication Practices and Monitoring

External Communication Practices for Procurement Staff

Disseminate the sustainable procurement policy and procurement code of conduct to all employees within the group of companies through internal communication channels by making a formal announcement and posting the documents on the company website, ensuring that everyone is informed and complies accordingly.

1. All procurement staff must receive the sustainable procurement policy and procurement code of conduct and must sign to acknowledge and accept the practices.
2. Provide training for all procurement staff to ensure they understand the procurement code of conduct and are able to apply it in practice.

External Communication Practices

Publicize the “Sustainable Procurement Policy and Code of Conduct for the Purchasing Department” to business partners through the company’s communication channels, such as the official website.

Monitoring

The “Sustainable Procurement Policy and Code of Conduct for the Purchasing Department” is essential to ensure that directors, employees, procurement staff, and business partners are aware of and comply with the Group’s Code of Conduct. Therefore, the Group’s procurement department will communicate and disseminate these practices to all stakeholders involved in procurement. Monitoring helps enhance operational efficiency by developing and improving work processes that may suffer from a lack of discipline. Monitoring can be conducted before, during, or after a business activity. The steps for monitoring are as follows:

1. Pre-Business Activity Check

This involves the process of seeking approval from senior executives for high-risk activities such as accepting overseas study tours, entertainment, or receiving gifts or gratuities from business partners.

2. During-Business Activity Check

This refers to the evaluation of ongoing transactions, such as high-risk items or frequently reordered items, as well as quality control processes. Examples include purchase orders that deviate from the procurement policy

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(Deviation from Procurement Policy), items currently being processed (Process's Existence), and the collection of data such as price books, expense reports, and process outcomes.

3.Post-Business Activity Check

For high-value and high-risk transactions, the procurement department conducts vendor evaluations twice a year to establish quality and service standards. To enable a 360-degree assessment, the procurement department's performance is also evaluated by business partners and purchasers to provide data for process improvement and risk reduction related to non-compliance.

In low-risk procurement, management must regularly check with employees to ensure procurement principles are followed. To demonstrate a strong commitment to proper implementation and operational efficiency, all companies in the Group are required to be monitored twice a year.

This policy shall be effective from December 8, 2023, onwards.



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The approver of the Sustainable Procurement Policy

Mr. Pisnu Pong-Acha

Chairman of the Board of Directors

