

# Fair Labor Association: Independent External Factory Assessment

Assessment Date :

**02 Oct 2023**



## Factory Information

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| FLA Affiliates    | SESTAR LIMITED |
| Country           | Thailand       |
| Number of Workers | 25             |

## Understanding this Report

Companies that join the FLA agree to uphold the FLA Workplace Code of Conduct throughout their entire supply chain. The Code of Conduct is based on International Labour Organization (ILO) standards, and defines labor standards that aim to achieve decent and humane working conditions.

## FLA Code Element

## Number of Violations

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| Compensation (C)                                       | 4  |
| Employment Relationship (ER)                           | 12 |
| Freedom Of Association And Collective Bargaining (FOA) | 1  |
| Harassment Or Abuse (H/A)                              | 1  |
| Health, Safety And Environment (HSE)                   | 29 |
| Hours Of Work (HOW)                                    | 4  |
| Nondiscrimination (ND)                                 | 3  |

## Assessment Information

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| Assessor           | SCSA                           |
| Assessment Date    | 02 Oct 2023                    |
| Assessment Purpose | Factory Assessment (In-Person) |

## ASSESSMENT RESULTS

### Compensation (C)

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| Benchmark ID                        | C.9.3  |
| Benchmark Details                   | Employees shall be compensated for overtime hours at such premium rate as is legally required in the producing country   |
| Finding Details                     | Some workers did not receive the correct overtime premium payment because it was calculated based on an hourly rate lower than the applicable minimum wage. The cases happened to three daily and two monthly workers, who received a payment less than the regulation as the factory used a lower minimum wage as the baseline for overtime calculation. The hourly rate used for overtime calculation was 59.06 to 65.62 Baht instead of 66.68 Baht.                                   |
| Recommendation for Immediate Action | Factory shall ensure that workers' overtime hours are properly paid as according to the prevailing law.  |
| Compliance Classifications          | Immediate Action Required  |
| Local Law                           | The Labor Protection Act B.E. 2541 (1998) Chapter 5 Section 61: Whereas an employer requires an employee to work overtime on a working day, the employer shall pay overtime pay to the employee at a rate of not less than one and a half times of the hourly wage rate of a working day for the number of hours of work done, or, where an employee receives wages on a piece rate basis, not less than one and a half times of the piece rate of wages of a working day for work done. |
| Benchmark ID                        | C.22   |
| Benchmark Details                   | Employers must establish a system through which workers can dispute compensation and receive clarifications in this respect in a timely manner.  |

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| Finding Details                     | Based on documentation review on internal policy and procedure, factory has established complaint procedure. However, there is no confidential channel provided in place for anonymous complaint.                               |
| Recommendation for Immediate Action |   |
| Compliance Classifications          | Sustainable Improvement Required  |
| Local Law                           |   |
| Benchmark ID                        | C.1.1   |
| Benchmark Details                   | Employers shall comply with all national laws, regulations and procedures concerning the payment of compensation to workers.  |
| Finding Details                     | (1) One worker was not entitled to social security benefit despite he joined the facility in January 2023. (2) A doctor's reference is a must for daily rate employees who are taking sick leave, otherwise they are not paid . |
| Recommendation for Immediate Action | It is recommended that: - All employees should be entitled to social security. - Sick leave is to be paid based on actual ill not a doctor's note as stipulated by law  |
| Compliance Classifications          | Immediate Action Required   |

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| Local Law                           | <p>The Social Security Act 2533 (1990) Chapter 1 Section 33: The employee, who has been over fifteen years of age and not more than sixty years of age, shall be insured person. The insured person under paragraph one who has become sixty years of age and has continually been an employee of the employer under this Act, shall be deemed to be an employee who is an insured person. The Labour Protection Act B.E. 2541 (1998) Chapter 9 Section 108: An employer who employs ten or more persons shall provide the work rule in Thai and the rule shall contain at least the following details: (1) Working Days, normal working time and rest periods; (2) Holidays and rules of taking Holidays; (3) Rules governing Overtime and Holiday Work; (4) The date and place of payment of Wages, Overtime Pay, Holiday Pay and Holiday Overtime Pay; (5) Leave and rules of taking Leave; (6) Discipline and disciplinary measures; (7) Lodging of grievances; and (8) Termination of employment, Severance Pay and Special Severance Pay. Section 30 'An employee who has worked continuously for one full year shall be entitled to an annual holiday of not less than six working days which shall be fixed in advance by the employer or set out in an agreement made between the employer and the employee. Section 32 An employee is entitled to sick leave on those days that he is ill. If sick leave is taken for three or more working days, the employer may require that the employee acquire a medical certificate from a first-class medical practitioner or from a government clinic. If the employee fails to acquire medical certificate from a first-class medical practitioner or from a government clinic, the employee shall provide the employer with an explanation.</p> |
| Benchmark ID                        | C.2  |
| Benchmark Details                   | Employers shall pay workers at least the legal minimum wage or the prevailing industry wage, whichever is higher, for regular working hours (not including overtime). Workers should also be informed about the legal minimum wage.  |
| Finding Details                     | Some of the workers were paid below the applicable minimum wage. Based on the documentation review, three daily workers were paid 350 Baht instead of 353 Baht per day. Meanwhile, two monthly workers received a total wage of only 9,450 Baht per month.   |
| Recommendation for Immediate Action | All employees shall be properly paid with legal minimum wage.  |

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| Compliance Classifications          | Immediate Action Required  |
| Local Law                           | The Notification of Wage Committee, subject: Minimum wage (Issue 11) Clause 3 The minimum wage shall be in amount of 353 Baht for the area of Bangkok, Nakhon Pathom, Nonthaburi, Pathumthani, Phuket, Samutprakarn, Samutsakorn.  |
| <b>Employment Relationship (ER)</b> |  |
| Benchmark ID                        | ER.11.2  |
| Benchmark Details                   | Employers must ensure the following minimum terms and conditions are met in the employment of contract/contingent/migrant/temporary workers:<br>Contract/contingent/migrant/temporary workers shall be provided an employment agreement in their native language setting out the employment terms and conditions. for migrant workers, a copy of their employment contract in their native language shall be provided prior to departure from their country of origin; |
| Finding Details                     | The factory does not establish a labor contract with any employees.  |
| Recommendation for Immediate Action |  |
| Compliance Classifications          | Sustainable Improvement Required   |
| Local Law                           |  |
| Benchmark ID                        | ER.1.2   |
| Benchmark Details                   | Employers shall assign responsibility for the administration of human resources to a clearly defined and adequately qualified staff member or staff members and ensure workers at all levels receive communication and training about existing policies and procedures or any revisions.   |

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| Finding Details                     | <ul style="list-style-type: none"> <li>- The orientation training provided to new workers does not cover FLA's Code elements and Employment Functions, except the compensation and working hours</li> <li>- The factory does not have a clearly defined qualified staff responsible of social compliance issues at the workplace. In addition, there is no safety officer at technical level, foreman level and executive level available in the facility.</li> </ul>  |
| Recommendation for Immediate Action | <ul style="list-style-type: none"> <li>- The orientation training provided to new workers should cover all FLA's Code elements and Employment Functions.,</li> <li>- The factory should have a clearly defined qualified staff responsible of social compliance issues at the workplace. Also, safety officer at technique level, foreman level and executive level should be available in the facility. Training should be established and covering safety personnel. Responsible person should be appointed to be responsible of social compliance.</li> </ul> |
| Compliance Classifications          | Immediate Action Required  |



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| Local Law                           | <p>The Ministerial Regulation on the Prescribing of Standard for Administration and Management of Occupational Safety, Health and Environment B.E. 2549 (A.D. 2006) Chapter 1 Clause 10 The employer shall, within one hundred and eighty days following the date this Ministerial Regulation comes into force or within one hundred and eighty days following the date the workplace has twenty employees or more, appoint an employee having qualifications as prescribed in Clause 11 to be a safety officer in technique level in the workplace as to those in Clause 1 (2) to (5) having twenty employees or more, but less than fifty, in order that such appointed employee shall work as a safety officer for not less than the period stipulated i.e. not less than one hour per day. This shall be an exemption for the workplace which has already had a safety officer in advanced technique or professional level. Clause 7 The employers of the workplaces as stated in Clause 1 (1) to (5) having two employees or more and the employers of the workplaces as stated in Clause 1 (6) to (14) having twenty employees or more, shall assign a supervising employee bearing the qualifications as indicated in Clause 8 to be a safety officer in foreman level in the workplace. Clause 19 The employers of the workplaces as stated in Clause 1 (1) to (5) having two employees or more and the workplaces as stated in Clause 1 (6) to (14) having twenty employees or more shall appoint all employees in management level having qualifications as shown in Clause 20 to be safety officers at management level of the workplace.</p> |
| Benchmark ID                        | ER.5.1   |
| Benchmark Details                   | Employers shall ensure that all supervisors are trained in national laws, workplace regulations, and the FLA Code, workplace grievance systems, and the appropriate practices to ensure compliance.  |
| Finding Details                     | The training provided to Supervisor does not cover FLA's Code elements and Employment Functions, except compensation and hours of work.  |
| Recommendation for Immediate Action |  |
| Compliance Classifications          | Sustainable Improvement Required   |
| Local Law                           |  |

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| Benchmark ID                        | ER.17.1   |
| Benchmark Details                   | Employers shall have a clear and transparent system of worker and management communication that enables workers to consult with and provide input to management. This might include suggestion boxes, worker committees, designated spaces for worker meetings, union representatives, and meetings between management and workers' representatives.  |
| Finding Details                     | There are no written policies or procedures for Grievance system. Only some documents or systems exist to manage grievance system In addition, according to rule and regulation, factory has established complaint procedure in place. However, there is no confidential channel provided for anonymous complaints. Please refer to C.22 as well.   |
| Recommendation for Immediate Action |   |
| Compliance Classifications          | Sustainable Improvement Required  |
| Local Law                           |   |
| Benchmark ID                        | ER.1.1  |
| Benchmark Details                   | Employers shall have in place written policies and practices and maintain proper and accurate records governing all aspects of employment from recruitment, hiring and probation, including written terms and conditions of employment, job descriptions, administration of compensation, and working hours for all positions, through to retrenchment and termination processes.   |
| Finding Details                     | (1) The factory does not have policies and procedures on nondiscrimination. (2) The factory does not have policies and procedures on forced labor. (3) The factory does not have policies and procedures on child labor. (4) No remediation policy/procedure is established where child labor is found. (5) The factory does not have policies and procedures governing all aspect of termination and retrenchment. Factory shall establish proper policies and procedure across these employment function. |

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| Recommendation for Immediate Action |  |
| Compliance Classifications          | Sustainable Improvement Required   |
| Local Law                           |  |
| Benchmark ID                        | ER.7.1   |
| Benchmark Details                   | Employers shall have written policies and procedures with regard to performance reviews that outline the review steps and process, demonstrate linkages to job grading, prohibit discrimination, are provided in writing and seek feedback and agreement/disagreement from employees in writing, and that follow all local legal requirements.   |
| Finding Details                     | There is no procedure established for a performance review to determine whether a new worker is passing the probationary period.   |
| Recommendation for Immediate Action |  |
| Compliance Classifications          | Sustainable Improvement Required   |
| Local Law                           |  |
| Benchmark ID                        | ER.8   |
| Benchmark Details                   | Employers shall have written policies and procedures with regard to promotion, demotion, and job reassignment that outline the criteria, demonstrate linkages to job grading, and prohibit discrimination or use of demotion or job reassignment as a form of penalty or punishment, are provided in writing and seek feedback from employees in writing, and follow all local legal requirements. |
| Finding Details                     | The factory does not have policies and procedures on promotion, demotion and job reassignment. The factory should establish policies and procedures on promotion, demotion and job reassignment.   |

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| Recommendation for Immediate Action |   |
| Compliance Classifications          | Sustainable Improvement Required  |
| Local Law                           | NA  |
| Benchmark ID                        | ER.4  |
| Benchmark Details                   | Employers shall inform workers about workplace rules, environmental protection systems, health and safety information, and laws regarding workers' rights with respect to freedom of association, compensation, working hours, and any other legally required information, and the FLA Code through appropriate means, including posted in local language(s) throughout the workplace's common areas. |
| Finding Details                     | The factory does not provide regular communication/ trainnig to workers on all FLA's Code elements and employment functions   |
| Recommendation for Immediate Action |   |
| Compliance Classifications          | Sustainable Improvement Required  |
| Local Law                           |   |
| Benchmark ID                        | ER.19.1   |
| Benchmark Details                   | Employers shall maintain on file all documentation needed to demonstrate compliance with the FLA Workplace Code and required laws.  |
| Finding Details                     | The facility has no factory license. In addition, the factory's address (number# 59/20) was not included in the existing business license.  |
| Recommendation for Immediate Action | The facility should obtain a factory license. Also, the addresses no. 59/20 should be included in the business license.   |

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| Compliance Classifications          | Immediate Action Required   |
| Local Law                           | The Factory Act B.E. 2535 Section 12 A person engaging in a factory business of group 3 must obtain a license from the licensor and must be in accordance with the rules prescribed in the Ministerial Regulations issued under Section 8, the Minister's Notifications issued under the Ministerial Regulations and the Minister's announcement issued under section 32. It is forbidden to operate a factory before receiving a license |
| Benchmark ID                        | ER.3.1  |
| Benchmark Details                   | Employers shall provide an orientation to new employees at the time of hiring, which includes explanations of the employers' rules, compensation package and policies for human resources, grievance systems, industrial relations, including respect of the right to freedom of association, workers' rights and responsibilities, FLA Code of Conduct, health and safety, and environmental protection.                                 |
| Finding Details                     | The orientation training provided to new workers does not cover FLA's Code elements and Employment Functions, except compensation and hours of work.  |
| Recommendation for Immediate Action |   |
| Compliance Classifications          | Sustainable Improvement Required  |
| Local Law                           | NA  |
| Benchmark ID                        | ER.1.3  |
| Benchmark Details                   | Employers should implement an annual, review process with input from workers of all policies, procedures and their implementation to ensure they meet legal requirements and the FLA Workplace Code.  |
| Finding Details                     | Workers are not consulted or integrated into the decision-making process concerning workplace and working conditions (e.g., creation or revision of policies and procedures, changes in production processes, hours of work, etc.).   |

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| Recommendation for Immediate Action |   |
| Compliance Classifications          | Sustainable Improvement Required  |
| Local Law                           |   |
| Benchmark ID                        | ER.18.6   |
| Benchmark Details                   | The workplace shall commit to non-retaliation for all steps of the disciplinary process, including for a worker requesting a witness and filing an appeal of disciplinary action. |
| Finding Details                     | There is no non-retaliation policy established for disciplinary actions.  |
| Recommendation for Immediate Action |   |
| Compliance Classifications          | Sustainable Improvement Required  |
| Local Law                           |   |

### Freedom Of Association And Collective Bargaining (FOA)

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| Benchmark ID                        | FOA.1.1   |
| Benchmark Details                   | Employers shall comply with all national laws, regulations and procedures concerning freedom of association and collective bargaining. national laws, rules, and procedures protecting the rights of workers to organize and bargain collectively. Where local laws and FLA standards differ, the employer is expected to follow the highest applicable standard. |
| Finding Details                     | The factory does not have policies and procedures on freedom of association and collective bargaining.  |
| Recommendation for Immediate Action |   |

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| Compliance Classifications | Sustainable Improvement Required |
| Local Law                  |                                  |

## Harassment Or Abuse (H/A)

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| Benchmark ID                        | H/A.8.3  |
| Benchmark Details                   | Employers, shall develop, implement and monitor policy and procedures for eliminating the risk of violence, harassment, and abuse in the workplace. Policies and procedures shall include a clear statement that violence, harassment, and abuse will not be tolerated, procedures for the investigation of allegations, and measures to protect any complainants, victims, and witnesses. |
| Finding Details                     | The factory does not have a written policy on harassment or abuse, including a system to discipline supervisors, managers, and workers who engage in any form of harassment or abuse.  |
| Recommendation for Immediate Action |  |
| Compliance Classifications          | Sustainable Improvement Required   |
| Local Law                           |  |

## Health, Safety And Environment (HSE)

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| Benchmark ID      | HSE.6.2   |
| Benchmark Details | A sufficient number of workers shall be trained in first aid and firefighting techniques. Training shall be upon hire and with periodic refresher training. |
| Finding Details   | 1- No firefighting technical training provided to workers. 2-There is no trained first aid personnel in the factory.  |

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| Recommendation for Immediate Action | 1-The fire-fighting technical training provided to workers 2 -There should be a trained first aid personnel in the factory.   |
| Compliance Classifications          | Immediate Action Required   |
| Local Law                           | 1. The Regulation of Labor Ministry on the Prescribing of standards for the administration and management of Occupational safety, health and environment relating to protection and prevention of fire B.E. 2555, section 27: The employees shall receive preliminary firefighting technique training conducted by a licensed training agency / authority, by not less than forty percent of all employees in each unit of work of the place of operation. 2. The Ministerial Regulation on the Prescribing of Standard for Administration and Management of Occupational Safety, Health and Environment in Relation to Fire protection B.E.2555 Section 28 (2) There shall be persons with responsibility to protect and prevent fire to be trained for protection and prevention of fire, use of fire-fighting equipment, first aid and emergency rescue. |
| Benchmark ID                        | HSE.5.3   |
| Benchmark Details                   | Alarm systems shall be regularly tested and evacuation drills shall be undertaken at least annually.  |
| Finding Details                     | The factory has never arranged fire evacuation drill for its employees at workshop as well as dormitory.  |
| Recommendation for Immediate Action | The factory should provide fire evacuation drill for its employees at the workshop and dormitory.   |
| Compliance Classifications          | Immediate Action Required   |



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| Local Law                           | The Regulation of Labor Ministry on the Prescribing of standards for the administration and management of Occupational safety, health and environment relating to protection and prevention of fire B.E. 2555, section 30: The employer shall arrange for fire evacuation at least once a year for all employees working within the same building and on the same day and time. The plan and details of fire drill training shall be submitted to the Director-General prior to training at least 30 days. If the employer cannot conduct fire training, they shall contact a licensed training unit to assist in the training. The employer shall prepare a report on the training according to the form prescribed by the Director-General to be submitted to the competent official within thirty days after the training. |
| Benchmark ID                        | HSE.5.1.5   |
| Benchmark Details                   | All applicable, legally required or recommended elements of safe evacuation shall be complied with, including all of the following elements: employee education and training  |
| Finding Details                     | The factory has never provided the firefighting technique training to the employees.  |
| Recommendation for Immediate Action | The factory should provide the firefighting technique training to the employees in accordance with law.   |
| Compliance Classifications          | Immediate Action Required   |
| Local Law                           | The Regulation of Labor Ministry on the Prescribing of standards for the administration and management of Occupational safety, health and environment relating to protection and prevention of fire B.E. 2555, section 27: The employees shall receive preliminary firefighting technique training conducted by a licensed training agency / authority, by not less than forty percent of all employees in each unit of work of the place of operation.   |
| Benchmark ID                        | HSE.5.1   |

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| Benchmark Details                   | All applicable, legally required or recommended elements of safe evacuation shall be complied with, including all of the following elements: posting evacuation plans; the installation and maintenance of fire alarms; the installation and maintenance of emergency lighting; ensuring aisles/exits are not blocked and that workers are not blocked within their workstations; employee education and training; and evacuation procedures and fire drills.   |
| Finding Details                     | 1. There is no designated safe emergency assembly area/meeting point. 2. Only one emergency exit/stairway is provided at injection building. In addition, the 2nd floor and 3rd floor of main production (molding) building has only one emergency exit. These building are also used as worker dormitory (on 4th to 5th floor). 3. No illuminated exit sign was installed on or above emergency exits of molding and injection buildings. The facility only posted exit signs (A4 paper, not illuminated) along aisles from 3rd floor to 1st floor of main production (molding) building. 4. No aisles marking marked on floor at injection production building. |
| Recommendation for Immediate Action | 1. There should be designated safe emergency assembly area/meeting point. 2. At least two emergency exits/stairways should be provided at injection building. In addition, the 2nd floor and 3rd floor of main production (molding) building should have at least two emergency exits. 3. Illuminated exit sign should be installed on or above emergency exits of molding and injection buildings. 4. Aisles marking shall be available at all the evacuation routes.  |
| Compliance Classifications          | Immediate Action Required   |

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| Local Law         | <p>1/ The Regulation of Labor Ministry on the Prescribing of standards for the administration and management of Occupational safety, health and environment relating to protection and prevention of fire B.E. 2555, section 8: The employer shall provide at least 2 fire exit routes on every single floor which are eligible for all employees to escape in the same time to the safety area within 5 minutes. The fire escape route from the employees' work station to the safety area should be unobstructed. Exit doors for the fire escape route should be made of fire-resistant material, without a threshold, that can be opened outward in accordance with the fire escape route as well as is equipped devices that can be self-closing. Sliding doors, roll-up doors and revolving doors are prohibited to use, lock, latch, tie or chain during the time when employees are working.</p> <p>2/ The Regulation of Labor Ministry on the Prescribing of standards for the administration and management of Occupational safety, health and environment relating to protection and prevention of fire B.E. 2555, section 11: The employer shall provide exit signs as follows; ((1) The size of the text shall not be less than ten centimeters high and can be clearly seen. (2) Exit sign must be lit or can be illuminated clearly. In addition, the color or shape must not be combined with other nearby decorations or signs which may be unclearly seen. Employers may use pictures of a fire exit, according to the standards of the Engineering Institute of Thailand under the Royal Patronage.</p> <p>3/ The Regulation of Labor Ministry on the Prescribing of standards for the administration and management of Occupational safety, health and environment relating to protection and prevention of fire B.E. 2555, section 8: The employer shall provide at least 2 fire exit routes on every single floor which are eligible for all employees to escape in the same time to the safety area within 5 minutes. The fire escape route from the employees' work station to the safety area should be unobstructed. Exit doors for the fire escape route should be made of fire resistant material, without a threshold, that can be opened outward in accordance with the fire escape route as well as is equipped devices that can be self-closing. Sliding doors, roll-up doors and revolving doors are prohibited to use, lock, latch, tie or chain during the time when employees are working.</p> |
| Benchmark ID      | HSE.5.1.3   |
| Benchmark Details | All applicable, legally required or recommended elements of safe evacuation shall be complied with, including all the following elements: installation and maintenance of emergency lighting  |

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| Finding Details                     | No emergency light was installed in the factory buildings.   |
| Recommendation for Immediate Action | Emergency lights should be sufficiently equipped in the factory buildings.   |
| Compliance Classifications          | Immediate Action Required  |
| Local Law                           | The Regulation of Labor Ministry on the Prescribing of standards for the administration and management of Occupational safety, health and environment relating to protection and prevention of fire B.E. 2555, Section 10: The employer shall provide adequate lighting for evacuating employees from the building including a power source that can supply electricity for fire evacuation and for basic fire extinguishing or related equipment immediately. |
| Benchmark ID                        | HSE.5.1.2  |
| Benchmark Details                   | All applicable, legally required or recommended elements of safe evacuation shall be complied with, including all the following elements: installation and maintenance of fire alarms;   |
| Finding Details                     | There is no fire alarm system installed at the factory.  |
| Recommendation for Immediate Action | There should be fire alarm system installed at the factory.  |
| Compliance Classifications          | Immediate Action Required  |

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| Local Law                           | The Regulation of Labor Ministry on the Prescribing of standards for the administration and management of Occupational safety, health and environment relating to protection and prevention of fire B.E. 2555, section 9: In a facility which consists of two a story building, or has a business area at least 300 square meters, the employer shall install their fire alarm system at all stories and act as follows: (1) Fire alarm system shall at least include; (a) Having alarm signal devices both the automatic fire alarm system and the manual fire alarm system. (b) The fire alarm equipment shall give the alarm or signal for all employees. (2) The manual fire alarm shall be easily seen, installed at easily accessible area or in the fire escape route, by installing at distance from the spot the employees are working not more than thirty meters. (3) The fire alarm shall warning sound differently from those existing at the place of work in general, and said warning shall not be used for other purposes. (4) For the hospital, place where noise is prohibited, or noise does not work for the areas, there shall be a requirement or other measures, such as a light signal or code, which can raise a fire alarm with efficiency. |
| Benchmark ID                        | HSE.5.1.4  |
| Benchmark Details                   | All applicable, legally required or recommended elements of safe evacuation shall be complied with, including all the following: ensuring aisles/exits are not blocked and that workers are not blocked within their workstations  |
| Finding Details                     | It was noted that (1) No directional aisles marking marked on floor/wall at injection production building. (2) The emergency exits of both buildings are obstructed by car which parked in front of the buildings.   |
| Recommendation for Immediate Action | - Aisles should be with directionla marking on floor/wall to facilitate the evacuatio. - The emergency exits of buildings should be free from obstruction.   |
| Compliance Classifications          | Immediate Action Required  |

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| Local Law                           | The Regulation of Labor Ministry on the Prescribing of standards for the administration and management of Occupational safety, health and environment relating to protection and prevention of fire B.E. 2555, section 8: The employer shall provide at least 2 fire exit routes on every single floor which are eligible for all employees to escape in the same time to the safety area within 5 minutes. The fire escape route from the employees' work station to the safety area should be unobstructed. Exit doors for the fire escape route should be made of fire resistant material, without a threshold, that can be opened outward in accordance with the fire escape route as well as is equipped devices that can be self-closing. Sliding doors, roll-up doors and revolving doors are prohibited to use, lock, latch, tie or chain during the time when employees are working. |
| Benchmark ID                        | HSE.9.1   |
| Benchmark Details                   | All chemicals and hazardous substances shall be properly labeled and stored in secure and ventilated areas and disposed of in a safe and legal manner, in accordance with applicable laws and international standards.  |
| Finding Details                     | 1. Chemical containers are stored throughout the production areas without designated areas for storage. 2. No spill-responsible equipment was provided. 3. No secondary containment was provided where chemical are used and stored on production floor. 4. The areas where chemical is stored on 1st floor near air compressor is not properly covered and raining water is observed on floor. 5. No safety labels were attached to the chemical (glue) containers for identification.   |
| Recommendation for Immediate Action | 1. Ensure chemical containers are stored properly in designated areas. 2. Spill responsible equipment should be provided. 3. Secondary containment should be provided where chemical are used and stored on production floor. 4. The areas where chemical is stored on 1st floor near air compressor should be properly covered. 5. Ensure safety labels are attached to the chemical (glue) containers for identification.   |
| Compliance Classifications          | Immediate Action Required   |

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| Local Law                           | 1/ The Regulation of Labor Ministry on the Prescribing of standards for administration and management of Occupational safety, health and environment relating to harmful chemicals B.E. 2556, section 17: The employer shall arrange his hazardous chemical storage as follows; (8) The employer shall build a dike or barrier or similar items to prevent leakage of chemicals outside the chemical storage. There must be drainage to a safe place for the chemicals and to prevent residue deposits. That drainage shall be separate from normal water drainage. 2/ The Regulation of Ministry on the Prescribing of standards for the administration and management of Occupational safety, health and environment relating to harmful chemicals B.E. 2556, section 22: Dividing of hazardous chemical into other containers/tools, the employer shall post the chemicals names and symbols regarding their safety on their new container or packaging. |
| Benchmark ID                        | HSE.25.1.1  |
| Benchmark Details                   | All dormitories shall be kept secure, clean, and have safety provisions (e.g. fire extinguishers, first aid kits, unobstructed emergency exits, emergency lighting).  |
| Finding Details                     | 1. No any fire equipment (fire extinguishers, fire alarm) is provided at dormitory area. 2. No exit sign and emergency light are provided at dormitory area. 3. No evacuation plan is posted at dormitory area.   |
| Recommendation for Immediate Action | 1. Fire equipment (fire extinguishers, fire alarm) should be provided at dormitory area. 2. Exit signage and emergency light should be provided at dormitory area. 3. Evacuation plan should be posted at dormitory area.   |
| Compliance Classifications          | Immediate Action Required   |

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| Local Law                           | <p>1. The Ministerial Regulation on the Prescribing of Standard for Administration and Management of Occupational Safety, Health and Environment in Relation to Fire protection B.E. 2555 section 13 The employer shall arrange portable fire extinguisher with following detail: (4) Provide portable fire extinguisher according to its ability as following detail; (B) To install the fire extinguisher stably, clearly seen and easily using. 2. The Ministerial Regulation on the Prescribing of Standard for Administration and Management of Occupational Safety, Health and Environment in Relation to Fire protection B.E.2555 Clause 11 'The employer shall arrange fire exit sign as the following detail; (1) Size of letter must not be high less than 15 centimeters and also clearly seen. 3. The Ministerial Regulation on the Prescribing of Standard for Administration and Management of Occupational Safety, Health and Environment in Relation to Fire protection B.E.2555 section 3 'The employer shall arrange to have the procedure of basic firefighting as well as fire evacuation, and posted to be clearly seen.</p> |
| Benchmark ID                        | HSE.26  |
| Benchmark Details                   | All dormitory facilities must be structurally sound, in good repair, and located separately from production, warehouse and hazardous chemical storage areas.  |
| Finding Details                     | There are 9 workers' dormitory rooms located on the production buildings.   |
| Recommendation for Immediate Action | Dormitory should not be in the production building.   |
| Compliance Classifications          | Immediate Action Required   |
| Local Law                           |   |
| Benchmark ID                        | HSE.19  |
| Benchmark Details                   | All facilities including workplace buildings, toilets, canteens, kitchens, and clinics, shall be kept clean and safe and be in compliance with all applicable laws, including relevant sanitation, medical, and safety and health regulations.  |



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| Finding Details                     | The 1st, 2nd and 3rd floor of plastic injection building were untidy and unclean.  |
| Recommendation for Immediate Action |  |
| Compliance Classifications          | Sustainable Improvement Required   |
| Local Law                           | NA   |
| Benchmark ID                        | HSE.13   |
| Benchmark Details                   | All necessary ventilation, plumbing, electrical, noise and lighting services shall be installed and maintained to conform to applicable laws and to prevent or minimize hazardous conditions to workers in the facility.   |
| Finding Details                     | 1. The factory has never conducted an annual working environmental inspection for lighting, heat and noising level. 2. Electrical control panels at the production and dormitory areas were without inner and/or outer covers. In addition, no warning sign posted on electrical control panels.           |
| Recommendation for Immediate Action | 1. The factory should conduct an annual working environmental inspection on lighting, heat and noise levels. 2. Electrical control panels at the production and dormitory areas should be installed with inner and/or outer cover. In addition, warning sign shall be posted on electrical control panels. |
| Compliance Classifications          | Immediate Action Required  |

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| Local Law         | <p>1. The Labor Ministerial Regulations Re: Standards of Occupational health and Safety and the working environment management on heat, light and noise level B.E 2559, section 14: The employer shall arrange a measurement of the working conditions regarding the heat, light or noise level in the workplace. The rules, measurement methods and analysis are in accordance with the notification of the Director-General., The factory has never conducted an annual working environmental inspection (noise level). The Labor Ministerial Regulations Re: Standards of Occupational health and Safety and the working environment management on heat, light and noise level B.E 2559, section 14: The employer shall arrange a measurement of the working conditions regarding the heat, light or noise level in the workplace. The rules, measurement methods and analysis are in accordance with the notification of the Director-General., The factory has never conducted an annual working environmental inspection (heat level). The Labor Ministerial Regulations Re: Standards of Occupational health and Safety and the working environment management on heat, light and noise level B.E 2559, section 14: The employer shall arrange a measurement of the working conditions regarding the heat, light or noise level in the workplace. The rules, measurement methods and analysis are in accordance with the notification of the Director-General., 1. The factory had not arranged for an annual inspection of its electrical system by a licensed engineer. 2. The Ministerial Regulation on the Prescribing of Standard for Administration, Management and Performance of Occupational Safety, Health and Work Environment in Relation to Electricity B.E. 2558 (2015) Section 12 Provide electrical system and equipment maintenance and inspection in order to be safe to use, and have a person or juristic person who is registered as prescribed in the safety act B.E.2554 records and assures an inspection report and keep it for a safety auditor to inspect.</p> |
| Benchmark ID      | HSE.14.1   |
| Benchmark Details | All production machinery, equipment and tools shall be properly guarded and regularly maintained.  |

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| Finding Details                     | 1. No sound signal and warning light installed on any cranes. 2. It was noted that no pulley guard is installed on a pressing machine used at ground floor of main production building. Besides, no pulley & needle guard are installed on 2 sewing machines. 3. There is no lockout-tagout system in place and implemented. 4. No flashback arrestor installed for the gas welding set in the production. 5. No lightning protection system is installed at the factory.                                  |
| Recommendation for Immediate Action | 1. Sound signal and warning light should be equipped on cranes. 2. It is recommended that pulley guard should be installed on a pressing machine used at ground floor of main production building. In addition, pulley & needle guard should be installed on all sewing machines. 3. There should be lockout-tagout system established and implemented. 4. Flashback arrestor shall be installed for gas welding set in the production. 5. Lightning protection system shall be installed at the facility. |
| Compliance Classifications          | Immediate Action Required  |

## Local Law

1. The Ministerial Regulation on the Standard for Administration, Management, and Implementation of Occupational Safety, Health, and Environment in Relation to Machinery, Cranes, and Boilers B.E. 2564 (2021) Section 64 Employers shall provide a sound signal and a warning light all the time when the cranes are working by installing them in a way that they can be clearly seen and heard. 2. The Ministerial Regulation on the Standard for Administration, Management, and Implementation of Occupational Safety, Health, and Environment in Relation to Machinery, Cranes, and Boilers B.E. 2564 (2021) Section 15 Employers shall provide procedures to prevent danger from machinery as follows: (1) Machinery that use electric power shall have a system or method to prevent electric leakage from entering persons or machinery and shall be grounded; (2) Electric wires connected to machinery that use electric power shall come from a high place; (3) Automatic machinery shall have colors of off-on marks on their automatic switches according to international principles and have a guard to prevent anything from affecting these switches causing the machinery to work; (4) Machinery that transmit energy by means of shafts, belts, and hoists shall have a grille or cover to securely cover the rotating and energy-transmitting parts; (5) Machinery with circular or band saw blades shall have a guard to prevent danger from these blades; (6) Machinery used to sharpen, grind or finish metal surfaces causing sparks shall have a guard to prevent sparks or debris and shall be away from fuel materials; and (7) Machinery used in forming plastics or other materials by injection, blowing or other methods shall have a guard. No lightning protection system is installed at the factory. 3. The Ministerial Regulation on the Prescribing of Standard for Administration, Management and Performance of Occupational Safety, Health and Work Environment in Relation to Electricity B.E. 2558 (2015) Section 12 Section 20 Provide lightning protection system according to standard as prescribed at establishment, building, stack, and storage area of flammable liquid or gas. 4. The Ministerial Regulation on the Prescribing of standard for administration and management of Occupational safety, health and environment relating to protection and prevention of fire B.E. 2012 Clause 20 The storage of liquid gas in portable container. The factory shall secure and store gas cylinders in dry area and well ventilation, securing system must be maintained as well as protection for heat or fire source. 5/ The Ministerial Regulation on the Prescribing of Standard for Administration, Management and Performance of Occupational Safety, Health and Work Environment in Relation to Electricity B.E. 2558 (2015) Section 12 Section 20 Provide lightning protection system according to standard as

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|                                     | prescribed at establishment, building, stack, and storage area of flammable liquid or gas.  |
| Benchmark ID                        | HSE.6.1   |
| Benchmark Details                   | All safety and medical equipment (e.g. fire fighting equipment, first aid kits) shall be available in sufficient numbers throughout the workplace, maintained and stocked as prescribed, and easily accessible to workers.  |
| Finding Details                     | 1. It was noted that one fire extinguisher provided on 1st floor of injection building was malfunctioning and it was put on floor. 2. One out of 4 fire extinguishers provided on 1st floor of main production building was fully blocked by work station. 3. 3 out of 4 fire extinguishers provided on ground floor of main production building were not marked with sign. 4. The work instruction on how to use fire extinguisher was only available in English. 5. No fire extinguisher inspection was conducted with records maintained. 6. No eye wash is provided in areas where chemicals are used and stored. |
| Recommendation for Immediate Action | 1-Fire extinguishers should be in good working condition and properly mounted. 2-All fire extinguishers shall be free from blockage. 3-Proper sign shall be marked on all the fire extinguishers and work instruction on how to use fire extinguisher should be available in local language. 4. Fire extinguisher inspection should be conducted with proper records maintained. 5. Eye wash should be provided in areas where chemicals are used and stored.   |
| Compliance Classifications          | Immediate Action Required   |

## Local Law

1. The Regulation of Labor Ministry on the Prescribing of standard for administration and management of Occupational safety, health and environment relating to protection and prevention of fire B.E. 2555, section 2: The employer shall arrange to have a system for the protection and prevention of fire in places of operation and maintain the system in good condition, that works well and is effective and safe. section 13, the employer shall provide portable fire extinguishers as follows: (2) All portable fire extinguishers shall have a mark or symbol showing the type of fire to be extinguished. The marking or symbol shall be a size that is clearly seen at distance of not less than one meter, fifty centimeters. (4)(c) There shall be details about the type and method of application in the Thai language that are clearly seen and fixed at the spot of installation. The Notification of Ministry of Industry Re: Fire prevention and protection in the factory B.E. 2552, section 9: Portable fire extinguishers are to be installed at a distance not exceeding 20 meters. The top section shall be no more than 1.50 meters above the ground. There must be a symbol which is clearly seen, without any obstructions and can be easily used. 2. The Notification of the Ministry of Industry Re: Fire protection and prevention in the factory B.E. 2552, section 15: The factory's owner shall inspect, test and maintain the firefighting equipment in good working condition at all times: Monthly inspections. The Regulation of Labor Ministry on the Prescribing of standards for administration and management of Occupational safety, health and environment relating to protection and prevention of fire B.E. 2555, section 13: The employer shall provide portable fire extinguishers as follows (5) Arrange that there is maintenance and inspection of the fire extinguishers so they are in proper working condition, at least once every six months and a tag with the date of the last inspection shall be displayed on said equipment. 3. The Regulation of Labor Ministry on the Prescribing of standards for the administration and management of Occupational safety, health and environment relating to harmful chemicals B.E. 2556, section 11: The employer shall provide; (1) A place for washing harmful chemicals, so that the employee may use it immediately in an emergency. The employer shall provide at least an eye wash and shower. (2) A wash basin for washing hands and face for not less than one room per fifteen persons, and it shall be increased proportionately with the number of employees. A fraction of fifteen persons, if over seven, shall be considered as fifteen persons. (3) A shower for cleansing the body of not less than one room per fifteen persons and it shall be increased proportionately with the number of employees. A fraction of fifteen persons, if over seven, shall be considered as fifteen persons. (4) Equipment, and

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|                                     | the necessary first aid supplies, for workers who have been harmed by chemicals. (5) Fire Extinguishing equipment that is appropriate for each hazardous chemical type. (6) A form for the employee working with harmful chemicals and a secure place for keeping their form separately.   |
| Benchmark ID                        | HSE.25.1   |
| Benchmark Details                   | Dormitory facilities, including those provided by employment agencies or intermediaries associated with the employer, shall meet all applicable laws and regulations related to health, safety, and environment, including fire safety, sanitation, risk protection and electrical, mechanical, and structural safety.   |
| Finding Details                     | Electrical control panels at the production and dormitory areas have no inner and/or outer cover. In addition, no warning sign posted on electrical control panels. This finding was also included on HSE. 13  |
| Recommendation for Immediate Action | Electrical control panels at the production and dormitory areas should have an inner and/or outer cover. In addition, warning sign should be posted on electrical control panels.  |
| Compliance Classifications          | Immediate Action Required  |
| Local Law                           | The Ministerial Regulation on the Prescribing of Standard for Administration, Management and Performance of Occupational Safety, Health and Work Environment in Relation to Electricity B.E. 2558 (2015) Section 12 Provide electrical system and equipment maintenance and inspection in order to be safe to use, and have a person or juristic person who is registered as prescribed in the safety act B.E.2554 records and assures an inspection report and keep it for a safety auditor to inspect. |
| Benchmark ID                        | HSE.4.1  |
| Benchmark Details                   | Employers shall at all times be in possession of all legally required and valid permits and certificates related to health, safety, and environmental issues, such as: Purchase and storage of chemicals; Fire safety inspections; Machinery inspections; Waste disposal; Environmental licenses/permits; Sanitation permits, including those required for canteens; and Vehicle inspection and driver permits for all employer provided transportation.   |

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| Finding Details                     | The factory could not provide building construction permit for review.  |
| Recommendation for Immediate Action | Building construction permit should be obtained and made available for review.  |
| Compliance Classifications          | Immediate Action Required   |
| Local Law                           | The Building Control Act B.E. 2522 Amendment (B.E. 2535), section 21: Any person who will construct, modify, or move the buildings must obtain a permit from the Local Officer or inform a Local Officer and take action under section 39.  |
| Benchmark ID                        | HSE.1   |
| Benchmark Details                   | Employers shall comply with all national laws, regulations and procedures concerning health, safety, and the environment.   |
| Finding Details                     | 1. The factory had never provided health examinations for the employees who were working in risk areas, such as handling chemicals (i.e. thinner), or noisy areas within 30 days after hiring and annually. 2. A pressure vessel was not inspected by a qualified engineer regularly. 3. The factory did not obtain waste disposal permit from local authorities in order to ensure that hazardous wastes are disposed by licensed contractors. Per HR interview, the hazardous wastes such as chemical containers, unused chemical, steels were sold to outside waste contractors, or return to suppliers. 4. No asbestos survey was carried out at the facility |
| Recommendation for Immediate Action | 1. The factory should provide health examination for the employees who are working in risk areas, such as handling chemicals (i.e. thinner), noisy areas within 30 days after hiring and annually. 2 . Pressure vessels should be inspected by qualified engineer regularly. 3. Waste disposal permit shall be obtained 4. Abestos survey shall be carried out to identify the risks.   |
| Compliance Classifications          | Immediate Action Required   |



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| Local Law    | <p>1. The Ministerial Regulation prescribed on health check for employees who work with risk factors B.E. 2563 (2020), Section 3 The employer shall arrange a health examination for his/her employees who working on risk factors according to the following periods: (1) The first examination shall be completed within 30 days from the date of employment and the next examination shall be done at least once a year;; , The factory did not obtain waste disposal permit from local authorities in order to ensure that hazardous wastes are disposed by licensed contractors. Per HR interview, the hazardous wastes such as chemical containers, unused chemical, steels were sold to outside waste contractors, or return to suppliers. 2. The Notification of the Ministry of Industry Re. Waste Disposal B. E. 2548, Chapter 2, section 9: To dispose or transport unused waste, permission must be applied for (Sor. Gor. 2) and obtained. , 1. The factory had not arranged annual inspections of its 4 cranes by a licensed engineer. The Ministerial Regulation on the Standard for Administration, Management, and Implementation of Occupational Safety, Health, and Environment in Relation to Machinery, Cranes, and Boilers B.E. 2564 (2021) Section 58 Employers shall provide a test for the crane components and equipment at least once a year according to the type and nature of work and there shall be a copy of the test documents for the safety inspectors to inspect. 3. The Ministerial Regulation on the Standard for Administration, Management, and Implementation of Occupational Safety, Health, and Environment in Relation to Machinery, Cranes, and Boilers B.E. 2564 (2021) Section 114 Employers shall arrange for a safety test for pressure vessels with a volume of 1 cubic meter or more or with a pressure of 500 kPa according to a period specified in the user instructions and there shall be a copy of the test documents for the safety inspectors to inspect. Section 115 Employers shall arrange for a safety inspection for pressure vessels with a volume of less than 1 cubic meter or with a pressure of less than 500 kPa by visual inspection and thickness measurement by an engineer at least every five years and there shall be a copy of the test documents for the safety inspectors to inspect. , The factory has never conducted asbestos survey to identify the potential source and take proper step to ensure that workers are not exposed to asbestos.</p> |
| Benchmark ID | HSE.28  |

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| Benchmark Details                   | Employers shall create a system to ensure that all necessary Health and Safety protections are provided for external contractors; including protection when working within , confined spaces, maintenance issues, and general Health and Safety Issues.   |
| Finding Details                     | The facility does not have safety manual or procedure for contractor.   |
| Recommendation for Immediate Action |   |
| Compliance Classifications          | Sustainable Improvement Required  |
| Local Law                           |   |
| Benchmark ID                        | HSE.14.3  |
| Benchmark Details                   | Employers shall ensure safety instructions are either displayed or posted near all machinery or are readily accessible to the workers in language(s) spoken by workers.   |
| Finding Details                     | No safety instruction is displayed or posted near 2 milling machines which are used at the injection section.   |
| Recommendation for Immediate Action | Safety instructions should be displayed or posted near 2 milling machines which are used at the injection section.  |
| Compliance Classifications          | Immediate Action Required   |
| Local Law                           | The Ministerial Regulation on the Standard for Administration, Management, and Implementation of Occupational Safety, Health, and Environment in Relation to Machinery, Cranes, and Boilers B.E. 2564 (2021) Section 11 In working with metal stamping machines or other machinery that may cause danger, there shall be a message on how to work with such machinery posted in the areas where the employees work. |
| Benchmark ID                        | HSE.17.2  |
| Benchmark Details                   | Employers shall train workers in proper lifting techniques, and items such as lifting belts shall be provided.  |

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| Finding Details                     | 1. There is no training provided for crane operators. 2. No ergonomic training is provided to workers.  |
| Recommendation for Immediate Action | 1. There should be training provided for crane operators. 2. Ergonomic training should be provided to workers.  |
| Compliance Classifications          | Immediate Action Required   |
| Local Law                           | 1. The Ministerial Regulation on the Standard for Administration, Management, and Implementation of Occupational Safety, Health, and Environment in Relation to Machinery, Cranes, and Boilers B.E. 2564 (2021) Section 72 Employers shall arrange for their employees who are crane operators, signalers, riggers or controllers of crane use to attend training courses on procedures and methods for safe working with cranes, protection from crane dangers, details about crane structures and equipment, and crane equipment inspection and maintenance, including refresher training on each type of cranes, conducted by trainers who have qualifications about each type of cranes according to the curriculums specified by the Director-General. 2. NA |
| Benchmark ID                        | HSE.10.1  |
| Benchmark Details                   | Material Safety Data Sheets (MSDS) for all chemicals and hazardous substances used in the workplace must be available at the usage and storage sites of the chemicals and hazardous substances, in the local language and the language spoken by workers, if different from the local language.   |
| Finding Details                     | There is no MSDS at the chemical usage and storage areas, such as for thinners, SVN-10, LPG, and Argon. Only the MSDS of SVN-10 was available for review in the office.   |
| Recommendation for Immediate Action | Ensure all MSDS for chemicals used including Thinners, SVN-10, LPG and Argon are provided and posted at the place of use and storage.   |
| Compliance Classifications          | Immediate Action Required   |

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| Local Law                           | The Ministerial Regulation No. 3 (B.E. 2535 [1992]), section 6: A factory which produces, stores or uses dangerous articles under the law on dangerous articles shall have to prepare a Materials Safety Data Sheet concerning the nature of harm according to the properties of such materials. |
| Benchmark ID                        | HSE.23.1   |
| Benchmark Details                   | Safe and clean drinking water shall be freely available at all times, within reasonable distance of the workplace. Drinking water shall be of a reasonable temperature. The means to drink water (e.g. cups) must be safe and sanitary and available in an appropriate number.                   |
| Finding Details                     | There is no regular testing for the drinking water, to ensure it is safe to drink.   |
| Recommendation for Immediate Action | There should be regular testing of the drinking water.   |
| Compliance Classifications          | Immediate Action Required  |
| Local Law                           | The Ministry of Public Health B.E. 2534 drinking water shall be checked to meet the quality standards including color, taste, odor, turbidity, pH, Coli form, E. Coli and chemical properties as prescribed in the Notification of Ministry of Public Health B.E. 2534.                          |
| Benchmark ID                        | HSE.5.4  |
| Benchmark Details                   | The emergency evacuation plan (EEP) includes procedures for notifying local community authorities in case of accidental discharge or release of chemical/waste products or any other environmental emergency.  |
| Finding Details                     | The factory does not have an emergency response procedure, including the procedure in dealing with chemical spills is established.   |
| Recommendation for Immediate Action |  |

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| Compliance Classifications          | Sustainable Improvement Required  |
| Local Law                           |   |
| Benchmark ID                        | HSE.30.2.6  |
| Benchmark Details                   | The health, safety, and environmental policies shall contain the framework for a comprehensive health, safety, and environmental management system including a HS&E risk assessment within which the following are clear and regularly tested and reviewed:protections to workers who allege health, safety, and environmental violations;                                      |
| Finding Details                     | No health and safety risk assessment is conducted.  |
| Recommendation for Immediate Action |   |
| Compliance Classifications          | Sustainable Improvement Required  |
| Local Law                           | NA  |
| Benchmark ID                        | HSE.30.2  |
| Benchmark Details                   | The health, safety, and environmental policies shall contain the framework for a comprehensive health, safety, and environmental management system within which the following are clear and regularly tested and reviewed; procedures for reporting death, injury, illness and other health and safety issues (for instance, near-miss accidents) and environmental emergencies |
| Finding Details                     | There are no records of injuries and accidents as well as the investigation related record maintained   |
| Recommendation for Immediate Action |   |
| Compliance Classifications          | Sustainable Improvement Required  |

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| Local Law                           |  |
| Benchmark ID                        | HSE.8  |
| Benchmark Details                   | Workers shall be provided with training on the use and maintenance of personal protective equipment. Training shall be upon hire with periodic refresher training offered to all workers. Management will ensure use of PPE as necessary.  |
| Finding Details                     | There is no health and safety training including PPE, machine safety, chemical handling and relevant law provided for the new workers.   |
| Recommendation for Immediate Action | There should be health and safety training including PPE, machine safety, chemical handling and relevant law provided for the new workers.   |
| Compliance Classifications          | Immediate Action Required  |
| Local Law                           | The Notification of the Department of Labor Protection and Welfare Re: Criteria, Procedures and Conditions for Training of Executives, Supervisors and Employees regarding Safety, Occupational Health and Working Environment B.E. 2555, section 2: The employer shall provide training on occupational health, safety and working environment to the executive, supervisors and all employees. In case there are new employees, change jobs, change the workplace or to change machinery or equipment which may cause damage to employee's life, physical, mental or health conditions, the employer shall provide training for all employees before starting work. Section 7: Training course on occupational safety, health and environment in the workplace training to all general employees and new employees for six-hour. The subjects consist of: (1) Information for safety, occupational, environment in the workplace for 1.5 hours. (2) Information for safety, occupational, environment workplace law for 1.5 hours. (3) Information for safety, occupational, environment workplace regulations for 3 hours. For those employees who have passed the training above from previous companies, they required to have training described in item no. 3 only. |
| Benchmark ID                        | HSE.5.2  |
| Benchmark Details                   | Workers shall be trained in evacuation procedures.   |

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| Finding Details                     | 1. No evacuation plan is available in the factory. 2. No fire plan is established therefore workers never trained on their duties in the event of an emergency.  |
| Recommendation for Immediate Action | 1. Evacuation plan should be available in the factory. 2. Fire plan should be established.   |
| Compliance Classifications          | Immediate Action Required  |
| Local Law                           | 1. The Ministerial Regulation on the Prescribing of Standard for Administration and Management of Occupational Safety, Health and Environment in Relation to Fire protection B.E.2555 section 3 'The employer shall arrange to have the procedure of basic firefighting as well as fire evacuation, and posted to be clearly seen. 2. The Ministerial Regulation on the Prescribing of Standard for Administration and Management of Occupational Safety, Health and Environment in Relation to Fire protection B.E.2555 Section 4 'The employer shall provide a plan for protection and prevention of fire in the place of operation, concerning inspection, training, campaigning for fire protection, fire extinguishing, fire evacuation and relief. |
| Benchmark ID                        | HSE.14.2   |
| Benchmark Details                   | Workers shall receive training in the proper use and safe operation of machinery, equipment and tools they use.  |
| Finding Details                     | The factory does not provide training for workers who work related to electricity related work in order to enhance safety knowledge and skills.  |
| Recommendation for Immediate Action | The factory should provide training for workers who work related to electricity in order to enhance safety knowledge and skills.   |
| Compliance Classifications          | Immediate Action Required  |

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| Local Law                           | The Ministerial Regulation on the Prescribing of Standard for Administration, Management and Performance of Occupational Safety, Health and Work Environment in Relation to Electricity B.E. 2558 (2015) Section 4 Educate workers who work related to electricity in order to enhance safety knowledge and skills. The Notification of the Labor Protection and Welfare Department on criteria, procedure, and conditions for safety training on electrical work for employees working with electricity Section 2 Employer must provide training for employees working with electricity. In case that the company cannot train by itself, training should be provided by training provider registered with or having license from the Labor Protection and Welfare Department. Recording a list of attendant name, training date and time, and instructor's name and keep at establishment for inspection. Informing a list of attendant name, training date and time, and instructor's name within 15 days from the last date of training. |
| Benchmark ID                        | HSE.9.2  |
| Benchmark Details                   | Workers shall receive training, appropriate to their job responsibilities, concerning the hazards, risks and the safe use of chemicals and other hazardous substances.   |
| Finding Details                     | The chemical training has never been provided to the workers.  |
| Recommendation for Immediate Action | Provide training to workers on chemical safety and regulations.  |
| Compliance Classifications          | Immediate Action Required  |
| Local Law                           | The Ministerial Regulation on setting standards for management and implementation of occupational health and safety in the work environment with dangerous chemicals BE 2556, section 33, The employer shall prepare an emergency action plan in case of establishment under the rules and procedures prescribed and keep such plans at the workplace. Staffs are available to provide safety checks and update the plan to date and practicing the plan at least once a year., Please refer to HSEB-CM-Q8   |

## Hours Of Work (HOW)



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| Benchmark ID                        | HOW.11.1   |
| Benchmark Details                   | Employers shall provide workers with paid annual leave as required under national laws, regulations and procedures.  |
| Finding Details                     | (a) skill and knowledge development leave and sterilization leave is not communicated and provided to employees. (b) maternity leave is still at 90 days not 98 days as stipulated by law. (c) Employees during probation period is not provided with paid casual leave. (d) Annual leave of the first year of service for 6 days is not provided to employees. (e) Rule and regulation are not complied with the current law regarding sick leave, sterilization leave, maternity leave, severance pay and special severance pay.   |
| Recommendation for Immediate Action | Ensure that all legally required leaves are provided to all workers, including: 1- Skill and knowledge development leave and sterilization leave should be communicated and provided to employees. 2- maternity leave should be 98 days as required by law. 3- Employees during probation period should be paid when taking casual leave. 4- Annual leave of the first year of service for 6 days should be provided to employees. 5- Rule and regulation should be complied with the current law regarding sick leave, sterilization leave, maternity leave, severance pay and special severance pay. |
| Compliance Classifications          | Immediate Action Required  |

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| Local Law                           | <p>The Labour Protection Act No. 7 B.E. 2562 Section 41 A pregnant female employee is entitled to maternity leave of not more than 98 days for each pregnancy. The Labor Protection Act No. 7 B.E. 2562 Section 57/1 An employer shall pay wage to an employee for casual leave under section 34 at the rate equal to the wage for working day throughout the leave period, but this leave shall not be more than 3 working day per year. The Labor Protection Act B.E. 2541 Section 30 'An employee who has worked continuously for one full year shall be entitled to an annual holiday of not less than six working days which shall be fixed in advance by the employer or set out in an agreement made between the employer and the employee. The Labour Protection Act B.E. 2541 (1998) Chapter 9 Section 108: An employer who employs ten or more persons shall provide the work rule in Thai and the rule shall contain at least the following details: (1) Working Days, normal working time and rest periods; (2) Holidays and rules of taking Holidays; (3) Rules governing Overtime and Holiday Work; (4) The date and place of payment of Wages, Overtime Pay, Holiday Pay and Holiday Overtime Pay; (5) Leave and rules of taking Leave; (6) Discipline and disciplinary measures; (7) Lodging of grievances; and (8) Termination of employment, Severance Pay and Special Severance Pay.</p> |
| Benchmark ID                        | HOW.16  |
| Benchmark Details                   | Employers shall provide workers with sick leave as required under national laws, regulations and procedures.  |
| Finding Details                     | Sick leave is required a doctor's note for daily rate employees otherwise they are not paid sick leave pay.   |
| Recommendation for Immediate Action | Sick leave should be paid based on actual ill not based on a doctor's note.   |
| Compliance Classifications          | Immediate Action Required   |

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| Local Law                           | The Labor Protection Act B.E. 2541 Section 32 An employee is entitled to sick leave on those days that he is ill. If sick leave is taken for three or more working days, the employer may require that the employee acquire a medical certificate from a first-class medical practitioner or from a government clinic. If the employee fails to acquire medical certificate from a first-class medical practitioner or from a government clinic, the employee shall provide the employer with an explanation. |
| Benchmark ID                        | HOW.21  |
| Benchmark Details                   | Other than in exceptional circumstances, the total weekly work hours (regular work hours plus overtime including any alternative shifts such as 4x4 or 3x3) shall not exceed 60 hours per week.   |
| Finding Details                     | It was noted that: - 12 out of 20 selected employees had worked 60.5 to 86 hours per week in September 2023. - 8 out of 20 selected employees had worked 61.5 to 91 hours per week in February 2023. - 14 out of 20 selected employees had worked 66 to 83 hours per week in November 2022.   |
| Recommendation for Immediate Action | Employees should not be allowed to work more than 60 hours per week.  |
| Compliance Classifications          | Immediate Action Required   |
| Local Law                           | The Ministerial Regulation No. 3 (B.E. 2541) issued in accordance with the Labor Protection Act B.E. 2541 (1998) Section 26. Overtime Working Hours under Section 24 paragraph 1 and Holiday Working Hours under Section 25 paragraph 2 and 3, the total of Overtime Working Hours and Holiday Working hours shall not exceed 36 hours per week.  |
| Benchmark ID                        | HOW.2   |
| Benchmark Details                   | Workers shall be entitled to at least 24 consecutive hours of rest in every seven-day period. If workers must work on a rest day, an alternative consecutive 24 hours must be provided within that same seven-day period or immediately following.  |

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| Finding Details                     | It was noted that: - 8 out of 20 selected employees had worked 8 to 25 consecutive days in September 2023. - 13 out of 20 selected employees had worked 8 to 23 consecutive days in February 2023. - 14 out of 20 selected employees had worked 10 to 30 consecutive days in November 2022.  |
| Recommendation for Immediate Action | Workers shall ensure that one day off is provided to workers   |
| Compliance Classifications          | Immediate Action Required  |
| Local Law                           | The Labor Protection Act. B.E. 2541 Section 25, It is prohibited for the employer to require that the employee perform work on holiday, except in the case where the nature or condition of the work needs continuous performance, otherwise damage would be caused thereto, or is an urgent work, the employer may have the employees work on a holiday as necessary. |

### Nondiscrimination (ND)

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| Benchmark ID                        | ND.4   |
| Benchmark Details                   | Employers may not request the disclosure of any personal, non-job related information during the application, recruitment, or hiring process, including but not limited to gender, race, religion, disability, sexual orientation, nationality, political opinion, social group, ethnic origin, or marital status. |
| Finding Details                     | Please refer to finding ND. 3  |
| Recommendation for Immediate Action |  |
| Compliance Classifications          | Sustainable Improvement Required   |
| Local Law                           |  |
| Benchmark ID                        | ND.12  |

|                                     |   |
|-------------------------------------|---|
| Benchmark Details                   | Employers shall take measures to reasonably accommodate workers with (chronic) illnesses, including HIV/AIDS-related illnesses, which could include rearrangement of working time, the provision of special equipment, opportunities for rest breaks, time-off for medical appointments, flexible sick leave, part-time work and return-to-work arrangements. |
| Finding Details                     | Factory management did not take any measures to accommodate workers with chronic illnesses. Factory shall establish health and safety plan.   |
| Recommendation for Immediate Action |   |
| Compliance Classifications          | Sustainable Improvement Required  |
| Local Law                           |   |
| Benchmark ID                        | ND.3  |
| Benchmark Details                   | Recruitment and employment policies and practices, including job advertisements, job descriptions, application and interview questions and job performance/evaluation policies and practices shall be free from any type of discriminatory bias.  |
| Finding Details                     | There is other information that is not related to skill, knowledge, or education required and obtained during the recruitment process, which can potentially lead to discrimination (race, nationality, religion, weight, height, marital status, military status, parents' information, spouse info., children info., and disease).                          |
| Recommendation for Immediate Action |   |
| Compliance Classifications          | Sustainable Improvement Required  |
| Local Law                           |   |

