



# EA Supplier's Code of Conduct

*Our Vision: To become a leader in the alternative energy business*

## Introduction

Energy Absolute Public Company Limited and its subsidiaries (EA) is committed to conduct its businesses in line with the company's vision and the principles of good corporate governance, sustainable development, and corporate social responsibility. We are thus dedicated to developing and offering products and services that utilize the latest technological innovations, ensuring that all of our operations take into account their economic, environmental, and social impacts, and continuously supporting all stakeholders in their sustainable development. EA's determination to collaborate with its suppliers (which include both are not limited to product vendors, subcontractors, and service providers) to bring the greatest benefits to our society and the environment in accordance with sustainable development goals demonstrates our sincere wish to engage our stakeholders and implement a collaborative business model.

EA seeks to encourage our suppliers to establish a management approach that integrate the principles of sustainable development in their framework, including with respect to their procurement policies and procedures. We are willing to offer guidance and support and we are also open to recommendations and help in any form, including sharing knowledge, best practices, performance evaluation methods, and improvement plans. EA has published the following Code of Conduct to guide our suppliers' business operations towards good corporate governance and corporate social responsibility, as well as informing them about our principles and expectations as a standard for conducting business transactions together.

Energy Absolute Public Company Limited and its subsidiaries (EA) genuinely hopes that this Supplier's Code of Conduct will serve as a guideline for a successful business partnership, leading to the mutual growth of both EA's and our suppliers' businesses and a continued contribution to the sustainable development of our society and environment.



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## Business Principles and Ethics

EA adheres to the following business principles and ethics, which underline our commitment and responsibility to all of our stakeholders. These statements have been regularly adopted into practice by our Board of Directors, Executive Management, and employees at all levels. EA's business principles and ethics are aligned with the internationally recognized principles of good corporate governance, allowing EA to advance its businesses and gain widespread acceptance and trust.

### Business Principles

- Adherence to Fairness: EA is committed to uphold the principle of fairness in its treatment of all stakeholders
- Dedication to Excellence: EA is committed to doing the right thing with the intention to deliver excellent outcomes consistently
- Belief in the Value of Each Individual: EA believes that its employees are the most valuable assets
- Commitment to Social Responsibility: EA is committed to perform its duties in line with good corporate citizenry, contributing to the sustainable development of every community and every country in which it operates



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## **Business Ethics**

EA conducts its businesses responsibly and ethically in accordance with the principles of good corporate governance, as well as dedicating its efforts to care for, promote, and support social and environmental issues as laid out by the principle of sustainable development. This approach to business operations and management plays a significant role in the balancing of the three dimensions of sustainability—economics, environmental, and social factors, which leads to long-term value creation and the mutual advancement of the company's business performance and larger sustainable development goals. EA intends to foster this business approach among its suppliers, who play an indispensable role in EA's continuing success, and to encourage them to strive towards implementing the principles of sustainable development together. Besides demonstrating good corporate citizenry and governance, this approach also helps extend the reach of EA's impacts up and down its value chain and into the greater community.

Beyond complying to all pertinent requirements, regulations, laws, and international standards, EA expects our suppliers to adopt the principles covered within this Code of Conduct into practice. EA is eager for any opportunity to collaborate with our suppliers and is willing to lend its support in order to ensure that the operations of our suppliers take into consideration factors such as business ethics, human rights and freedom, labor rights, occupational health and safety, the environment, and anti-corruption measures. Furthermore, EA monitors the compliance of our suppliers with our Supplier's Code of Conduct. Should any supplier fail to adhere to this Code of Conduct, EA is willing to communicate and cooperate with the supplier in question for the purpose of facilitating further improvements. In cases of non-compliance, EA reserves the right to take the appropriate remedial actions in the process of considering entering or continuing business transactions with the supplier in question.

Apart from applicable requirements, regulations, and laws, the following Supplier's Code of Conduct was developed with references to several internationally accepted charters and standards, including but are not limited to: the Universal Declaration of Human Rights



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(UDHR), the International Labor Organization (ILO)'s Standards, the UN Global Compact Principles, and the Social Accountability International (SAI)'s Standards.

## 1. Business Ethics and Governance

### 1.1 Business Integrity

Suppliers must conduct their businesses in an ethical manner, upholding values such as righteousness, integrity, honesty, and accountability. Suppliers are expected to be transparent about their business practices, including their own sourcing activities. The products and services delivered must meet the specifications, safety criteria, quality criteria, and other requirements specified in applicable contracts and agreements. Information provided about the products and services must be accurate, clear, and complete. Suppliers must negotiate and enter into contracts with fairness and honesty and strictly follow the terms and conditions that were agreed upon. If the terms and conditions cannot be met, the supplier has the obligation to notify EA.

### 1.2 Fairness

Suppliers must conduct their businesses in a manner that demonstrates their accountability to all of their stakeholders and must ensure fair treatment to all.

### 1.3 Compliance with Laws and Regulations

Suppliers must conduct their businesses in full compliance with any applicable requirements, regulations, and laws. Suppliers must perform annual audits to ensure compliance.



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## **1.4 Anti-Corruption**

All forms of bribery, corruption, extortion, and other fraudulent acts are strictly prohibited. Suppliers must ensure that their business operations are not involved in any of the above misconduct. Such misconducts include but are not limited to offering, promising, accepting, or requesting money, valuables, gifts, in-kind payments, or other benefits to improperly influence any action or decision or to gain or give an unfair advantage.

## **1.5 Disclosure of Information**

Suppliers must collect and report information regarding their businesses and impacts with accuracy, completeness, and transparency, as stipulated by the law.

## **1.6 Confidentiality**

Suppliers must not disclose or use any confidential or private information of their customers or any other business partner without authorization in the form of a written consent. Suppliers must strictly adhere to any agreements made.

## **1.7 Conflict of Interest**

If a conflict of interests emerges in any business transactions with EA, the supplier must notify EA promptly.

## **1.8 Intellectual Property**

Suppliers must respect intellectual property rights and take adequate measures to prevent the infringement of such rights.



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## 2. Environmental Aspects

### 2.1 Environmental Management

Suppliers must have an environmental management system or plan in place to ensure compliance with applicable laws and regulations.

### 2.2 Resource Use and Efficiency

Suppliers must be committed to using resources efficiently and productively and to minimize resource consumption wherever feasible and reasonable.

### 2.3 Environmental Protection

Suppliers must be committed to environmental stewardship and protection and to minimize environmental impacts wherever feasible and reasonable. Chemicals and other hazardous substances must be handled and disposed of with care and safety, and their usage should be limited only to what is deemed necessary. Suppliers should also adopt technologies and practices such as those related to renewable energy and energy efficiency that are environmentally friendly into use.

## 3. Social Aspects

### 3.1 Non-discrimination

Suppliers must uphold the principles of equality and fairness and must not discriminate against its employees on the basis of race, gender, national origin, ethnicity, disability, age, socioeconomic status and educational background, religion, sexual orientation, or any other matter.

### 3.2 Human Rights

Suppliers must conduct their businesses with respect for universal human rights and human dignity. All forms of human rights violations are strictly prohibited.



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### **3.3 Labor and Child Labor**

Suppliers must not employ or force to work children who are considered to be under the applicable legally required minimum age. Should a child above the applicable legally required minimum age be employed, the supplier must ensure that his or her legally mandated rights are fully protected and see to that the child has the opportunity for proper development and an advancement of his or her quality of life. All employees shall not engage in work which may harm their health and safety. The health and safety of female employees may not be overlooked, and they shall not be employed in a manner that may be considered as improper or in which the impacts of such work are disproportionately harmful. Suppliers must protect the health and safety of their pregnant employees and provide them with their legally mandated benefits. Employment of foreign nationals must be in full compliance with all legal or regulatory requirements.

### **3.4 Prohibition of Involuntary Labor**

Suppliers must ensure that work is performed on a voluntary basis. All forms of forced or compulsory labor under any circumstances are strictly prohibited. Suppliers must not use or benefit from forced labor practices, including but are not limited to slavery, corporal punishment, threats, confinement, harassment, physical and mental coercion, human trafficking, and any other means of violence.

### **3.5 Wages and Benefits**

Remuneration, including but are not limited to wages, overtime payment, payment for working on holidays, and other legally mandated or agreed upon benefits, must be conducted in a fair and correct manner. Wages shall not be lower than the applicable minimum wage, and remuneration shall be performed in a timely manner according to the agreed upon schedule. Proper welfare benefits shall also be provided.



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## **3.6 Working Hours**

Suppliers must ensure that their workers are not required or forced to work longer than the maximum regular and overtime hours as stipulated by the applicable laws. Suppliers must also provide sufficient breaks or rest periods during the working day. All overtime work and holiday work must be done on a voluntary basis. Holidays and leave of absences which employees are legally entitled to must be granted by the suppliers.

## **3.7 Occupational Health and Safety**

Suppliers must implement safety measures to protect the health and safety of their employees and other involved persons by ensuring a safe and healthy working environment and providing proper equipment to prevent, mitigate, and control hazards that pose a risk to employees and other persons present. Suppliers must seek to minimize accidents, injuries, and other health impacts that may arise from or can be linked to the supplier's sourcing activities including transportation, services, and other types of operations. Suppliers must also implement emergency protocols to minimize potential losses and impacts.

## **3.8 Personal Protective Equipment**

Suppliers must provide sufficient, reliable, and accessible personal protective equipment to their employees in accordance with their respective risk exposure, as well as arranging training, rehearsal, and monitoring to ensure correct implementation.



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## **Channel for submitting complaints, evidence, and suggestions**

Suppliers have the right to contact EA to inquire about this Code of Conduct, submit comments and suggestions, and file a complaint and submit supporting evidence regarding breaches and non-compliance, including but are not limited to misconducts, acts of corruption, bribery, fraud, and negligence of duty. Suppliers may access this communication channel by sending an email to [chairman.audit.com@energyabsolute.co.th](mailto:chairman.audit.com@energyabsolute.co.th)

Energy Absolute Group

New Supplier-Contractor Evaluation Form

1. General Information

Company/ Ordinary person Name :

Ordinary person : Please consider privacy policy for our suppliers and stakeholders consent form consent form (IT-FO-0001)

Address :

Telephone Number : Fax Number :

Contact Person #1 : Position : Mobile Phone :

Contact Person #2 : Position : Mobile Phone :

Website/Email Address :

Product Details : Name of Brands :

Number of Employees at Factory/Branches/Construction Sites :

Number of Employees at Offices :

Any previous connection or relation to Energy Absolute PCL? Yes No

2. Information on Quality, Health, Safety, and the Environment

2.1 Does the Company have international standard certification?

Yes : If yes, please provide the following information and attach certificate or any other relevant document No : if no, skip to 2.2

ISO 9001 Certificate No. : Expiration Date :

ISO 14001 Certificate No. : Expiration Date :

ISO 45001 Certificate No. : Expiration Date :

RSPO Certificate No. : Expiration Date :

RSPO Certification Type : IP SG MB Certified Product Code :

ISCC Certificate No. : Expiration Date :

ISCC Certification Type : Certified Product Code :

Other (Please Specify) Certificate No. : Expiration Date :

2.2 Does the Company have an active Safety and Environment department? Yes No

3. Financial and Business Information

Bank Accounts that are referenced and still in use :

Name of Bank Branch Account Type(s)

Name of Bank Branch Account Type(s)

List of Customers that can be contacted and used as references :

Company Name Name of Contact Person Telephone No.

Company Name Name of Contact Person Telephone No.

Company Name Name of Contact Person Telephone No.



**Energy Absolute Group**  
**New Supplier-Contractor Evaluation Form**

**7. ESG Risk Monitoring**

**7.1 Environmental Aspect**

Question Item	Yes	No	Supporting Evidence(s) and Documented Process(es)
1. Does the Company have an environmental management system in place (i.e. ISO 14001:2015)?			
2. Does the Company have an environmental policy or set of procedures which it regularly monitors for compliance?			
3. Does the Company have preventive or mitigative measures in place to reduce the impacts of pollution on the environment?			
4. Does the Company have an internationally recognized standard or technique in use which controls the production or manufacturing process?			
5. Does the Company publicly disclose information related to its environmental performance (i.e. air quality measurements)?			
6. Has the Company ever been involved with non-compliance or complaints related to environmental laws, regulations, permits, etc.? (If yes, please provide supporting documents)			

**7.2 Climate Change**

Question Item	Yes	No	Supporting Evidence(s) and Documented Process(es)
1. Does the Company assess its climate change-related risks and prepare the appropriate adaptation and mitigation plans?			
2. Does the Company monitor and publicly disclose its greenhouse gas emissions? (If yes, please provide supporting documents or the monitoring framework)			

**7.3 Human Rights and Labor Rights**

Question Item	Yes	No	Supporting Evidence(s) and Documented Process(es)
1. Does the Company have a policy or set of procedures in place related to human rights and labor rights, which apply to its suppliers, subcontractors, or external parties related to the Company (i.e. business ethics)?			
2. Does the Company have a reporting channel and remedial mechanism to address complaints related to fairness, which apply to its own organization and its stakeholders?			
3. Does the Company monitor to ensure that the working hours of its employees or workers are in compliance with the requirements stipulated by			
4. Is the Company's remuneration to its employees consistent, in accordance with the agreed upon employment contracts, and in compliance with the applicable national minimum wage requirements?			

**Energy Absolute Group**  
**New Supplier-Contractor Evaluation Form**

**7. ESG Risk Monitoring**

**7.4 Anti-Corruption and Business Ethics**

Question Item	Yes	No	Supporting Evidence(s) and Documented Process(es)
1. Does the Company have a mechanism in place to prevent and correct issues related to acts of corruption?			
2. Has the Company ever been directly involved with non-compliance or complaints regarding human rights or acts of corruption? Has the Company ever been indirectly involved with such breaches due to its			

**7.5 Corporate Governance and Transparency**

Question Item	Yes	No	Supporting Evidence(s) and Documented Process(es)
1. Has the Company demonstrated that its corporate governance and management are done in a transparent and auditable manner? (i.e. reporting, establishing different working committees)			
2. Has the Company disclosed its budget allocation and demonstrated the efficient use of natural resources, raw products, and human resources?			

Note : Access to SUPPLIER'S CODE OF CONDUCT from [www.energyabsolute.co.th/economic\\_dimension](http://www.energyabsolute.co.th/economic_dimension)

I hereby certify that the information above is true and accurate.

Affirmed by.....

Position.....

Date of Affirmation...../...../.....

(Company Seal)

**Energy Absolute Group**  
**New Supplier-Contractor Evaluation Form**

**For Energy Absolute Group only**

**7. Quality Assessment**

Item No.	Criteria Topic	Criteria Description	Score	Vendor	Contractor
1	Quality of Products/Services	Meet the requirements	20		
		Close to the requirements	15		
		Not close to the requirements	0		
2	Standards of Products/Services	Full compliance with international standards	20		
		No (Compliance but it is widely used)	15		
		No supporting international standards	10		
3	Price of Products/Services	Price is lower when compared with two or more vendors	20		
		Price is higher when compared with two or more vendors	15		
		Cannot compare prices	10		
4	Number of Customer Referrals	There are three or more customer referrals	20		
		There are less than three customer referrals	15		
		No customer referrals	10		
5	Is the supplier properly appointed to supply the products/services by the owner?	Sole Agent	20		
		Distributed or Dealer	15		
		Others	10		
6	Does the supplier provide proper personal protective equipment to its employees?	Complete safety equipment	10		
		Some safety equipment	5		
		No safety equipment	0		
7	Does the supplier provide social and life insurance to its employees as required by law?	Both types of insurance	10		
		Only one type of insurance	5		
		No insurance	0		
8	RSPO / ISCC certification?	Certified			
		In the process of certification			
		Not certified			
9	Quantity to deliver	Exceed 10 tons/month or 120 tons/year			
		Not exceed 10 tons/month or 120 tons/year			
		Total Score			

\* In the case of palm oil suppliers, item number 8 must be considered

\*\* ISCC : Is it necessary to have an audit? (Quantity to deliver exceed 10 tons/month or 120 tons/year) : [ ] Yes [ ] No

**Rating Criteria and Grouping: :**

Total Score $\geq$ 95 points	Passing grade, can be traded as a vendor/contractor	Classified as Group "A"
Total Score 80 – 94 points	passing grade, can be traded as a vendor/contractor, certain improvements are needed	Classified as Group "B"
Total Score 70 – 79 points	Waiting for results after improvements and needs to be re-evaluated	Classified as Group "C"
Total Score $\leq$ 69 points	Failing grade, must suspend trading	Classified as Group "D"

Note: If there is a need to buy products or use the services of a vendor or contractor who did not receive a passing grade for the above evaluation, the business transaction needs to be approved to proceed forward by the authorized person in the procurement department or an individual higher than the department's manager.

Result of Quality Assessment: The evaluated vendor/contractor is classified as group: [ ] A [ ] B [ ] C [ ] D

Prepared by \_\_\_\_\_ Approved by \_\_\_\_\_  
 Date / / Date / /

Approved by \_\_\_\_\_ (In the case that the vendor/contractor did not receive a passing grade)  
 Date / / Date / /

**Energy Absolute Group**  
**Existing Supplier/Contractor Evaluation Form**

<b>Company Name :</b> _____		<b>Product/Service Type :</b> _____				
<b>Evaluated by :</b> _____		<b>Date of Evaluation :</b> _____				
Item No.	Scoring					Result
	Excellent 5	Good 4	Satisfactory 3	Poor 2	Improvements Needed 1	
1. Quality of goods delivered	Good quality. The delivery was handled in an excellent manner.	Good quality. The conditions of the packages/goods meet the expectations.	Good quality but certain improvements are needed.	Satisfactory quality but certain improvements are needed.	The quality of the goods delivered failed to meet the expectations	
2. Is the delivery of goods complete in terms of the quantity ordered?	The delivery was completed and correct. The service was attentive and convenient.	The delivery was completed. All correct upon verification.	The delivery was completed, but frequent contact/monitoring was needed	The delivery was completed. Missing some orders.	The delivery was not completed. Many issues experienced.	
3. Is the delivery of goods timely based on the scheduled date?	Punctual.	The delivery was beforehanded occasionally.	The delivery was delayed occasionally, but has no effect.	The delivery was delayed frequently, but has no effect.	The delivery was postponed and affect to the operations.	
4. Exchanging/Returning goods	No exchange/return needed. Great condition.	No exchange/return needed.	Exchange/return needed, but it was handled immediately	Exchange/return needed, resulting in delays	Frequent exchange/returns needed. Several errors.	
5. Is the quality of the goods assured?	Regular quality assurance with satisfactory results	Quality assurance once requested/monitored with satisfactory results	Quality assured but inconsistent	Results of quality assurance were unclear/incomplete.	No quality assurance.	
<b>Total Score (out of 25 points) :</b>						

An existing vendor/contractor shall not score below 15 points. In the case that the vendor/contractor fails to pass our threshold, they will be informed of their performance and corrective actions or improvement plans will be required.

**Acknowledged by** \_\_\_\_\_

**Position** \_\_\_\_\_

**Date of Acknowledgement** \_\_\_\_\_