



Procurement Policy

“OSOTSPA’s Vision: The power to enhance life through a culture of high performance, innovation and good governance”

OSOTSPA’S Procurement Policy and Guiding Principles

Osotspa Public Company Limited and affiliates are committed to maintain sustainable business growth by building confidence for all stakeholders and adhering to ethical business conduct. As being one of important key success factors, our Procurement shall be conducted based on excellent, transparent, and fair practices, with the guiding principles as follows:

- Efficient and effective procurement to obtain the optimal balance between price, quality and service while maintaining responsibility to the economy, society, and environment
- Transparent, fair, and accountable procurement while complying with related laws and regulations
- Fair procurement by providing complete, accurate, clear, and adequate information to all business partners equality, while maintaining channels to receive partner’s opinions and suggestions
- Cooperate the procurement within Osotspa Group to achieve maximum benefits for Osotspa Group
- Environmental-friendly procurement to achieve sustainability (Green Procurement)

Supplier Expectations

Osotspa expects its suppliers, vendors, and contractors to:

- Comply with laws, rules, and regulations applicable to their business including antitrust and competition laws
- Comply with their contractual obligations and perform their activities balancing economic growth, social development, and environment protection
- Strive to continuous improvement in costs, qualities, services, and innovation
- Avoid any conflict of interest
- Not offer, pay, directly or indirectly, any bribe or engage in any corrupt practice
- Promote a safe, secure, and healthy workplace
- Apply continuous efforts to improve safety, security, health, and environmental performance and foster appropriate operating practices and training
- Develop policies or measures to optimize the consumption of available resources throughout the supply chain
- Conduct operations and business practices respecting basic human rights principles, including the elimination of child labor, forced labor and workplace discrimination
- Ensure that wages and benefits, including compensations and remunerations are provided to their employees in accordance with applicable labor laws
- Disseminate Osotspa’s Supplier Sustainable Code of Conduct to their staff and supply chain partners including formulating their policy which is consistent with Osotspa’s

Compliance

All executives and employees of Osotspa are obliged to support, promote, and comply with the above policy and management framework for the procurement of materials and services.

Suggestion and Complaint Channels

Channels in receiving suggestions or complaints from the concerned as follows:

- Hot Line Telephone: (66) 02 351 1234
- Email: hotline@osotspa.com
- Writing to: Head of Internal Audit or Audit Committee, Osotspa Public Company Limited,
348 Ramkhamhaeng Road, Huamak, Bangkapi, Bangkok 10240, Thailand

Guidelines, Procedures and Work Instructions

Related Guidelines, Procedures and Work Instructions which are developed by Procurement Committee or Procurement Function shall always comply with the intents of the above principles.

(Wannipa Bhakdibutr)
Chief Executive Officer