

## **Announcement**

**No. 24/2022**

### **Responsible Jewellery Council (RJC) Policy**

Well Field Corporation Co., Ltd. is a member of the Responsible Jewellery Council (RJC), located at 15 Soi Charoennakorn 14, Charoennakorn Road, Klongtongsai, Klongsan, Bangkok 10600 Thailand has the intention to comply with Corporate Social Responsibility & Client Requirement. We are aware that to sustain the business, providing benefits, support and environmental conservation are crucial. We will work with our stakeholders i.e. employees, business partners, community, and government agencies to create social responsibility culture and organizational culture that benefits the community.

#### **Human and Labour Rights**

We are committed to respecting all human rights in our own operations and business relationships in accordance with the UN Guiding Principles on Business and Human Rights and relevant conventions of the International Labour Organization (ILO). Our human rights policy covers the following key commitments:

- All forms of violence and harassment in the workplace are prohibited, including but not limited to corporal punishment; harsh or degrading treatment; sexual or physical harassment; mental, physical, verbal, or sexual abuse; retaliation; coercion; and intimidation. Both direct and indirect harassment in any form is not acceptable in workplace facilities.
- To never engage in or knowingly support child labour (including the worst forms of child labour) as defined by International Labour Organization (ILO) conventions 138 and 182;
- To never engage in or knowingly support forced labour as defined by International Labour Organization (ILO) convention 29, including bonded labour, forced labour, deceptive recruitment, human trafficking, and indentured or involuntary prison labour;
- To prohibit all forms of discrimination, including but not limited to discrimination based on race, colour, ethnicity, caste, national origin, religion, disability or genetic information, gender, sexual orientation, union membership,

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political affiliation, marital status, parental or pregnancy status, physical appearance, HIV status, age or any other personal characteristic unrelated to the inherent requirements of the work.

- To provide freedom of association as per law and international requirements.
- To provide normal working hours not exceeding 48 hours per week and total working hours not exceeding 60 hours per week according to local law requirements. After working consecutively 5 days, two days off shall be provided, provides wages and benefits which must comply with local law.
- To provide a safe and healthy working environment for employees and on-site contractors;
- To promote human rights in our dealings with business partners and other relevant stakeholders.

### **Bribery and Corruption**

We prohibit bribery and corruption in all business practices and transactions carried out by us and by agents acting on our behalf. For the purpose of this policy, bribery is defined as giving, offering or receiving any undue advantage to or from A) A public or government official; B) A political candidate, party or official; or C) Any private sector employees, directors or officers, or their agents or representatives.

### **Anti-Money Laundering and Finance of Terrorism**

We commit to not engaging in or contributing to money laundering or the finance of terrorism. Well Field Corporation Co., Ltd. has implemented Anti-Money Laundering (AML) and Know Your Counterparty (KYC) procedures to Establish the identity of all counterparties;

Verify that counterparties and, if applicable, beneficial owners are not named on relevant government lists for individuals or organizations implicated in money laundering, fraud, or involvement with prohibited organizations and/or those financing conflict;

Maintain an understanding of the nature and legitimacy of the businesses operated by counterparties and Monitor transactions for unusual or suspicious activity.

## **Occupational Health & Safety Management**

We commit to complies with all relevant health and safety requirements, and laws, providing a safe working environment, as well as providing education, and awareness of Health and Safety to our employees and on-site contractors.

## **Environmental and Energy Management**

We commit to reducing and managing the environmental impacts of our business operations, to comply with all relevant environmental laws i.e. waste disposal, wastewater, and applying 3R (Reduce, Re-use, Recycle) to help protect the environment and resources which will benefit the communities and employees

## **Product Disclosure**

We are committed to disclosing information on the physical characteristics of jewellery products and materials in accordance with the Responsible Jewellery Council (RJC) Code of Practices Standard.

We are also committed to developing and nurturing strong relationships with suppliers and other business partners to promote responsible business practices throughout our supply chain.

To achieve this, we carry out due diligence on all of our suppliers in alignment with the UN Guiding Principles on Business and Human Rights.

## **Grievance Mechanism**

Well Field Corporation Co., Ltd. has established this grievance procedure to hear concerns about employees, non-employees, and all stakeholders who can complain or notify in the event of human rights, discrimination, forced labor, Bribery and Corruption, Anti-Money Laundering, and Finance of Terrorism, Safety, Environment, Product Disclosure and etc.

Well Field Corporation Co., Ltd. is responsible for implementing and reviewing this procedure. Concerns can be raised by interested parties via email or telephone to

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**On receiving a complaint, we will aim to:**

- Get an accurate report of the complaint and explain our complaint procedure.
- Find out how the complainant would like it addressed/ resolved.
- Assess the eligibility of the complaint and, where applicable, decide who should handle it internally. In cases where we are unable to address the complaint internally (e.g. where our company is too far removed from the origin of the issue raised in the complaint), we may redirect it to a more appropriate entity or institution, such as the relevant supplier or industry body.
- Where the issue can be handled internally, seek further information where possible and appropriate.
- Identify any actions we should take including hearing from all parties concerned and monitoring the situation. Advise the complainant of our decisions or outcomes.
- Keep records on complaints received and the internal process followed, for at least five years.

Announced December 23, 2022

Well Field Corporation Co., Ltd.