



## Charoen Pokphand Group Announcement

No. 093/2020

### Re: Foreign Workers Recruitment Policy and Guidelines of Charoen Pokphand Group

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According to Charoen Pokphand Group's ("the Group") Human Rights and Labour Practices Policy and Guidelines, the Group has clear specifications to prohibit illegal employment of foreign workers. The Group also has clear specifications to prohibit any form of exploitation, abuse or forced labour against its workers or employees, including but not limited to its foreign workers.

Proper management of foreign workers is necessary to prevent human and labour rights violations in the Group's business operations. This can also ensure further that employment of foreign workers throughout the Group and its subsidiaries upholds the Group's Human Rights and Labour Practices Policy and Guidelines, as well as complies and respects internationally accepted standards and principles, including but not limited to the Universal Declaration of Human Rights; the United Nations Guiding Principles on Business and Human Rights; the 10 Universal Principles of the United Nations Global Compact; and the ILO Declaration on Fundamental Principles and Rights at Work

The Group hereby announces this Foreign Workers Recruitment Policy and Guidelines ("the Policy") which supersedes the Foreign Workers Recruitment Policy and Guidelines of Charoen Pokphand Group (No. 027/2019). This policy is in force from the date of this announcement.

#### 1. Scope of the Policy

- 1.1 The Policy is applicable to all subsidiaries of Charoen Pokphand Group ("the Company") worldwide, herein referred to as 'a company.' Implementation of the Policy must be, at the same time, in compliance with domestic laws and regulations and in line with the best industry practices in each country.
- 1.2 Employment of foreign workers means hiring foreign workers to perform work, but it does not include hiring for work and service contract (see section 5)
- 1.3 A "foreign worker," as referred to in this policy, is a person consistent with the definition of a "migrant worker," defined according to the *International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families* as "a person who is to be engaged, is engaged or has been engaged in a remunerated activity in a State of which he or she is not a national."
- 1.4 "Forced labour," as referred to in this policy, is a situation consistent with the ILO Forced Labour Convention 1930 (No. 29), that defines "forced or compulsory labour" as "all work or service which is exacted from any person under the menace of any penalty and for which the said person has not offered himself voluntarily".



## **2. Recruitment**

- 2.1 A company under the Group shall directly hire foreign workers as their employees in a non-discriminatory manner. In doing so, a Company shall have measures to ensure that the foreign workers recruitment process is in accordance with the domestic laws of all countries of origin, transit and destination involved in a foreign worker's journey to the company and does not involve any unlawful or exploitative behavior which may contribute to abuse of the foreign worker's rights, including but not limited to forced labour.
- 2.2 A company that has been merged or acquired to be part of the Group, under the condition that employees of the merged or acquired company would be hired by the Group or its subsidiaries, may not have directly hired foreign workers at the time of the merging or acquisition. In this case, as part of the business ownership transfer, such companies shall come up with a plan for directly hiring foreign workers to be executed within a reasonable time period.
- 2.3 A company under the Group shall set objective criteria for selecting and transparently tendering for recruitment agencies to provide foreign worker recruitment services to that company. In addition, a company shall exercise due diligence in inspecting, supervising and providing appropriate capacity building and mentoring to ensure that recruitment agencies providing services to the company be registered and operate in compliance with all related laws, as well as the Group and the Company's policies, throughout the entire recruitment process from recruitment, selection, employment and finally until repatriation.
- 2.4 A company under the Group shall ensure, during its foreign worker recruitment processes, that sufficient detail on relevant information is provided to workers concerning the company's recruitment and employment processes, as well as the company's terms and conditions of employment. This includes providing recruited workers with an employment contract and a summary of company working regulations, in writing in the foreign workers' national language(s), the contents of which should be communicated to them in a manner in which they can fully understand and can explicitly provide written and informed consent to. The company shall also provide a duplicate signed employment contract to the foreign worker as soon as possible following its official endorsement by relevant authorities.

## **3. Expenses**

- 3.1 Foreign workers shall be responsible for all of their personal expenses under this policy. For instance, a foreign worker shall be responsible for acquiring their own passport needed for employment with the Company and all travel and accommodation related costs prior to departure to the country of destination as well as from the border of the



country of destination to their hometown, or other related expenditures that may be incurred.

3.2 A company will be responsible for any recruitment fee charged by a recruitment agency in a foreign worker's country of origin and any other related recruitment or employment fee required by law in those countries of origin.

3.3 A more detailed outline of specific recruitment fees and costs and whether these costs shall be borne specifically by a company or a foreign worker themselves is outlined in the document Foreign Worker Recruitment Fees and Expenses Procedure.

#### **4. Compensation and Benefits**

The Company shall provide all directly hired employees with the same compensation and benefits equally according to their employment level and based on the same regulations.

#### **5. Service of a Subcontractor**

In case of hiring for the work and service contract that might involve employment of foreign workers, the Company must strictly monitor and audit the subcontractor with appropriate due diligence to ensure its compliance with applicable laws and to ensure a subcontractor's conduct is in line with the CPG Human Rights and Labor Practices Policy and Guidelines.

#### **6. Grievance and Remedy**

A company shall ensure all foreign workers are safely and effectively able to raise grievances or concerns related to recruitment processes covered by this policy and be able to access appropriate remedy in case of breaches of this policy in a timely and transparent manner.

**Effective Date** November 1, 2020

(Suphachai Chearavanont)

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