

# Bangkok ranch public company limited

## Policy and Guideline for Sustainability Procurement

(English translation)

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Appendix A: Vocabulary

## 1. Introduction

Bangkok Ranch Public Company Limited, subsidiaries and affiliated companies are committed to sustainable business growth, responsible to all stakeholders, and prioritize the quality, cleanliness, and safety of products, raw materials, and packaging that meet standards and comply with all relevant laws, regulations, and rules related to business operations. This is achieved under good corporate governance, social and economic responsibility, environmental friendliness, and good corporate governance throughout the supply chain.

Therefore, the Chief Executive Officer and the top management have established a sustainable procurement policy and practices to guide business operations in line with the company's sustainability policy and the United Nations Sustainable Development Goals.

## 2. Objectives

- 1) To establish a framework for the operation of the board of directors, management, and all levels of employees to study, understand, and adhere to as a guideline for sustainable procurement processes that are correct, honest, fair, verifiable, in accordance with the principles of good governance and sustainability.
- 2) To achieve excellence in procurement operations in both goods and services, bringing maximum value to the organization, while being responsible for the economic, social, and environmental systems, and having good corporate governance.
- 3) To ensure that procurement is within the allocated budget and has appropriate controls and oversight, reducing the risk of errors and corruption in operations.

## 3. Scope

This policy applies to all directors, executives, and employees of Bangkok Ranch Public Company Limited, its subsidiaries, associated companies, and other companies or legal entities in which the Company has management authority, both domestically and internationally, hereinafter referred to as "the Company," and encompasses all stakeholders throughout the supply chain. This includes promoting ethical business practices among business partners for sustainable procurement and defining the duties and responsibilities of all those involved in procurement, which must be strictly adhered to without exception.

## 4. Roles and Responsibility

### 4.1 Board of Directors

Establish policies and practices for sustainable procurement, including overseeing their effective implementation in alignment with organizational values, relevant laws, regulations, company rules, policies, and practices. Promote and support all company employees in understanding and recognizing the importance of

sustainable procurement policies and practices and cultivate this into a corporate culture of conducting business with honesty, transparency, and openness, disclosure this policy to all stakeholders.

#### 4.2 Corporate Governance and Sustainable Development Committee

To recommend, review, and revise policies and practices for sustainable procurement, in accordance with the principles of good corporate governance.

Review the accuracy of assessments related to the Company's sustainable procurement policies and practices, and evaluate environmental, social, and/or governance (ESG) risks arising from the Company's suppliers, such as human rights risks, labor and workforce management risks, business ethics risks, and risks of non-compliance with environmental laws.

#### 4.3 Risk Management Committee

Oversee risks associated with procurement, monitor progress, and review appropriate measures to prevent corruption in the procurement process.

#### 4.5 Top Management

4.5.1 Ensure that employees comply with the policy, communicate and promote an organizational culture that emphasizes sustainable procurement practices among all relevant parties; and regularly review the policy to ensure its appropriateness and alignment with business changes, regulations, and legal requirements.

4.5.2 Establish transparent accounting and financial reporting systems in compliance with applicable laws and standards, with effective risk management, internal audit, and internal control systems to prevent fraud and corruption in the procurement process.

4.5.3 Provide channels for whistleblowing and complaints, implement appropriate procedures for investigating complaints, and establish measures to protect whistleblowers or complainants related to the procurement process.

#### 4.6 Department Heads or person in charge

4.6.1 Promote awareness, communication, and provide guidance on sustainable, corruption-free procurement practices to personnel in relevant functions.

4.6.2 Establish risk assessment and internal control measures across all activities with potential risks to prevent fraud and corruption in the Company's procurement processes.

4.6.3 Review and audit operations to ensure compliance with applicable laws, company regulations, policies, and sustainable procurement practices, and prepare reports on findings in cases of non-compliance.

#### 4.7 Employees and Company Personnel

4.7.1 Learn and comply with applicable laws, as well as the Company's rules and regulations, in relation to sustainable procurement practices.

4.7.2 In the event of any conduct that may constitute fraud, corruption, or violation of laws in the Company's sustainable procurement processes, report or raise concerns through the channels provided by the Company.

## 5. Guidelines

The Company has established a responsible sourcing policy, particularly for its key raw materials, covering the following key aspects:

- 5.1 Procure goods and services with due consideration of quality, price, quantity, and responsiveness of service, with emphasis on efficiency and effectiveness.
- 5.2 The Company respects supplier's rights and maintains a transparent and auditable supplier selection and registration process to promote fair competition. All suppliers are treated equally and without discrimination.
- 5.3 Establish supplier evaluation standards both before and after engagement to ensure the delivery of quality, safe, and legally compliant goods and services, with raw materials sourced from reliable and traceable origins.
- 5.4 Procure environmentally friendly raw materials and supplies (Green Procurement), including selecting products with minimal environmental impact; reducing the use of chemicals, pesticides, and biocides; and ensuring production processes that mitigate environmental impacts, use water resources efficiently, protect biodiversity, and enable traceability of raw materials.
- 5.5 Promote the sourcing of raw materials from local suppliers that meet the Company's standards and encourage continuous improvement and development of products and services that contribute positively to society.
- 5.6 Select new suppliers for key raw materials based on sustainability (ESG) criteria and promote suppliers' compliance with laws related to human rights, social responsibility, and labor practices, such as the prohibition of child labor, forced labor, and illegal labor throughout the supply chain.
- 5.7 Communicate the Supplier Code of Conduct to key suppliers (Critical Tier 1 Suppliers) and establish a system to verify compliance with such code.
- 5.8 Consider selecting new or existing suppliers who are willing to comply with the Supplier Code of Conduct.
- 5.9 Promote the enhancement of knowledge and capabilities of employees and suppliers and maintain good relationships to foster sustainable growth together.

## 6. Training

The Company ensures communication and dissemination of the policy and guidelines for sustainability procurement through appropriate channels such as training sessions, meetings, and other activities. These are provided to directors, executives, employees, and external stakeholders, including suppliers, contractors, business partners, and the public, throughout the supply chain. Various communication channels are utilized to promote awareness and implementation of these measures, and post-training evaluations are conducted to assess effectiveness.

## 7. Monitoring and Evaluation

The Company monitors and evaluates the effectiveness of compliance with sustainable procurement practices by considering performance outcomes and reporting the results to the committee responsible.

The policy and guidelines shall be reviewed every two (2) years, or when there are significant changes in the nature of the Company's business operations, to ensure alignment with the evolving business environment. Personnel at all levels are informed through various communication channels, such as training for both existing and new employees, publication on the Company's intranet and website, meetings, and E-learning programs.