

Sub-Consultant and Supplier Code of Conduct

Meinhardt (Thailand) Limited.

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1. INTRODUCTION

Meinhardt (Thailand) Ltd. (hereinafter “Meinhardt”) is committed to fulfilling its social responsibility to a globally recognized level, achieving sustainable and sound performance and sharing growth with its Sub-Consultants and Suppliers (as defined below). Therefore, Meinhardt provides this Meinhardt Sub-Consultant and Supplier Code of Conduct (hereinafter the “Code”) to ensure that its Sub-Consultants and Suppliers fully comply with all applicable laws and regulations, establish a management system where workers are respected by ensuring safe working environment, and operate their business in an ethical and responsible manner. For this, Meinhardt is determined to cooperate with its Sub-Consultants and Suppliers to achieve the goals.

The Code applies to all “Sub-Consultants and Suppliers”, which are organizations in every form that design or supply or otherwise provide goods or services for Meinhardt, such as sub-consultants, sub-contractors and vendors. All Sub-Consultants and Suppliers are cordially requested to abide to this Code.

Meinhardt may revise the Code in accordance with changes in its management policy and standards regarding Sub-Consultants and Suppliers, and the revisions may be available on Meinhardt (Thailand) Ltd.’s home page.

2. HUMAN RIGHTS AND LABOUR

2.1 Prohibition of Forced Labour

Labours those hired by Sub-Consultants or Suppliers must be voluntary. In addition, Sub-Consultants or Suppliers must not demand that workers submit goods or money in return for the employment opportunity, or that they hand over their work permit or passport. Also, Sub-Consultants or Suppliers must provide to each worker a work contract written in a language that is understandable to the worker.

2.2 Minor Workers

Sub-Consultants or Suppliers must strictly prohibit employment of child workers. The term “child” refers to any person under the age of 15 or under the minimum age for employment in the country concerned, whichever is greater. Sub-Consultants or Suppliers may hire minors that are not children, but workers under the age of 18 must not perform dangerous work in terms of health and safety and must abide to the applicable local laws and regulations regarding minor workers.

2.3 Wages and Benefits

Compensation paid to workers must comply with local laws and regulations including those related to minimum wages, overtime hours and legally mandated benefits, etc.

2.4 Working Hours

Sub-Consultants or Suppliers must not make workers work more than the maximum working hours set by local laws and regulations.

2.5 Humane Treatment and Non-Discrimination

Sub-Consultants or Suppliers must treat all their workers with dignity and respect and create a working environment free of inhumane treatment or threat such as sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse. Also, Sub-Consultants or Suppliers must not engage in discrimination based on race, color, age, gender, ethnicity, disability, pregnancy, religion, political affiliation, union membership or marital status in employment practices such as hiring, promotion, compensation and access to training.

2.6 Freedom of Association

Sub-Consultants or Suppliers must respect the freedom of association and right of collective bargaining guaranteed by local laws and regulations and create an environment where their workers can freely communicate with the management with respect to working conditions and management policy without fear of discrimination, reprisal, intimidation or harassment.

3. HEALTH AND SAFETY

3.1 Occupational Safety

Sub-Consultants or Suppliers must establish and maintain a healthy working environment in accordance with local laws and regulations. For this, Suppliers must take preventive measures such as removing hazards in advance, constantly conducting safety education and providing appropriate personal protective equipments and gears for the workers.

3.2 Emergency Preparedness

Sub-Consultants or Suppliers must identify and assess potential emergencies in advance and prepare a system for reporting emergencies and a process to notify the workers. In addition, Suppliers must minimize damage by establishing and implementing emergency plans and response procedures such as conducting evacuation drills for the workers in case of emergency and securing adequate exit facilities and firefighting equipment.

3.3 Occupational Injury and Illness

Sub-Consultants or Suppliers must establish a procedure and management system for preventing, managing, monitoring and reporting occupational injuries and illnesses of their workers and, in case of occupational injuries, provide treatment and remove their causes.

3.4 Risk Identification and Management

Sub-Consultants or Suppliers must assess and control hazards and physically demanding work to which the workers can be exposed in the work areas, appropriately maintain safety equipment for hazardous machinery, devices and facilities, and provide appropriate health and safety trainings for the workers.

4. ENVIRONMENT

4.1 Environmental Permits

Sub-Consultants or Suppliers must obtain and keep current all environmental permits, approvals and registrations required for business operations. Also, Sub-Consultants or Suppliers must comply with operation and reporting requirements for these permits.

4.2 Wastewater and Solid Wastes

Sub-Consultants or Suppliers must systematically identify, manage, reduce, dispose of and recycle solid wastes. Sub-Consultants or Suppliers must monitor wastewater and solid wastes created by business operation, production and operation of sanitary facilities based on their characteristics and manage and treat them in accordance with local laws and regulations before emitting and discarding them. In addition, Sub-Consultants or Suppliers must take measures to reduce wastewater and constantly monitor the efficiency of wastewater treatment process.

4.3 Hazardous Substances

Sub-Consultants or Suppliers must select raw and subsidiary materials in a way that excludes hazardous substances, identify in advance chemicals and other substances whose release may cause environmental pollution, and treat, move, store, use, recycle or reuse, and discard them safely to at least the minimum level required by local laws and regulations.

4.4 Air Pollutants and Greenhouse Gases

Before releasing substances that can cause air pollution, Sub-Consultants or Suppliers must manage or treat them in accordance with local laws and regulations, and constantly monitor the efficiency of facilities preventing air pollution. Also, Sub-Consultants or Suppliers must strive to minimize the use of energy and emission of greenhouse gases.

5. ETHICS

5.1 Business Integrity and Prohibition of Improper Gains

Sub-Consultants or Suppliers are required to maintain the highest standards of integrity in all business transactions with Meinhardt. For this, Sub-Consultants or Suppliers must transparently and accurately keep and manage account books and work records, and strictly prohibit conducts in every form that compromise integrity such as bribery, corruption, acquisition or provision of improper gains, and embezzlement. In addition, Sub-Consultants or Suppliers must implement monitoring and enforcement procedures to ensure compliance with anti-corruption laws.

5.2 Fair Transaction

Sub-Consultants or Suppliers must comply with laws and regulations related to fair transaction and strictly prohibit conducts that undermine fair transaction such as collusion.

5.3 Protection of Identity and Prohibition of Retaliation

Sub-Consultants or Suppliers must implement a program protecting whistleblowers and ensure that their workers can raise issues without fear of retaliation.

5.4 Intellectual Property and Trade Secrets

Sub-Consultants or Suppliers must exercise appropriate effort to protect intellectual property and trade secrets of stakeholders including between Sub-Consultants or Suppliers and Meinhardt and comply with relevant laws.

5.5 Personal Information

Sub-Consultants or Suppliers must exercise appropriate effort to protect personal information of stakeholders, including the workers of Sub-Consultants or Suppliers and Meinhardt, and comply with relevant laws when collecting, storing, sending, and sharing personal information.

5.6 Authenticity of Software Used (for Sub-Consultants only)

In order to comply with the requirements of our IMS, Sub-Consultants must maintain that the software that they utilize is legal.

6. MANAGEMENT SYSTEM

6.1 Establishment of Management System

To comply with the Code as well as relevant laws and regulations, each Sub-Consultant or Supplier must establish a management system that integrates human rights and Labour, health and safety, environment, and ethics policies into their management decision-making process.

6.2 Disclosure of Management Information

Sub-Consultants or Suppliers must make disclosures in accordance with relevant laws and regulations on human rights and Labour, health and safety, status of environmental management, management activities, governance structure, financial status, and performance, and must not forge documents or keep fraudulent records.

6.3 Risk Management of Suppliers

Sub-Consultants or Suppliers must provide the Code to their suppliers (of any tier) and independently assess their compliance with the Code.

**Acknowledgement
of
Sub-Consultant and Supplier Code of Conduct**

I hereby confirm that we share, respect, and adhere to the Meinhardt (Thailand) Ltd. Sub-Consultant and Supplier Code of Conduct.

.....
(Signature)

Accepted for and on behalf of:

Name:

Position:

Date:

Company seal: