# SUSTAINABILITY REPORT 2021

Enhancing the **ENVIRONMENT** we live in



# **ENVIRONMENTAL RESPONSIBILITY**

Underpins everything we do, we are committed to creating projects of distinction while preserving the environment.





# Message from our Managing Director

Dear Respected Stakeholders: Over the past year, the world has continued to endure the COVID-19 pandemic, which triggered a global health crisis and consequently adversely impacted environmental and global economic growth. Meinhardt (Thailand) Ltd. is mindful that the pandemic has affected every aspect of our lives. The safety and health of our employees is our top priority. The company has put in place a set of health protocols that are in line with what the government recommends.

At Meinhardt, Environmental, Social, and Governance (ESG) considerations are important to our business. We are incorporating an increasingly broad range of measures in our long-term activities and strategies with respect to environmental protection measures, including climate change policies; we promote diversity and inclusivity at all levels in our workforce; and we frequently engage in charitable activities. These measures are fully integrated into our risk management and governance practices.



Our philosophy is simple, our clients' needs are paramount.

# John L. Pollard

Managing Director, Meinhardt (Thailand) Ltd.
Director, Meinhardt Asia Pty Ltd.
Regional CEO – South Asia, Meinhardt Group International Ltd.



# What's inside?

## **INTRODUCTION**

- 1 WHO WE ARE?
- 6 ABOUT THIS REPORT

### **E - ENVIRONMENT**

- 8 CLIMATE CHANGE STRATEGY
- 10 OUR SUSTAINABILITY IMPLEMENTATION
- 16 SUPPLY CHAIN SUSTAINABILITY
- 17 ENVIRONMENTAL PERFORMANCE

## S - SOCIAL

- 19 EQUALITY & DISCRIMINATION
- 22 HUMAN & LABOUR RIGHTS
- 23 EMPLOYEE DEVELOPMENT
- 24 OCCUPATIONAL HEALTH & SAFETY
- 25 SOCIAL PERFORMANCE

### **G - GOVERNANCE**

- 27 CORPORATE GOVERNANCE
- 30 BUSINESS ETHICS
- 32 COMPLIANCE
- 33 STAKEHOLDER SATISFACTION
- 34 SUPPLY CHAIN MANAGEMENT
- 35 GOVERNANCE PERFORMANCE



Meinhardt is one of the most respected Asian-based engineering companies in the world.

Over the last 67 years, Meinhardt has become synonymous with trust, innovation and engineering excellence around the world. Our customers value our highly buildable and sustainable solutions for complex projects that are commercially successful, save time and money.

Spanning developers, construction companies, government agencies, Multinational Corporations and NGOs, our customers from around the world count on our 5,000-strong global team in 51 offices to deliver projects to the highest quality. As a Group, we work with clients all over the world with diverse types of projects which include tall buildings, roads and highways, aviation, metros and railways, water, ports and power.

A global company with a personal touch, our 5,000 staff in 51 offices believe in challenging the status quo and delivering quality work that consistently exceeds clients' expectations.

That is why more than 50% of them are repeat customers. With our Australian heritage, global headquarters in Singapore and proven track record in Asia, the Middle East & Europe since the 1970s, we blend the best of East & West in our thinking and management.

"TRANSFORMING CITIES, SHAPING THE FUTURE"





# **THAILAND**

Meinhardt (Thailand) Ltd. was established in 1991 after successfully working on several major projects in the 1980s. As Thailand's premier engineering firm behind many iconic landmarks, we possess all necessary licenses and certifications backed by strong corporate governance. This has enabled us to win many loyal customers (70% repeat customers) over the last 30 years.

The Thailand office provides engineering consultancy services in Civil, Structural, Geotechnical, Electrical, Mechanical, Plumbing, Fire Protection Engineering Service, Project Management, Construction Management, Façade, Lighting, Transportation and Environmental Sustainable Designs.

Whether it is engineering, project management, façade engineering or lighting in the commercial real estate, industrial or manufacturing sectors, we have it all covered.

Meinhardt carries professional indemnity insurance and has registered engineers to make all building Authority Submissions. We will continue to focus on acquiring, training and retaining the best talent in the industry to sharpen our competitive edge, whilst delivering client-focused and powerful engineering solutions that are sustainable and highly efficient.

30+

400+

2700+

Years' Experience

**Professionals** 

**Awards** 

The Thailand Office has been assessed and certified as meeting the requirements of ISO 9001:2015, ISO 14001:2015, ISO 45001:2018, Thailand's Private Sector Collective Action Against Corruption (CAC) and EcoVadis.

















# WHO WE ARE?

# **VISION**

To be the leading consultancy company in Thailand and one of the leading engineering consultancy company in the region.

# **MISSION**

We are dedicated to environmental improvements that foster a sustainable future and lead to social and economic improvements in the community we do business.

# **VALUES**

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- Professional Excellence
- Customer Focus
- People And Personal Development
- Integrity

# Our Sustainability Philosophy

Meinhardt is committed to conducting business sustainably, in accordance with good corporate governance. We aim to bring shared value in economic, social, environmental and well-being to our own people and those that we do business with.



Meinhardt (Thailand) endeavours to ensure our clients achieve their goals through our innovative and high-quality engineering services exceeding their expectations, to ensure environmental sustainability in our operations and to ensure wellbeing of our people.

Meinhardt (Thailand)'s IMS Policies





Meinhardt (Thailand) Ltd. and all its subsidiaries (Meinhardt from hereafter) are committed to conducting its business in accordance with strict standards of honesty and integrity and to highest levels of professionalism and ethical behavior in delivering its services. Meinhardt's culture values transparency and accountability in its administrative and management practices and we are committed to ensuring the company, its officers and employees, act at all times in compliance with the laws.

Meinhardt (Thailand)'s Anti-Corruption Policies





The Sustainable Development Goals (SDGs) comprise 17 goals and 169 targets such as the elimination of poverty and hunger, combating climate change, supporting decent work and growth, and creating sustainable cities and communities. Following the success of the Millennium Development Goals, SDGs have been adopted as part of the 2030 Agenda for Sustainable Development, signed by 193 countries.

On the positive side, though, the sustainable development goals have been set out to improve infrastructure, and in turn, create more sustainable cities and communities making them more resilient. For Meinhardt Group, by aligning with the SDGs we can make a positive impact as an organization.

SDGs serve as a universal framework for businesses to communicate performance, set targets and actions, engage with various stakeholders, including investors, and gain access to new market opportunities. The framework fosters collaboration to solve the world's most challenging tasks in sustainability.

Meinhardt wishes to pursue SDGs and the benefits they bring and will follow a series of steps in order to maximise the opportunity.

The SDGs we (Meinhardt Group) impact are:













Even if it seems like Meinhardt can't make much of an impact on SDGs, change has to happen now. Grassroots efforts lead to broader change, and success snowballs.

WHO WE ARE?



# **ABOUT THIS REPORT**

Meinhardt's Sustainability Report Year 2021 is a document that analyses our long-term success and prospects for the future. This report summarises our sustainability performance for the year 2021. Our sustainability report is an effective way to communicate our environmental and social initiatives with any interested parties. This report will be updated annually and in doing so, can help us track our progress and identify risks & opportunities within our company.

Our Sustainability Report is based on GRI's (Global Reporting Initiative) sustainability reporting framework, i.e., environment, social, and governance or ESG. The report provides a transparent overview of our performance. We see the compilation of this report not only as a reporting tool, but also as a way to review our activities, which helps us to improve our overall sustainability performance in every detail, moving forward step by step with a focus on the circular economy for our business.











# Environment

As the impact of climate change continues unabated and new legislations come into effect, businesses around the world will have to embrace sustainable solutions in the built environment.

Meinhardt's engineering designs endeavour to incorporate environmentally sustainable principles that are socially responsible and commercially feasible.

We are committed to helping clients succeed while preserving the environment for future generations.

# **CLIMATE CHANGE STRATEGIES**

#### THE ROAD TO NET ZERO

Reducing emissions is essential for preventing rising temperatures to 1.5C-2C over pre-industrial levels. Beyond that, scientists predict that natural calamities such as frequent extreme weather occurrences, rising sea levels, and dwindling biodiversity would harm people and livelihoods.

Meinhardt strives to take part in resolving problems and mitigating impacts from climate change while transitioning into a low carbon society according to the Paris Agreement. We have established measures and procedures to reduce greenhouse gas emissions.

Meinhardt Group is committed to net zero emission by 2050. We have established both short-term and long-term strategies. Meinhardt (Thailand) is following the Meinhardt Group strategy to help cut emission (Carbon Neutral) by 35% by 2029 and achieve net-zero by 2050.

"Resolving environmental issues is one of the decade's most difficult challenges, with huge growth expected within the sector as more countries and companies are committed to net zero within the coming decades"



We aim to reduce emissions by:









# **CLIMATE CHANGE STRATEGIES**

#### **Carbon Footprint**

A carbon footprint is the amount of greenhouse gases released into the atmosphere as a result of the actions and activities of an individual, organisation, or community. The overall carbon footprint of an office space isn't necessarily just the greenhouse gas emissions coming directly from that office's energy usage or office equipment. Everything involved in operating a business contributes to its carbon footprint, from the way employees get to the office, to the working processes, to its supply chain. Both business owners and employees can take steps to reduce the carbon emissions associated with our companies, thus doing our part to fight climate change and help preserve the natural environment.

As Meinhardt's office reopens after the pandemic and as our employees resume their daily commutes, we aim to persuade them to reduce their carbon footprint in their daily lives by using various communication tools, e.g., we have encouraged our employees, given that the way they commute to work has a major impact on our carbon footprint. If possible, walk or bike to eliminate any carbon emissions. Consider taking public transportation or carpooling.

Meinhardt is committed to helping you succeed while preserving the environment for future generations.



With Global warming, environmental pollution, and escalating energy prices, there is an increasing awareness of the need for environmentally sustainable development. This issue is beginning to reshape global business operations and development strategies.

Meinhardt has established and implemented a system to identify environmental aspects and related impacts that the company can control, and determine those which are significant to the company.

Meinhardt (Thailand) has ISO 14001:2015 Certification in place as the key framework for addressing the organisation's long-term environmental performance. We also have communicated our Environment Policies as defined in our IMS Policies. This way, Meinhardt will be able to structurally plan, control and continually improve its impacts on the environment while increasing operational efficiency.

#### **Waste Management**

For our business, sustainable waste management is a key operational area where we can improve our ESG performance, with a resulting positive impact on our carbon footprint, operational expenses, and resource efficiency management, including waste management, water consumption, and energy efficiency. Please find our performances summary below. Reporting our performance in sustainable resource efficiency management – enables us to identify and reduce risks, as well as take action towards becoming a responsible, trusted organisation in a more sustainable world. Resource usage and waste-related practises and impacts span through the entirety of Meinhardt's value chain by encouraging them on these matters.

It is increasingly important for us to measure and understand our waste, so that we can effectively respond to global concerns about increases in waste generation, resource usage, and the impact on the environment, society, and economy. Measuring and reporting encourage us to prevent waste at its source, which unlocks opportunities for circular business practices.

Meinhardt (Thailand) is committed to promoting environmentally friendly culture and the prevention of pollution in all of our activities. The consensus is that Meinhardt's ability to successfully manage these matters demonstrate the leadership and good governance that are essential to sustainable growth.



# VEIN-MRDT

# **OUR SUSTAINABILITY IMPLEMENTATION**

#### **Waste Management**

#### **Sorting Solid Waste**

Besides promoting good habits for employees in order to manage waste wisely, waste-sorting at the office can also bring various good impacts, such as increasing the amount of waste to be recycled, reducing the amount of waste ending up in the environment and landfills, and preventing the mixing of waste that will endanger the soil and deplete the ozone layer.



We have provided waste recycling stations throughout every floor, to collect paper, plastic, and other residual waste. We also raise awareness of this issue among our employees through 5S activities and internal communication. This encourages increased awareness, waste sorting, and waste reduction. Our workplace's solid waste has been collected and put in the appropriate waste/recycled bin as specified by the colour code. This can help conserve raw materials and minimise pollution.

During the Covid-19 pandemic period, another waste that has significantly grown up is infectious waste particularly the used medical masks. We have been placing infection waste bins separately from other waste, so the wastes can be handled and disposed safely.

In addition, we are gradually banning single-use plastics, we've started with communicate to all employees. The longer-term plan is to integrate a 'plastic ban' into Meinhardt's policy.

#### **Hazardous Waste Management**

Hazardous waste that is improperly managed poses a serious threat to human health and the environment. Simply defined, a hazardous waste is a waste with properties that make it dangerous or capable of having a harmful effect on human health or the environment.

Since 2015, we've implemented a waste segregation process at our workplace to manage this significant aspect. By doing so, we are not only able to limit the release of pollution into the environment, but we are also able to collect waste for recycling purposes and instil an environmentally conscious mindset in our employees.

Along each floor, a container for the disposal of hazardous waste has been installed. The hazardous waste is collected and transferred to the building's hazardous waste collection point, from where it is sent to a treatment center.

#### Waste Electrical and Electronic Equipment (WEEE) or E - Waste

E-waste and its disposal are a major environmental concern that impacts the entire world and causes serious health concerns to anyone who touches it in unrestricted conditions. As part of our annual activity to dispose of our WEEE at the end of each year, abandoned IT equipment or any electronic items have been resold at a discount to our employees and donated to a needy place such as school, temple, or foundation. WEEE that cannot be resold or donated has been collected and sent to a recycling centre.



# EIN-WRDI

# **OUR SUSTAINABILITY IMPLEMENTATION**

#### **Waste Management**

#### **Usage of Paper**

Paper is part of our everyday work, and we should use it wisely. We always consider that paper production, distribution, use, and disposal require a large amount of energy and resources. The usage of paper is one of our significant aspects.

Since 2015, we have tried to control the usage of paper and, at the same time, instilled the concept of conserving natural resources to our employees. Streamlining systems through efficient tools like online platforms or applications minimises unnecessary use and waste, e.g., online meetings, e-Learning, and any applications. Choosing recycled-content paper made by companies that support responsible forest management also supports sustainability.

Throughout the year, we have implemented the following activities to reduce our office's excess paper usage, and established KPIs to measure this matter. In these areas, we met all related performance goals:

- 1. Paper conservation: Promoting a campaign Think before you print, use paper more efficiently, reuse paper, use less paper by effectively using computers and other technology, and use better information systems.
- 2. Sorting One-Sided Used Paper: All one-sided paper has been sorted and recycled for reuse.
- 3.Using the backside of the one-sided used paper: We always use one-sided used paper unless the document is to be issued to external parties or contains confidential information. The paper with both sides used has also been sold to a waste recycling centre outside.









#### **Water Consumption**

Clean water is a limited resource. The growing population and environmental are continually strainina pollution availability of water. It is estimated that by 2050, the worldwide demand for water supply will have risen by 30%. This is evident from the ever-increasing cost of clean water.

Meinhardt takes part in water conservation and, at the same time, lowers our water bill. This means saving water also saves the company money. Being more water-efficient means we can run our business and still have water available for tomorrow.

An efficient water-saving solution usually necessitates a two-pronged approach. The first is to implement some simple technical solutions that can significantly reduce water consumption. Another effective water-saving strategy is employees buy-in. Meinhardt has encouraged and educated our employees on this topic through communication on everyday habits that reduce water consumption, encouraging employees to contribute to water-saving ideas, teaching them how to understand the importance conservation, and persuading them to change aspects of their behaviour. We also encourage others, specifically our third parties, to do the same by posting and sharing our posters to remind people to be mindful of their water usage.



"Ultimately, the world needs flexible and resilient water systems that anticipate and monitor changes in circumstances. Sustainable management techniques need to be implemented to protect water cycles and reduce the impact of human activity on them. These need to go hand-in-hand with optimising water and wastewater provision and consumption, and will require closer collaboration between utilities, users and regulators to incentivise water conservation, reuse and recycling"

> Shahzad Nasim Group Chairman

### **Energy efficiency**

As the global energy sector undergoes transformational changes amid continued depressed oil prices and changes in energy consumer behavioural / utilisation patterns, energy providers across the entire value chain are reinventing themselves by tapping on renewable energy and alternative fuels to remain relevant.

Energy is one of the largest controllable overheads in office buildings, which means there are many opportunities to make savings. Reducing energy consumption not only saves money but improves working conditions, which can increase employees productivity, such as by using Energy Star equipment or some technology in our process, for example. Furthermore, the environment will benefit from reductions in energy use and carbon emissions, which enhance corporate reputation.

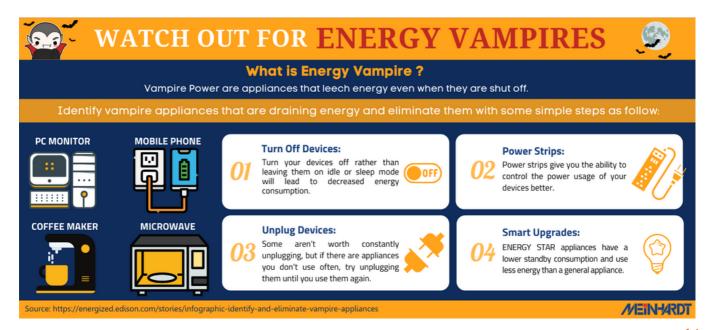
While Meinhardt's responsibility is to think about practical ways to make smart changes around our workplace, it is also important that everyone in Meinhardt is involved in this energy saving initiative. Meinhardt employees should also contribute in whatever way they can and help our company make a difference.

We have monitored our energy bills, and metre readings will help us to understand the overall energy performance of our workplace and identify any spikes in energy use. We'll also be able to compare it with previous years and build a picture of our seasonal energy use pattern.

For our office management, a more stringent management of energy usage, particularly for lighting, i.e., we turn off the light during lunch time and changed our lighting to LED, and office equipment such as computers, printers, and laptops, we have controlled since the purchasing process that will realise immediate cost savings at practically no expense to our business and also help us to reduce our carbon footprint.

Through these activities, we can have both a positive economic impact on our business by reducing our operating costs as well as a favourable environmental impact.

Here are a few simple ways that we use to encourage our employees to save energy in the workplace and bring positive changes to our working environment, i.e., switch off artificial lights and use natural light, choose energy-efficient light bulbs, choose laptops over desktops, use energy-saving features of all devices, upgrade all outdated equipment, buy energy-efficient devices, switch off equipment when not in use, print only when necessary, and try to promote sustainability in our workplaces.



#### **Environmental Impact at Our Construction Site**

Construction projects have a significant impact on the world's environment. In fact, every aspect of construction has some measurable impact. We do understand and take initiative to decrease the environmental impact of construction projects which harm the water, ground, and air we breath. It is important to learn what impact construction causes in order to scale back damage. Here are the topics we concern to help limit environmental impact during our construction project.

#### **Environmental Concerns**

From the Health, Safety and Environmental (HSE) inspection process, that we applied to the construction sites we manage, controlling of the issues that would affect the environment or the neighbors or the community are the main aim. Noise and vibration controls, waste controls, dust controls are amongst the main issues. We have been establishing the KPI to follow up our performance on this matter, and the result of environmental concern for all of our active sites through 2021 was over the target (90.9%).

#### **Control of Pollutions**

Apart from the environmental concerns, prevention of releasing pollutions to the environment is the other main aim. And controlling of hazardous substances and controlling of wastewater are amongst the main issues for the controlling of pollution at the construction sites we manage.

Meinhardt has promoted pollution prevention at all of our active construction sites by not discharging pollution into the environment. In this regard, we have controlled our performance by establishing KPIs on pollution prevention, and the outcome for the year 2021 exceeded our target (95.44%).

#### **Environmental Aspect Assessment**

The Procedure Environmental Aspect Assessment (MTEV) is used to assist the company to identify how our activities and operations affect the environment by identifying the aspects, setting the priority to them, using the Integrated Management System to manage, control, improve upon the impacts and continually improve the system. We carried out this process twice a year, and from the latest assessment, the usage of paper and hazardous waste were the significant aspects from our operations. We have issued the Environmental Work Instructions & Guidelines and communicated to our staff regularly regarding this matter.



# VEIN-MRDT

# SUPPLY CHAIN SUSTAINABILITY

Supply chain sustainability refers to companies' efforts to consider the environmental and human impact of their products' journey through the supply chain, from raw materials sourcing to production, storage, delivery and every transportation link in between. The goal is to minimise environmental harm from factors like energy usage, water consumption and waste production while having a positive impact on the people and communities in and around their operations. These concerns are in addition to traditional corporate supply chain concerns around revenue and profit.

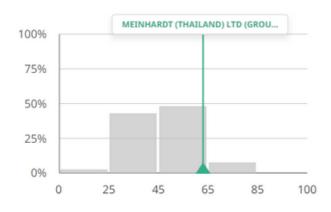
The Value of Supply Chain Sustainability. Environmental, social, and ethical performance – or Sustainability – is an essential factor for smart businesses today, and the supply chain is the biggest lever for impact. Sustainable supply chain practices result in improved brand equity, with sustainable supply chain practices can reduce costs linked to supply chain by 9-16%.

Meinhardt (Thailand) uses EcoVadis assessment with four themes (Environment, Labor & Human Rights, Ethics, Sustainable Procurement) plus a dedicated scorecard on Carbon, to monitor and improve our performance regarding to supply chain sustainability. From the latest results (year 2021), we have been awarded a silver medal in recognition of sustainability achievement, each of our category scores is above average.

#### **EcoVadis Assessment**



#### Overall score distribution



#### Theme score comparison



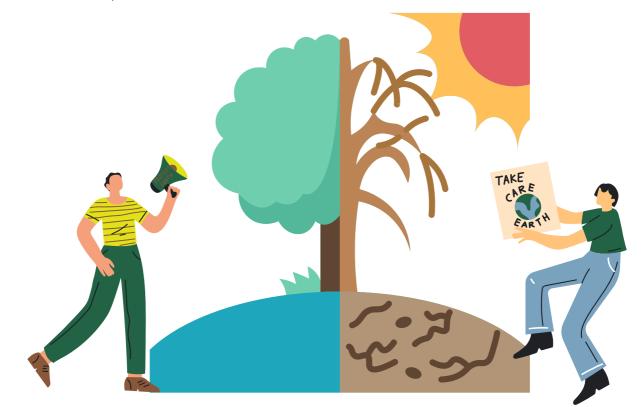
# VEIN-MRDI

# **ENVIRONMENTAL PERFORMANCE**

### **PERFORMANCE SUMMARY**

Key Indicator	Activity	Result / Target (Target for 2022)
Usage of Paper	<ul><li>Recycling the paper (paper usage)</li><li>Recycling used paper</li></ul>	<ul> <li>Reduced by 88% / 40% (40%)</li> <li>Increased by 700% / 30% (30%)</li> </ul>
Hazardous Waste	<ul> <li>Collected and disposed to collector</li> </ul>	• <b>100%</b> / 90% (90%)
Waste Segregation	<ul><li>Promote the sorting of waste</li><li>Total weight of waste in tons</li></ul>	• 0%* / 95% (95%) • 2.80 tons / -
Water Consumption	• Total water consumption (2020 = 3132 THB, 2021 = 1332 THB)	• 57.47% reduction from previous year / > 20% (> 50%)
Energy Consumption	<ul> <li>Energy Consumption (KW/hour)</li> <li>(2020 = 251452.1 KW-hour,</li> <li>2021 = 185973.3 KW-hour)</li> </ul>	• reduction from previous year 26.04% / 10% (20%)
Promote Environmental concerns at site	<ul><li>Environmental concern</li><li>Control of pollutions</li></ul>	<ul><li>90.90% / 90% (90%)</li><li>95.44% / 90% (90%)</li></ul>
EcoVadis Assessment	Performance summary	SILVER medal / SILVER medal (GOLD medal)

**Reviewed Results:** \*For 2021, there were no results regarding the correctness of waste sorting (due to COVID-19 and WFH situation).







# Social

The social pillar refers to an organisation's relationships with its stakeholders. Social include human rights, labor standards in the supply chain, any exposure to illegal child labor, and more routine issues such as adherence to workplace health and safety. A social score also rises if a company is well integrated with its local community and therefore has a 'social license' to operate with consent.

# **EQUALITY & DISCRIMINATION**

Meinhardt (Thailand) Ltd. recognises the value of having a culture of equality and diversity in the workplace, as the benefits go beyond just the legal obligations. Having a diverse workforce and inclusive culture allows us to offer a wider range of ideas, skills, and experience. As such, promoting equality and diversity in the workplace is one of our top goals.

Promoting a culture of diversity and equality is a conscious effort for employers. We all know that each person has his or her own set of subjective biases based on the norms, culture, and traditions they experienced while growing up. As a result, there's a tendency for people to make quick judgments about others whether subconsciously or unconsciously.

**Equality** is a human right for all people in work and in life. It is about equal opportunity, remuneration and treatment.

**Equality at work** means that all workers are entitled to develop their abilities and benefit from opportunities on an equal footing, without being limited by stereotypes or prejudice

Source: ILO (International Labor Organization)



# **EQUALITY & DISCRIMINATION**

#### Harassment and Sexual Harassment

Meinhardt is committed to providing a safe environment for all its employees free from discrimination on any grounds and from harassment at work, including sexual harassment, bullying and related matters.

Meinhardt promotes and encourages our employees in this matter, i.e., any employees who experience any unwelcome behaviour of a sexual nature that makes them feel offended, humiliated, and/or intimidated can report it to our HR Department or via the Whistleblowing Channel on our website. All complaints of sexual harassment have been taken seriously and treated with respect and in confidence. No one will be victimised for making such a complaint. We use a staff wellness assessment survey, conducted twice a year, as another tool to monitor this related matter; the results have been shown on the performance pages.

## SEXUAL HARASSMENT **IS NO JOKE**

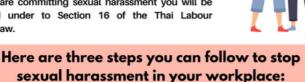
Sexual harassment is unwelcome sexual behavior that's offensive, humiliating or intimidating. It can be written, verbal or physical, and can happen in person or online.

If you experience sexual harassment in the workplace, it can be difficult to know what to do. You might feel alone and isolated, not know how to stop the harassment or what your legal rights are.

But if you are committing sexual harassment you will be prosecuted under to Section 16 of the Thai Labour Protection law.

"Unjust discrimination against a person on the grounds of the difference in origin, race, language, sex, age, disability, physical or health condition, personal status, economic or social standing, religious belief, education or constitutionally political view, shall not be permitted."

-Constitution of Thailand (2007) (Sec. 30, para. 3)-

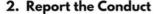




#### 1. Confront the Harasser

If you do not feel safe or comfortable doing this in-person, you can do it over the phone, by email

Do your best to make it clear to the harasser that the offensive behavior is unwelcome.



If you are concerned that it will continue, you should also report the behavior to HR Department or contact via Whistleblowing Channels.

Meinhardt has our own internal complaint-making process this can be found in our Staff Manual (Item 6.20.5: Discrimination and Harassment).





#### 3. Document the Harassment and Your Reports to the Company

Start doing this immediately so that you have all this information if the issue escalates or is not resolved by your efforts or the company's. You may need this data when filing a claim or lawsuit.

#### 4. Be thoughtful

If you see sexual harassment happening, please do not turn your back. It is everybody's responsibility, including yours, to help to create a fair, safe and respectful work culture free from sexual harassment.







rce: https://go.gale.com/ps/

# **EQUALITY & DISCRIMINATION**

#### Freedom of Association and Collective Bargaining

Collective bargaining, is a way for workers and employers to reach an agreement on issues affecting the world of work, and is inextricably linked to freedom of association. The right of workers and employers to establish their independent organizations is the basic prerequisite for collective bargaining and social dialogue.

Meinhardt respects the freedom of association and the right of collective bargaining guaranteed by local laws and regulations and create environment where the employee can freely communicate with the management with respect to working conditions and management policy without fear of discrimination, reprisal, intimidation, or harassment.

Meinhardt has supported the Freedom of Association and Collective Bargaining regarding any employment-related issues, i.e., Collective agreement on employee's health & safety, on working condition, on training & career management, and on discrimination and/or harassment as shown before for some example:

- OHSC (Occupational Health & Safety Committees) member is one of mechanisms that allow workers
  to express their views about working conditions and terms of employment. Half of OHSC members
  are our employee's representatives. OHSC monthly meeting is the meetings between employee's
  representatives and representatives from the management team, the results are always more
  effective than a suggestions box or hotline.
- Subject to legal requirements, Meinhardt supported that all employee have the right to join, form and collectively bargain within OHSC or Meinhardt Welfare's committees as all employee are able to freely select their own representatives their representatives by election.
- Collective bargaining on career and training management, we provided Personal Devenment Programmes, section Continuous Professional Development Program (CPD). This CPD programme was provided to our employees at all levels for the continuous development or lifelong learning of each individual, which is an ongoing necessity in a world where technology is constantly evolving. This programme is the result of negotiations and collaboration between management team and employees at all levels, as well as several committees tasked with selecting the most suitable programmes for our employees.



FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING IS A FUNDAMENTAL HUMAN RIGHT





# **HUMAN & LABOUR RIGHTS**

Meinhardt placed out policies regarding labour practises and human rights, such as how to handle employees' health and safety issues, working conditions (wages and benefits, working hours, employee's relationship, training & career development, engagements taken to prevent or eradicate child or forced labor, diversity, discrimination & harassment) are provided in the "Meinhardt Staff Manual". Policies for third-parties' on human rights are contained in "Supplier and Sub-Contractor Code of Conduct".

Meinhardt established objectives (ACP log files on human rights) and used Staff Wellness Survey results to monitor items related to these matters; all of these results were taken seriously, treated with respect, and in confidence, and we figured out how to prevent a recurrence of these issues.

Meinhardt was proclaiming our employees' rights by acknowledging to our employees that all of our employees had agreed to and signed the Staff Manual/Anti-Corruption Programme and the Staff Confidentiality Agreement, on a yearly basis.

Some of our policies, procedures, instructions, and guidelines, as well as internal communication posters, are printed in Thai and English so that all of our employees can completely comprehend them. This includes our anti-corruption policies and safety instructions & guidelines.



## **EMPLOYEE DEVELOPMENT**

#### **EMPLOYEE PERSONAL DEVELOPMENT PROGRAM (PDP)**

At Meinhardt, we care about our employees and are committed to giving them feedback, coaching, and mentoring to help them reach their full potential. We also value learning throughout life. In 2020, we started to develop the Personal Development Program (PDP) to be used in our organisation. The PDP starts from once an employee has joined the company until their resignation or retirement.

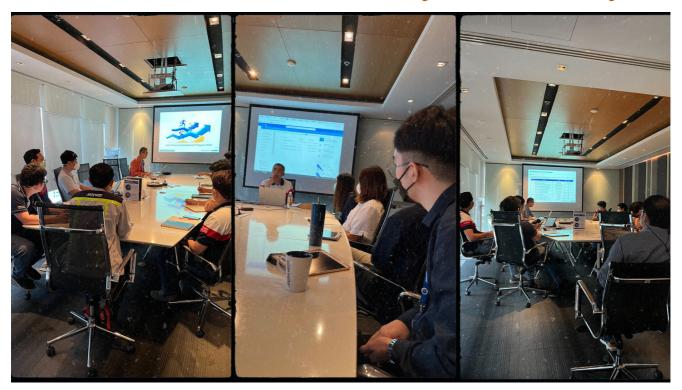
People and personal development goals: Meinhardt is committed to developing and training our people to their highest potential. At Meinhardt, we value our people and provide them with feedback, coaching and mentoring in order for them to develop to their highest potential.

There will be 4 stages of development which covers employees at every level as follows.

- Stage 1: Eligible for all Newcomers: The first 3 months of employment (probation period): Happy Buddy Program,
- Stage 2: Eligible for all new graduates (E3 Level): The minimum of 21 months after the probation period for new graduates: Graduate Training Program (GTP),
- Stage 3: Eligible for all employees from E2 Level up: Continuous Professional Development Program (CPD),
- Stage 4: Eligible for selected employees from EE2 Level up: Mentorship Program.

The COVID-19 situation has halted the implementation of our PDP, however; we aim to launch the PDP in 2022 or once the COVID-19 situation is cleared and our operation is back to normal.

Me value lifelong learning



## OCCUPATIONAL HEALTH & SAFETY

Meinhardt has established, implemented, documented, and maintained a system to identify health and safety hazards, assess the risks associated with them, and determine the necessary controls. A consistent risk analysis process is used to identify hazards, evaluate risks, determine controls, implement controls, monitor, review, and manage changes.

The H&S Risk Assessment Procedure is used to help the company figure out how our activities and operations affect health and safety. It does this by identifying the hazards, setting priorities for them, and using the Integrated Management System to manage, control, improve performance, and keep improving the system. We carried out this process twice a year. We have conducted the Health & Safety Risks Assessment and communicated to employees the significant and potential risks. Acute Stress, Earthquake, Fire, Electric Shock and Spreading of Covid-19 Coronavirus are our highest H&S risks (Moderate Level) for main office employees while Fire, Acute Stress, Working in Confined Space (air quality, flowing liquid or solid, excessive heat), Electric Shock, Working in/near Hazardous Area and Spreading of Covid-19 Coronavirus are our highest H&S risks (Moderate Level) for site staff from the risk assessment year 2021.

We have issued the Safety Instructions and Guidelines and regularly communicated with our employees to help mitigate these risks.

#### **Staff Wellness**

Meinhardt endeavours to ensure and to promote the wellness of our employees. We have continually improved the wellness of our employees over the years and along the way provided the Meinhardt Happy Workplace Programme to the office. The Happy Workplace Programme has elements such as Happy Social, Happy Sport Clubs, Happy Atmosphere, Happy Exercise, etc. We also measure the wellness of the employees by utilizing the Staff Wellness Assessment survey on a six-monthly basis. The mentioned covers Psychosocial, Sport/Social, survey five areas, i.e. Workstation/Infrastructure, Pollution/Hazard in the Workplace and Physical/Mental Wellness. Corrective actions are timely provided for any shortfalls obtained from the survey as part of the continual improvement of the system.

#### **Our Construction Management Sites**

Meinhardt not only maintains a system to control health and safety hazards and related impacts from our own activities, but we also have applied that to locations which we have influence over, i.e., the construction sites we manage. Since 2018, we have monitored this by carrying out Health, Safety and Environmental (HSE) inspection on the construction sites we managed on a quarterly basis. If shortcomings are found in any areas, our teams will communicate and instruct the necessary site people (i.e., the contractors) to make the required improvements to them.

The HSE inspection covers all areas of health and safety, i.e., Welfare Facilities, First Aid/Medical Facilities, Site Security, Work Permit, PPE, Fire Protection, Work in Confined Space, Mechanical/Electrical, Scaffolding/Ladder, Lifting Operation, etc. And in 2021, we have included COVID-19 Pandemic Control in the inspection checklist too.

# **SOCIAL PERFORMANCE**

Meinhardt (Thailand) Ltd. is committed to fulfilling its social responsibility to a globally recognized level, achieving sustainable and sound performance and sharing growth with its stakeholders.

#### **PERFORMANCE SUMMARY**

Key Indicator	Activity	Result / Target (Target for 2022)
Develop Staff Competence	<ul> <li>Training staff as according to the continuous professional development programme (PDP)</li> </ul>	• <b>44.3%*</b> / 70% (70%)
Promote Wellness of Staff (Staff Health & Safety)	<ul> <li>Total Staff Wellness Assessment scores</li> <li>Total of satisfied score with the prevention of Psychosocial issues i.e., Relationship with colleagues and supervisor, Harassed or bullied or intimidated, and Discriminated</li> <li>Total of satisfied score with Comfort of Workstation</li> <li>Total of satisfied score with Worries regarding Pollution and Health Issues</li> <li>Total of satisfied score with prevention of Stress/Muscle Pain/Lack of Exercise</li> </ul>	<ul> <li>80.6% / 80% (80%)</li> <li>93.0%</li> <li>80.0%</li> <li>77.0%</li> <li>72.0%</li> </ul>
<b>OHSC Monthly Meeting</b> (Social Dialogue in Our Workplace)	Monthly meeting	• 10 times / 12 times a year (12 times a year)
Forced or Compulsory Labour	<ul> <li>Number of forced or compulsory labour within the company-owned operations</li> </ul>	• 0 / 0 (0)
Issue regarding human rights	<ul><li>Number of human rights incidents</li><li>Number of human rights whistleblowing</li></ul>	• <b>0</b> / 0 (0) • <b>0</b> / 0 (0)
Promote Safety	<ul><li>Number of accidents at both head and site offices</li><li>Loss time due to accidents</li></ul>	<ul><li>0 / 0 (0)</li><li>0 / 0 (0)</li></ul>
Promote Safety at site	<ul> <li>% of scores fulfilled the safety requirements for each site</li> </ul>	• <b>98.5%</b> / 80% (90%)

**Reviewed Results:** \*The overall staff training result for Year 2021 was 44.3% which failed to meet the baseline. The main reason was that there were only a few training subjects provided to the staff in 2021. That was due to COVID-19 situation where social distancing and cost saving policies were in place.











# Governance

"Corporate Governance" doesn't have a single accepted definition. Broadly, the term describes the processes, practices, and structures through which a company manages its business and affairs and works to meet its financial, operational, and strategic objectives and achieve long-term sustainability.

# VEN-MRD

# **CORPORATE GOVERNANCE**

Meinhardt is committed to conducting its business in accordance with strict standards of honesty and integrity. And to ensure this is achieved, since 2015, Meinhardt has established Meinhardt Anti-Corruption Program and the associated Staff Manual. This Staff Manual includes measures to be followed to comply with international anti-corruption legislation.

This program of measures has been formally approved by the Board of Directors and includes specific practices that must be followed regarding compliance with laws, corrupt conduct, bribery, fraud and behavior, both internally and externally. The program also includes mechanisms whereby employees and others can report suspected cases of discrimination, corruption, fraud or other illegal or unethical activity without fear of reprisal.

There is also a mechanism which requires all employees, including senior management and Directors, to comply with the requirements set out in the Staff Manual and to confirm in writing that they will abide to this, on an annual basis. Adhering to the requirements set out in the Staff Manual both provides a safe and ethical work environment plus ensuring that we operate with zero tolerance to corruption and that we interact with all relevant parties with honesty and integrity to the highest level.

#### **Internal Controls Audit**

Meinhardt established, implemented, documented, and maintained an Internal Controls Audit Procedure to provide assurance to the management regarding the internal controls system. The internal Controls Audit is performed on Meinhardt Internal Controls System and on all countering bribery procedures once a year.

For 2021, the internal control audit was again conducted by AM Audit. The audit results were also used for the anti-corruption audit (CAC Certification), which Meinhardt has passed and continues to be certified by CAC. The CAC certificate is valid for three years.



# CORPORATE GOVERNANCE

#### **Risk Management**

We handle the corruption risks by carrying out the Anti-Corruption Risk Assessment process annually. In the process, corruption risks from all our activities and functions are identified. The risk level of each risk is evaluated based on its likelihood and impact. Controls for each risk are then determined based on the risk level of each risk. The review on the effectiveness of the controls are also carried out during the annual Anti-Corruption Risk Assessment process.

For 2021, the process was completed in May 2021. There were 3 risks with risk level of Medium Level. The rest were Low Level risks. There were no High or Extremely High Level risks.

The three risks with risk level of Medium Level, i.e., "Red Flag" for our operation are as follows.

- Building Construction permit submission process for commercial projects or industrial projects which are not located in industrial estate.
- Bribe or kickbacks to any parties to win or after winning any government projects.
- Neglecting the quality or schedule of the works under Meinhardt's supervision while gaining any personal benefits.

The controls for the above risks are currently deemed appropriate and efficient.

#### Competition and Fair Dealing

The Managing Director, Directors, Managers, Officers, and Associates are all obliged to deal fairly with each other, with Meinhardt's Associates and with our customers, suppliers, competitors and other third parties.

Meinhardt seeks to outperform the competition fairly and honestly. We seek competitive advantages through superior performance, never through unethical or illegal business practices. Stealing proprietary information, possessing trade secret information that was obtained without the owner's consent, or inducing such disclosures by past or present employees of other companies are prohibited.



# **CORPORATE GOVERNANCE**

#### **Political Contributions**

Meinhardt has established and implemented a policy prohibiting all employees against providing political contributions to any political party, politician, elected official, or candidate for public office in any country. Employees and other representatives are also not allowed to participate in or attend events or activities organised by a political party, politician, or candidate for public office, such as paying for tables at functions or events sponsored by or associated with political parties, individual politicians, or political candidates, unless the following conditions have been met:

- Such events or activities are for business purpose only, for example, a political party business observer program.
- Such events or activities shall be formally registered and approved in advance by the ACSC.

All these activities have been monitored for each quarter by ACP log files (Anti-corruption Performance Index). The overall results for 2021 were satisfying.

#### **Revolving Door**

29

Our mission is to tackle corruption on the revolving door between the two sectors, as many legislators and regulators become lobbyists and consultants for the businesses they once regulated, and some private industry heads or lobbyists receive government appointments related to their former private posts, by shining a light on illegal practises and unfair laws that weaken our anti-corruption policies, such as movements, unhealthy relationships can develop between the private and public sectors.

Meinhardt works collaboratively with businesses, government agencies, and third parties to eliminate corruption loopholes that shine a light on our activities and drive our evidence-based advocacy to develop a better system.

At Meinhardt, in order to restrict such a situations from occurring, the following activities require formal registration, due diligence and approval in advance by the ACSC and DI/MD.

- Engagement of a public official as a consultant.
- Appointment of a public official who has retired or resigned from office within 24 months to a company position.

Throughout 2021, internal control audits by AM Audit were applied to monitor these issues, and the outcomes of these audits were documented in the audit report, which supported us in achieving CAC certification.



# **BUSINESS ETHICS**

#### Conflicts of Interest

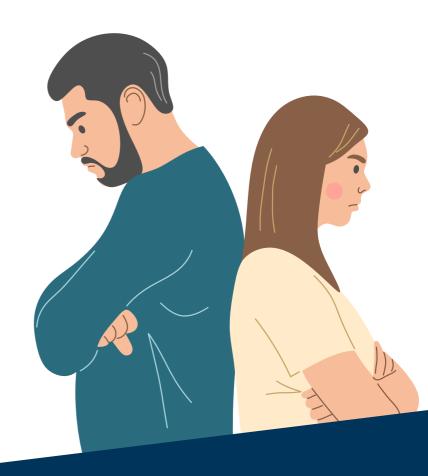
Conflicts of interest can lead to fraud, corruption, and other serious unethical behavior. Conflicts of interest happen when a Meinhardt employee is or seems to be influenced by personal interests when doing his or her job, or when an employee does something or has interests that make it hard to do his or her company work objectively and well.

For against conflict of interest Meinhardt has been announced and implemented code of conduct to all employees concerning conflict of interest as follows:

- Meinhardt employees must not perform services in competition with Meinhardt either alone or in conjunction with another company or person without the prior consent of Meinhardt.
- Meinhardt employees must not perform outside work or solicit business on company premises or on company time, nor you may they use company or client resources for outside work.
- Meinhardt employees must not use inside information, confidential material or non-public information for their own financial benefit either directly or indirectly. In addition to being violation of law, it will be grounds for instant dismissal.
- Meinhardt employees must not use their association with Meinhardt or its client(s) to sponsor, endorse or advance the interest of another organization except under prescribed and selected circumstances.

During the onboarding process, every employee completes a Conflict of Interest Declaration Form. This process is repeated every year for employees with "exposed functions", i.e., the MD, DI, AD, TL, PM, CM, Purchasing, and Secretary.

After reviewing the Conflicts of Interest Declaration Form for year 2022, no serious issues were discovered. The ASCS has established an ACP training needs schedule, and have conducted training on this issue for the exposed function employees. Meinhardt will continue to do so annually to enhance employee awareness.





# **BUSINESS ETHICS**

#### **Information Security**

Information Security, led by the IT Department and the ISC, is responsible for leading and owning Meinhardt information security risk strategy. They encourage a risk-based approach to provide holistic responses to information security risks.

The IT Department leads Meinhardt information security initiatives, provides strategic advice on existing and emerging information security threats and delivers security awareness training to support this. The information security controls are as follows;

- All company data that stored on all servers will be backed up.
- The IT department will be responsible to ensure that data backup is conducted daily, and the backup data is kept in Cloud Data Center.
- All technology that has internet access must have anti-virus software installed.
- The IT department will be responsible to install anti-virus software and ensure that the software remains up to date.

#### Confidentiality

All Meinhardt employees are required to keep the confidentiality of proprietary or confidential information entrusted to them by the company or its customers or vendors, whether in writing, or verbally, or in other forms, unless disclosure is authorised in writing by the company or allowed by laws or regulations.

Proprietary or confidential information includes but is not limited to all non-public information, commercial, personal data and human resource data including salary information and any unpublished financial data and reports, designs and intellectual property of all forms that might be of use to competitors or harmful to Meinhardt or its customers or vendors if disclosed. It includes information that vendors and customers have entrusted to us.



All employees have been acknowledged these issues by signing the Staff Confidentiality Agreement and do likewise thereafter annually.

The obligation to preserve proprietary or confidential information continues indefinitely even after employment ends.



# **COMPLIANCE**

#### Compliance with Laws, Rules and Regulations

Obeying the law, both in letter and in spirit, is the foundation on which Meinhardt's ethical standards are built.

All employees and officers must respect and obey the laws, rules and regulations of the cities, states and countries in which we operate.

Although employees are not expected to know the details of each of these laws, rules and regulations, it is important to know enough to determine when to seek advice from supervisors, managers or other appropriate personnel.

Meinhardt has established, implemented, documented, and maintained a system to explain how the information regarding its legal (and other requirements) is obtained, and how it is made known to relevant functions within the company and incorporated into the integrated management system and anti-corruption system following the Procedure Review of Compliance Obligations (MTOB). All relevant legal (and other) requirements are reviewed twice a year. For 2021, any complying obligations, such as the PDPA (Personal Data Protection Act), COVID-19 announcement, engineering acts for example, have been implemented, communicated to the relevant department and all employees via an internal communication process, and shared on our server.





# STAKEHOLDER SATISFACTION

#### stakeholders' satisfaction / client satisfaction

The relationship between stakeholders' satisfaction / client satisfaction and an organisation's sustainable growth and success are investigated with a focus on the significance of a firm's relationships with critical stakeholders, which may lead to improved performance, as organisations create value for their stakeholders while integrating business and societal considerations.

Nonetheless, it is of the utmost significance that the Meinhardt management team actively leads this strategy and that the organisation supports and monitors its implementation.

This year, Meinhardt has again run the client satisfaction survey throughout the year which analyses the client attitudes towards Meinhardt and our responsible employees.

It helps us to focus our efforts on the things most important to our clients.

The survey found a small increase in client satisfaction from the latest survey. The results showed that they were satisfied or very satisfied with Meinhardt's performance.





# SUPPLY CHAIN MANAGEMENT

Supply chain management is the management and practice of coordinating the operations necessary to create and deliver products and services to clients.

Meinhardt has also taken into account the concept of supply management, which is the current trend among businesses that wish to survive the ever-increasing global market competition and involves the active streamlining of a company's supply-side activities in order to maximise customer value and gain a competitive advantage in the marketplace.

At Meinhardt, we believed that supply chain management affords the company a number of chances to expand our profit margins. By optimising the supply chain, we can save unnecessary expenses and deliver products to clients more promptly and effectively as customer satisfaction has always been the key to the success of Supply Chain Management and the conduit through which a company's competitive advantage and profitability are achieved. Moreover, the running of all activities from the time of preparation to the time of delivery of products or services to clients is tedious and may also affect the utility of our products or services as we have been monitored for our performance by KPIs in the items of Do the Work Right First Time (RFT) and Customer's Satisfaction Scores.

#### Third Parties Management

Meinhardt is committed to fulfilling its social responsibility to a globally recognised level, achieving sustainable and sound performance, and making it available for our third parties.

We do that by employing the Procedures Control of Sub-Consultant and Purchasing which provide processes for third parties management, i.e., the background check and risk assessment of third parties, the control of high-risk third parties, the acknowledging of Meinhardt's Anti-Corruption Programme, the abiding to the Non-Disclosure Agreement and the Single-Source/ Price Justification.

#### Sub-Consultants and Suppliers Code of Conduct

Since 2020, Meinhardt has provided the Meinhardt Sub-Consultant and Supplier Code of Conduct 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 a safe working environment, and operate their business in an ethical and responsible manner.

There is also a mechanism that requires all Sub-Consultants and Suppliers who provide services or goods for Meinhardt to adhere to the requirements set out in the Meinhardt Sub-Consultant and Supplier Code of Conduct in order to achieve the goals mentioned.



# **GOVERNANCE PERFORMANCE**

### **PERFORMANCE SUMMARY**

Key Indicator	Activity	Result / Target (Target for 2022)
Corporate Governance	<ul><li>Number of Incidents</li><li>Number of Whistleblowing</li><li>Number of Information Security Incidents</li></ul>	• 0 / 0 (0) • 0 / 0 (0) • 0 / 0 (0)
Customer Satisfaction	Customer Satisfaction Score	• <b>86.5%</b> / 85% (90%)
Supply Chain Management	<ul> <li>Risk Assessment of Third Parties</li> <li>Third Parties Acknowledgement of MTL's ACP</li> <li>Third Parties abided to NDA</li> <li>Third Parties Acknowledged of Meinhardt's Sub-Consultant and Supplier Code of Conducts</li> </ul>	<ul> <li>100%, 100% / 100% (100%)</li> <li>100%, 100% / 100% (100%)</li> <li>100%, N/A / 100% (100%)</li> <li>100%, 100% / 100% (100%)</li> <li>(Results: Sub-Consultant, Supplier)</li> </ul>
ACP Training ((Business Ethics)	Training Exposed Functions staff on Conflict of Interest	• 100% follow ACP training plan / 100% (100%) *Covid-19
ACP Internal Audit Control	Pass the CAC Certification Audit	• Pass / Pass (Pass)





