



## GLOBAL COMPACT COP 2021

“TBSP Public Company Limited (TBSP) has been in the security printing business for more than forty years. The Company has strongly supported CSR programs and joined the UN Global Compact since year 2002. The Company has realized the importance of the Ten Principles of the United Nations Global Compact and will continue to support and ensure all the staffs and related third parties will understand and always follow all the Ten Principles of the United Nations Global Compact”.



*Your sincerely,*

*Mr. Pakpoom Pooudom*

*Managing Director  
TBSP Public Company Limited,  
Thailand, COP for 2020*

### **Vision**

“To be the regional trusted leader in information security solutions with technology integration.

### **Mission**

1. Promote the development of new growth engines through integration across innovative practice and authentication technologies to be a key pillar business
2. Strengthen achieved on cost efficiency and HVA creation
3. Focus on corporate value, people development (technology-based skills) and operational excellence for Integrity, professionalism and achieving high performance
4. Enhance sustainable value and trusted value to our stakeholders as being partner.

# Human Rights

## Principle 1. Business should support and respect the protection of internationally proclaimed human rights.

As a public company TBSP must respect the laws of Thailand which encompass the majority of the 30 Articles in the Universal Declaration of Human Rights. Apart from these regulations prescribed by law, the company tries to ensure the well-being of staff in areas such as Health, Safety, Compensation, Development and Retirement.

Medical facilities onsite.  
Periodic X Ray and Screening plus health education.  
ISO45001:2018 Health and Safety  
Free bus service  
Uniforms and protective clothing are provided  
Annual appraisal and review  
Profit sharing bonus  
Provident Scheme with matching contribution  
Emergency loans  
Air-conditioned working environment  
Annual leave in addition to 14 days national holidays  
Seminars and courses with overseas visitors



*TBSP has received National Safety Awards for the year 2020 from Minister of Labour for nine consecutive years since 2011.*

## **2. Business should ensure that they are not complicit in human rights abuses.**

Apart from ensuring TBSP respects Human Rights and operates on a basis of fair treatment to its entire staff and others, Furthermore, the Company tries to ensure that they do not indirectly enable or allow others to abuse Human Rights.

In this respect TBSP will not knowingly deal with companies who abuse Human Rights especially in the area of child or forced labour.

### **Employees recruitment and selection**

The Company recruits and selects employees with the board system to be considered by the unanimous decision to emphasize the principles of fair selection without discrimination and to provide employees with knowledge, competence, and appropriateness to participate in the work.

### **Wage and compensation management**

Wage and compensation management are managed with regard to fairness to all parties. The Company realizes that wages and compensation are important factors in creating motivation and affect maintenance of employees with the Company. The Company therefore determines the wages and compensation management policy with adherence to the principle of fairness which considers duty responsibilities and the abilities of individual employees.

The Company provides welfare for employees under the laws and the benefits and needs of most employees by taking into account the capabilities of the Company and improving it in accordance with changes in social, economic, and business needs. In addition, the Company provides opportunities for employees to share opinions through the welfare committee in the workplace.

### **Provident Fund**

The Company registered the Provident Fund on 27 June 1990 according to the Provident Fund Act B.E. 2530 by Kasikorn Asset Management Company, which has been registered, in order to save money and create security for employees and their families and employees will also receive tax benefits. Employees can choose to pay accumulated funds to the fund, depending on the voluntary and employee's duration of employment.

# **LABOUR**

## **3. Business should uphold the freedom of association and the effective recognition of the right to collective bargaining.**

With our effort and determination to become the security printing manufacturer in ASEAN level, the company has improved and developed innovations on products and services continuously in order to respond to demands of customers as many as possible. The company promoted creative organizational culture through Innovation Day in order to provide knowledge and develop potential of employees to access new innovations increasingly.

Moreover, the company also supports and drives all units to participate in developing products, improving operational procedures, and controlling production process to be efficient through Project Small Group activities, for example:

For increase of frequency of the use of stamp die-cut plates, since the company manufactures stamps over than 825 units per year with demand on expensive die-cut plates, our employees develop instructional method of printers in order to increase frequency of the use of die-cut plates in order to reduce time and expenses efficiently. This development can help to increase frequency of the use of die-cut plates by 50.73% and reduce the use of die-cut plates by 53.13% per year.

To reduce problems on error operations by checking account books for controlling product quality and building confidence of customers, our employees have tried to correct errors found in work inspection process by developing barcode reading program and making new Instruction Manual in order to reduce errors found in checking efficiently

## **4. Business should support the elimination of all forms of forced and compulsory labour.**

Staff is selected based on their suitability for the work and education. In the same way, staff can resign when they like subject to notice period. All staff has a written contract of employment. Overtime is voluntary and extra payments are made for overtime and holiday working. And staff keeps their ID documents.

Termination of staff is in accordance with Thai labour laws.

The company provides scholarships to the children of employees.

The company will not use suppliers who use compulsory or child labour.

## **5. Business should support the effective abolition of child labour.**

There are no staff employed at TBSP below the age of 18 years and contractors are not permitted to bring under-aged children for employment on the site. Our Human Resources Department will check applicant's ID prior to employment.

## **6. Business should support the elimination of discrimination in respect of employment and occupation.**

The company employed staffs based on their suitability for that position. No discrimination is allowed regarding gender, religion or ethnic group.

# **ENVIRONMENT**

## **7. Business should support a precautionary approach to environmental challenges.**

The management team, led by Mr. Suphan Mongkolsuthee, Chairman of the Federation of Thai Industries and Ms. Chaiwat Utaiwan, Chairman of the Board of Directors of TBSP Public Company Limited, opened a pilot project to increase green areas within the company on Thursday, December 10, 2020, increase green space inside the factory and add resting spots for employees.



## **8. Business should undertake initiatives to promote greater environmental responsibility.**

The company participates in Mangrove Forest Growing and Conservation Activity with Bangpoo Industrial Estate Office held by Bangpoo Industrial Estate with cooperation from a group of juveniles, students, general people, private and government sectors to grow mangrove forest and collect garbage along dam's

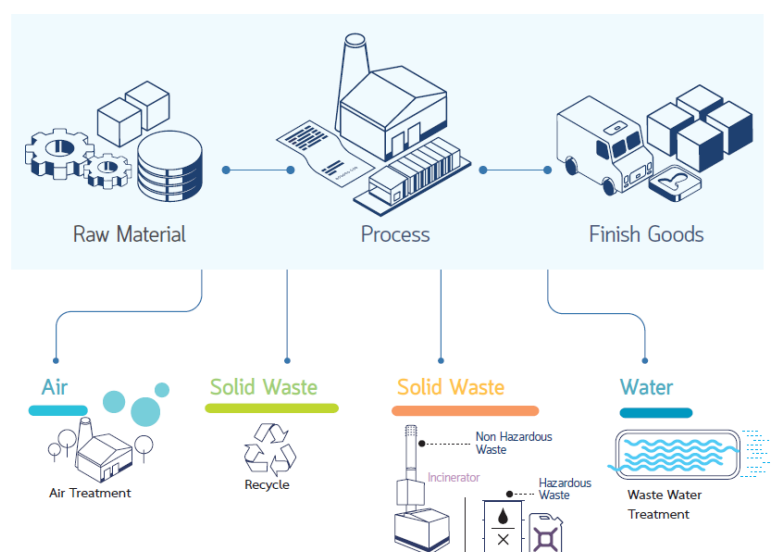


shoreline in Bangpu Nature Education Center at Bangpu Nature Education Center, Bangpu Recreational Retreat, Bang Pu Mai Sub-District, Mueang District, Samut Prakan Province. The company regularly participates in such activity every year and this activity is considered as the physical and spiritual cooperation of all sectors in restoring eco system of mangrove forests and canals while building consciousness on environmental conservation.



## 9. Business should encourage the development and diffusion of environmentally friendly technologies.

The Company focuses on carrying out work in parallel with environmental care, resulting in the Company being certified in the green industrial project level 4, creation of a green culture. In 2017, the Company focused on cultivating employees to pay attention to the environment in every activity, such as creation of a culture of safety, energy conservation, reduction of paper consumption and paper recycling including the use of recycled materials. In addition, the Company managed the pollution that affects the outside as follows:



## **Waste and non-used material management**

The company manages waste caused by production process without Zero Waste to Landfill by separating waste as hazardous waste and non-hazardous waste. Non-hazardous waste will be managed based on 3R Principles whereas hazardous waste will be disposed with legally permitted Refuse Derived Fuel (RDF) Company through correct and safe methods without any environmental impact (from the former method of cement kiln

Waste	Process	Volume (2020)
Non Hazardous Waste	3R	4
Hazardous Waste	RDF	12

## **Wastewater treatment**

The Company focuses on managing operations to prevent chemical spill and waste disposal. Systematic waste emissions that cause water and air pollution are carried out under the law with installation of a high-quality wastewater treatment system which is monitored for treated water every month.

## **Air pollution management from ventilation chimneys**

The Company closely monitors and control chemicals and dust drained from the plant's ventilation chimneys by installing the activated carbon air treatment system to reduce the amount of chemicals and eliminate the smell of chemicals in the production process, providing a measure of the dust released into the environment, and comparing the dust value with the measurement and the standard values as announced by the Ministry of Industry. In the year 2020, the amount of dust emitted into the Company's environment does not exceed the standard value. With the results of measuring the air quality from the ventilation chimney as follows

Air quality from the vent chimney	Measurement results (ppm)	Standard (ppm)
Total Suspended Particulate	5.63 mg/m3.	400 mg/m3.
Sulfur Dioxide	1.04	500
Carbon Monoxide	1.00	870
Xylene	<0.01	200

## Sustainable energy management guidelines

The Company realizes the importance of continuous energy conservation. In addition to the establishment of the Energy Conservation Committee with the objective to control energy use within the plant, it disseminated knowledge and understanding of energy for employees to be aware of its value in the work area and at home. In 2020, the Company reduced energy consumption in all 2 plants as follows:

### Summary of electricity usage

plant	Base 2018 (wH/unit)	Target Reduce energy 3%	Target 2019 (wH/unit)	Actual (wH/unit)
Poochao	45.86	Reduce energy per unit 3%	45.86	54.17 (+18.11%)
Bangpoo	40.08		51.85 (Jan-Mar)	51.85 (+11.77%)

### Use of solar energy

Solar Energy	Amount of electricity produced from Solar energy (Kwh/year)	Saving (Baht/year) Average: 4 Baht	Reduce Greenhouse gas emissions(CO <sub>2</sub> ) GHG = unit x EF (EF : 0.5610 kg CO <sub>2</sub> )
Poochao	13,180	52,720.00	7,394.00

### Overview on Electricity Consumption

**Poochao Factory** The product has been changed. In addition, the amount of work has decreased. But the consumption of electricity remains the same as it is a chiller air conditioning system

**Bangpoo factory** Bangpoo factory does not use solar lights. Because the job site has been moved to TKS Samutsakhon

The company has the project to generate electric power from alternative energy for consuming in the factory and promoting

sustainable energy consumption while helping to reduce air pollution by 7,394 kg CO<sub>2</sub>e./Year



Remarks: CO2e or Carbon Dioxide Equivalents is a kind of tool that is used for comparing emission of various types of greenhouse gases based on capacity to cause global warming of each kind of gas.

### Overview of water usage

Plant	2019 Actual(Unit/Person)	2020 Actual(Unit/Person)
Poochao	30.74	21.93
Bangpoo	77.40	4.89 (Jan-Mar 20)

Poochao Factory The water consumption is normal.

Bangpoo plant, water consumption is lower due to the site / relocation of production to TKS Samut Sakhon.

### Energy Activities

The company drives and promotes energy conservation through operations of Energy Conservation Committee with the aim to reinforce and support the company to realize on energy saving and publicize energy saving and environmental conservation through activities throughout the year such as 1) Designing Cool Cloth Mask to Fight Covid” 2) Open-close system Automatic air conditioning 3) Campaign to save water, save electricity

### Pride Awards

From our performance based on the Policy on Social Responsibility, in 2020, the company received the following awards:



**SET Award 2020** – The company received this award because of our distinctiveness on business operation under SDGs Guidelines covering ESG (Environment, Economy, and Governance) issue as the model of the organization that operates business by considering on stakeholders in all dimensions with responsibility and participation in generating value for society and environment with good, transparent, and auditable Corporate Governance.

With operations as mentioned above plus with responding to Sustainability Assessment and consideration on qualifications, the company has been selected to be listed in the list of **Thailand Sustainability Investment (THSI) for 4 consecutive years** that was another alternative for investors who wanted to invest under the concept of sustainable investment.

## **ANTI-CORRUPTION**

### **10. Business should work against corruption in all its forms, including extortion and bribery.**

#### **Operations on Anti-Corruption**

The Company emphasizes on anti-corruption by establishing the anti-corruption policy approved by the Board of Directors as the clear practical guideline in business operations and cultivating as corporate culture to be consistent with its ideology regarding “adherence to the principle of fairness” that the Company is responsible for fairness to all related parties as follows.

1. Establish and announce the anti-corruption policy for the companywide observance by communicating with all employees for acknowledgement and continuous compliance, cultivating for awareness on the act which may cause the corruption risk, analyzing indicators, regular assessing corruption risks, creating a preventive system, establishing Risk Mitigation and Control Procedure, defining the responsible persons and risk management monitoring, verification, and assessment measure to be used by the employees as practical guideline for the corruption prevention.

2. Prepare Suppliers Code of Conduct to ensure that the suppliers and business partners properly understand and mutually use it as the business operation standard.

3. Declare the intention to participate as Thailand’s Private Sector Collective Action Coalition Against Corruption. However, the Company has reviewed the self-assessment form regarding an anti-corruption measure, and has been certified from

the Committee of Thailand's Private Sector Collective Action Coalition Against Corruption on February 7th, 2020.

4. Expand anti-corruption to the business partners/suppliers to ensure that the suppliers are informed about Suppliers Code of Conduct and use it as the business operation guideline which is useful and ready for creating the sustainable society and environment.

5. Prepare the communication channels and complaint and whistleblowing system in the act which is improper or violates laws by establishing a complainant protection and damage alleviation measures for the communication reporter, disseminating and providing knowledge according to the anticorruption policy guideline.

To build awareness, understanding, and real implementation of the directors, executives, and employees according to the anti-corruption policy, and mitigate the corruption risks, the Company communicated, publicized, and did the additional activities in 2020 by organizing the awareness reinforcement activities, providing knowledge and proactive preventive system regarding anti-corruption as follows.

1) Preparing Ethics Test for the employees in the matter of virtue, ideology, code of conduct, and anti-corruption policy of the Company. The employees shall take the test until passing the criteria of 100% and analyze the test response of the employees by planning and communicating the testing result to the employees for proper understanding.

2) Cultivating the role, power, duty, responsibility & accountability awareness in risk management and best control according to Three Lines of Defense Guideline.

3) Organizing the seminars to provide knowledge, and the workshops for the contents in Code of Conduct Manual and the case studies of the significant corruptions.

4) Self-assessment of the work units with high risks, such as Procurement Unit, Sales Unit, etc., according to Performance Assessment Form in Anti-Corruption Compliance to be used for assessing the Company's corruption risk. The Assessment Form specifies indicators/signals which may cause corruption, and Risk Mitigation and Control Procedure both in terms of system and employee compliance to ensure that the operators and superiors analyze risks and properly complies with the Control Procedure, take the self-assessment result for planning and improving the operation to be more efficient.

5) Assessing the internal control system of 2020 in the matter of corruption according to the COSO 2017 Principles.

6) Disseminating, communicating, and endeavoring to grasp the Code of Conduct Manual and the anti-corruption policy for all employees' acknowledgement and compliance with the Manual and policy, and publicizing via VDO Clip, as well as presenting the content relating to the proper compliance according to the Code of Conduct Manual and anti-corruption policy in the intranet system for the employees.

7 ) The Managing Director regularly meets the employees to clarify the information of the Company and the anti-corruption policy, and simultaneously gives them the opportunity to inquire for understanding.

### **Monitoring on Compliance with Code of Conduct and Anti-Corruption Policy**

To establish policies and provide efficient systems for supporting anti-corruption. Managing Director and Management are responsible for providing systems, promoting and supporting anticorruption policy for communicating with employees and related persons of all sectors in order to gain understanding and correct compliance as well as to review appropriateness of systems and measures to be consistent with changes of business, rules, regulations, and terms of laws regularly. Employees who commit any offence on corruption or violation against anti-corruption policy and Code of Conduct must be punished by disciplinary disciplines as defined by the company and legal punishment in case of illegal offences.

Internal Audit Unit always evaluates and monitors Corporate Governance, compliance with Code of Conduct, and anticorruption policy in every audit before reporting to the Audit Committee in every meeting.

### **Whistleblowers Protection and Fairness**

The company has established operating guidelines for receiving complaints and reporting clues. (Whistleblower) and user manual for complaints and whistleblower systems. (Whistleblower) for the Company and its subsidiaries since 2014, and the manual has been revised in 2019 to allow employees and stakeholders to report or provide information on irregularities in business operations. Violation of compliance with rules and regulations stipulated by law. Offenses of good governance corruption or actions that are unethical and the company's anti-corruption policy Which the reporter can follow up on the report

This is to build confidence among employees and stakeholders that reporting or giving information or giving clues that will not cause any damage to the complainant or the informant and will be protected in accordance with the protection and fairness criteria for those who provide information or provide clues that are useful for the company as specified by the company (Details are shown in measures, operation manual of the complaint and mitigation system for the reporter)

Therefore, mechanisms have been established for protection and mitigation of damages to those who report or provide unfair information. For company employees who can make a complaint through the internal website for employees (Intranet), the complaint will be kept as confidential as possible. The complainant is not required to disclose identity. Those who have suffered damage will be mitigated through a fair and reasonable process, with the Company stipulated that untrue complaints hurt others as a violation of discipline.

The company has clearly defined procedures for when receiving complaints, from gathering secret facts. Establishing a fact-checking working group Establishing

an investigation committee Sanction Including the reporting of complaints. In 2020, the company has no cases of complaints from both external and internal through such system in the future. The company will bring complaints to improve work in order to determine preventive measures. The internal audit department will be responsible for monitoring, presenting and reporting progress to the Audit Committee.

In February 2020, TBSP was certified as a member Thailand's Private Sector Collective Action Coalition Against Corruption : CAC