



# Supplier Code of Conduct

## Introduction

Bangkok Dusit Medical Services Public Company Limited (“BDMS”), has the policy and commitment to conduct business with integrity, transparency and fairness under the principles of good corporate governance and sustainable development. BDMS Central Procurement works in partnership with suppliers to create sustainable value for all stakeholders throughout the organization. Moreover, we cover these three aspects: Environment, Social and Business Ethics which promote risk management, develop opportunities for sustainable development, and improve suppliers’ sustainability performance throughout the supply chain. Therefore, the Supplier Code of Conduct was established for ongoing business cooperation and suppliers of BDMS and companies in the network of BDMS (collectively, “BDMS Group”).

Suppliers refer to sellers, contractors, service providers, lessors or owners of property for hire-purchase that deliver products or services to BDMS Group as well as internal and external BDMS’ stakeholders. Suppliers are responsible for communicating, monitoring and evaluating performance appropriately according to the terms and conditions and policies of the BDMS Group while maintain to comply with international standards and sustainable development practices.

We sincerely hope that our supplier will implement and align their practices with this Supplier Code of Conduct to ensure the continuous improvement throughout the supply chain.

Mr. Sripop Sarasas  
Chief Administrative Officer  
Bangkok Dusit Medical Services PLC.

8 May 2023

## Scope of the Supplier Code of Conduct

1. Business Ethics
2. Labor Practice and Human Rights
3. Occupational Health and Safety
4. Environment
5. Social Development Participation



## Business Ethics

1

### 1.1. Business Integrity

Supplier must conduct their business by complying with the laws, related rules and regulations. Supplier must also conduct business with honesty, transparency, ethics and accountability; and shall not participate in any fraudulent act or corruption.

### 1.2. Fairness

Supplier must treat all stakeholders responsibly and fairly, and must provide equal opportunities in a manner that is ethical and not engage in the anti-competiveness practice.

### 1.3. Confidentiality

Supplier shall not disclose, publish, reproduce, or refer any confidential information of BDMS Group or stakeholders without their prior written consent. Confidential information includes business-sensitive information and any confidential information related to all BDMS Group and relevant stakeholders.

### 1.4. Disclosure of Information

Supplier shall disclose full and accurate owned information through evidence or supporting documents as required by law.

### 1.5. Protection of Intellectual Property

Supplier must conduct business in compliance with laws and regulations related to intellectual property, respect intellectual property rights of others, and must not allow violation of such rights.

### 1.6. **Avoiding Conflict of Interest**

BDMS Group upholds morality and ethics in business. Therefore, supplier is expected to avoid all conflict of interest in their business deal. This includes conflict of interest between the BDMS Group and supplier, and personal interests or those of close relatives.



## Labor Practice and Human Rights

2

### 2.1. **Compliance with Labor Laws**

Supplier and their stakeholders shall comply with labor law and regulations and adhere to the international recognised principles related to human rights such as International Labor Organization (ILO), United Nations Global Compact (UNGC), United Nations Universal Declaration of Human Rights (UNUDHR) and Ruggie Principles etc.

However, Supplier must fully comply with the labor law related to the minimum working age, pregnant women, disabilities, and foreign employees.

### 2.2. **Non-Discrimination and harassment**

Supplier and their stakeholders shall treat employees equally with respect and dignity. Supplier must not discriminate on the basis of race, color, national origin (ancestry), nationality, religion, gender, age, education, citizenship, sexual orientation, disability, or any other matter required by laws of the country in which the supplier operates. Such Non-discrimination applies to the entire contract of employment.

Supplier and their stakeholders commit to ensure an environment free of harassment or abuse of authority. The supplier will not tolerate to any physical, sexual and non-sexual harassment, and any other form of violence and abuse against its employees.

### 2.3. **Non-Forced Labour**

Supplier and their stakeholders must avoid any forced labor. This includes corporal punishment, threat, coercion, harassment, human trafficking or any form of violence.

## 2.4. Child labor

Supplier and their stakeholder will not tolerate the use of child labor according to international standard and domestic law, where the supplier's operation are located. The supplier will not employ any person under age of 15, and any person under the age of 18 for hazadouse work that is harmful for the health and safety of a person.

## 2.5. Wages, Benefits and Working Hours

Supplier and their stakeholders must set standard of employment and termination of employment in compliance with applicable laws and regulations.

Supplier and their stakeholders must maintain work hours in compliance with all applicable laws and regulations with respect to working hours and overtime. Working hours for supplier's employee will not exceed maximum set by laws and all overtime must be voluntary. Furthermore, supplier shall offer vacation, holiday, and leave periods not less than those stipulated by laws.

Supplier and their stakeholders shall provide appropriate compensation according to employee competency level and fairly pay wages, overtime pay, holiday pay including other benefits. Supplier shall pay accurate wages, not less than the minimum wages rate set by law, in a timely manner.

## 2.6. Freedom of Association and collective bargaining

Supplier and their stakeholders committed to ensure that their employees have the right to collective bargaining and the right to freely form and participate in worker committee of their own chioce to represent and safegard their interest.



## Occupational Health and Safety

3

### 3.1. Compliance with Relevant Occupational Health and Safety and Working Environment Regulations

Supplier and their stakeholders must comply with relevant laws and regulations on occupational health, safety and the working environment. Suppliers shall perform preventive and corrective action resulting from incidents related to safety, health, security, working environment and carry out program to improve continuously.

### 3.2. Safety & Working Environment

Supplier and their stakeholders shall provide their employees with a safe, hygienic working environment as well as operational facilities such as first aid device provision. Supplier shall reduce and control accident risks, health effects that may occur during work operations. This includes implementation of an emergency plans and responsiveness procedure to minimize direct and indirect impact from such emergency situations.

### 3.3. Personal Protective Equipment

Supplier and their stakeholders must provide employees with sufficient, appropriate and ready to use personal protective equipment in accordance with the applicable safety standards and manufacturer's instructions to ensure safety to all relevant parties during work operation. Supplier shall conduct regular audits and monitoring of personal protective equipment in the operating area during operations at all times.



## Environment

# 4

### 4.1. Environmental Management

Supplier and their stakeholders must conduct their business in an environmentally responsible manner and comply with all applicable environmental laws, regulations and international environmental standards such as ISO14001.

Supplier and their stakeholders must have policy or guidance for resources conservation, operational efficiently throughout the supply chain, such as production processes, storage and delivery of products or services to BDMS Group, in accordance with relevant environmental standards.

Supplier and their stakeholders shall conduct their business with environmental awareness, pollution prevention by promoting the use of nontoxic or less toxic substances, encourage personnel and put effort to control the use of environmental resources effectively.

### 4.2. Eco-Friendly

BDMS Group places high expectation towards supplier in utilizing eco-friendly products and services, and aware of the potential negative environmental impacts in their operational area to avoid potential impact on biodiversity, deforestation and support land conservation.

Supplier and their stakeholders must support the environmental matters by using resources efficiently as well as collaborating with BDMS Group to promote the environmental sustainable development, such as energy consumption, efficiency improvement or greenhouse gas emissions reduction.

Supplier and their stakeholders are expected to select their suppliers of goods and services and subcontractors that are environmentally responsible throughout the supply chain. Supplier must notify the relevant companies in BDMS Group in case of any hazardous substances are used, any chemicals that affect the environment in production or services. Supplier must implement waste management in compliance with relevant laws without affecting the community and society.



## Social Development Participation

5

Supplier and their stakeholders are expected to strive to conduct business with social responsibility. This includes respect local culture; support campaigns to improve the quality of life, well-being of the community and society; source products and services from local partners; promote high standard of raw materials and local products in order to stimulate the local economy. This will lead to significant benefits in sustainable development at both local and national level.

## **Monitoring Compliance of Supplier Code of Conduct**

### **1. Communication on Supplier Code of Conduct**

Supplier shall communicate the content of this Supplier Code of Conduct to employees, business partners, subcontractors and all stakeholders to enhance the ethical procurement process and sustainable throughout the supply chain.

### **2. Implementation of Supplier Code of Conduct**

2.1 BDMS Group expects supplier to implement and monitor its policies, procedures, communications, audits and controls in accordance with this Supplier Code of Conduct to ensure the effectiveness of this Code of Conduct.

2.2 Supplier and their stakeholders must prove compliance with this Supplier Code of Conduct by providing precise and appropriate clarification upon requests regarding progress monitoring.

2.3 BDMS Group may assess and/or audits supplier's compliance in relation to the Supplier Code of Conduct, whereby suppliers, subcontractors, and all stakeholders shall cooperate in all respects.

2.4 BDMS Group encourages supplier to establish their own Supplier Code of Conduct and communicate with all suppliers to achieve continuous improvement throughout the supply chain.

### **3. Reporting Concern**

3.1 Supplier must provide an appropriate channel for reporting the incidents or any concerns, with transparent procedures that easy to understand.

3.2 Supplier is responsible for reporting to the relevant companies in the BDMS Group for any concerned situations or incidents that may affect the compliance with this Supplier Code of Conduct.

## Channels for Complaints, Whistleblowing

Suppliers can submit the inquiry, report or complain to acts that violate this Supplier Code of Conduct or any suspected to violate or fail to comply with the rules, regulations, ethics or corporate governance policies of the BDMS Group. You can report or send the complaint with the evidences to the following channels.

- Post office      **Process Excellence (Central Procurement Department)**  
  
Bangkok Dusit Medical Services Public Company Limited  
  
2 Soi Soonvijai 7, Bang Kapi,  
  
Huai Khwang, Bangkok 10310
- Email            [BCPM\\_VendorMaster@bdms.co.th](mailto:BCPM_VendorMaster@bdms.co.th)
- Telephone      02-1197348
- Online           [www.bdms.co.th](http://www.bdms.co.th)

#### 4. Termination of Partner Status

Suppliers who violate this Supplier Code of Conduct will be eliminated from the Approved Vendor List of the Procurement System.



## Supplier's Acknowledgement Form

---

We have read, understood and acknowledged this Supplier Code of Conduct. We will comply with this Supplier Code of Conduct in all aspects. In addition, we have collected and submitted all related evidence as requested and hereby give our consent to the relevant companies in the BDMS Group to assess and monitor our performance in order to comply with this Supplier Code of Conduct.

Supplier certify and affix the company seal (if any)

**Company Name** .....

**Address** .....

.....

Signature : .....

(.....)

(Authorized person to sign and company seal)

Position.....

Date.....

*If signed and stamped on the form and please scan and send to BDMS Central Procurement Department by email: [BCPM\\_VendorMaster@bdms.co.th](mailto:BCPM_VendorMaster@bdms.co.th)*

*For more information, please contact BDMS Central Procurement Department, BDMS.. Tel 02-1197348*