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Hiring Manual and Procedures		

Tong Thai Rubber Group

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1. Purpose

To ensure all recruitment and employment practices are ethical, fair, and compliant with:

- European Union Deforestation Regulation (EUDR)
- UN Guiding Principles on Business and Human Rights (UNGPs)
- International Labor Organization (ILO) Core Conventions
- Global Platform for Sustainable Natural Rubber (GPSNR) Labor Standards

2. Scope

This manual applies to all entities under Tong Thai Rubber Group, including:

- Tong Thai Rubber Co., Ltd.
- Tongthai Technical Rubber Co., Ltd.
- Sin Tong Thai Rubber Co., Ltd.
- Grand Rubber Co., Ltd.
- TTN Rubber Co., Ltd.

It covers the recruitment of permanent, temporary, local, and migrant labor across all business units.

3. Guiding Principles

- No child labor (minimum age 18 for hazardous work)
- No forced, bonded, or trafficked labor
- No discrimination; equal opportunity for all
- Respect for freedom of association and collective bargaining
- Fair wages and benefits
- Decent working hours and rest periods
- Safe and healthy work environment
- Right to effective grievance and remediation
- Fair recruitment practices including prohibition of sensitive or discriminatory questions

4. Legal and Ethical Alignment

Framework	Key Labor Focus	Compliance Actions
European Union Deforestation Regulation (EUDR)	Labor due diligence and traceability	Maintain employment records, prevent illegal labor
UN Guiding Principles on Business and Human Rights (UNGPs)	Human rights and remedy	Due diligence, grievance access, and non-discrimination
International Labor Organization (ILO) Core Conventions	Eight fundamental labor rights	Fully incorporated (see section 5)
Global Platform for Sustainable Natural Rubber (GPSNR)	Sector-specific labor and sourcing standards	Integrated labor practices (see section 6)

5. International Labor Organization (ILO) Core Conventions Applied

- C29 & C105 – Elimination of forced or compulsory labor
- C87 & C98 – Freedom of association and right to collective bargaining
- C100 & C111 – Equal remuneration and elimination of discrimination
- C138 & C182 – Minimum age for employment and elimination of worst forms of child labor

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These conventions are enforced through:

- Strict age verification (18+ for hazardous work)
- Contracts signed voluntarily, without coercion or recruitment fees
- No retention of original identification documents
- Equal pay and opportunity regardless of gender, race, or religion
- Recognition of employee rights

6. Global Platform for Sustainable Natural Rubber (GPSNR) Labor Standards Implemented

- No child labor under 15 or under 18 for hazardous work
- No forced labor, bonded labor, or deception in recruitment
- Freedom of association respected and supported
- Fair wages that meet or exceed legal minimums
- Decent working hours (≤48 hours/week plus ≤12 hours overtime)
- Safe working conditions with Personal Protective Equipment (PPE), sanitation, and emergency protocols
- Ethical recruitment practices: no worker-paid fees, transparency in contracts
- Grievance mechanisms must be accessible, confidential, and protect whistleblowers

7. Hiring Procedure

7.1 Manpower Planning

- Annual workforce planning aligned with operational needs and sustainability commitments

7.2 Job Posting

- Clear and nondiscriminatory postings via official communication channels
- All advertisements must avoid language that could imply preference based on gender, age, race, religion, or other non-job-related attributes

7.3 Application and Screening

- To ensure compliance with labor standards and prevent child labor, applicants must submit a copy of their identification card to enable HR to verify age eligibility
- No recruitment fees charged to workers
- HR must verify legal documentation and assess qualifications based on objective, job-relevant criteria
- Sensitive or discriminatory questions regarding marital status, pregnancy, religion, political opinion, sexual orientation, ethnicity, or any other personal matters not relevant to job performance are strictly prohibited

7.4 Interview and Selection

- Fair evaluation using standardized, job-related criteria
- Interviewers must be trained to avoid implicit bias and discriminatory behavior
- Maintain traceable records of evaluation to support transparency and accountability

7.5 Employment Contract

- Written contracts must be provided in Thai and English (or the applicant's native language if applicable)
- Contracts must be signed voluntarily
- No retention of original identification documents or personal records is allowed

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7.6 Orientation

- New employees must undergo training on company policies, workplace safety, and key topics covered in the Employee Handbook. Upon completion, employees are required to sign an acknowledgment confirming their full understanding of the policies and procedures in place.

8. Grievance and Remedy

- Available channels include:
 - Email: grievance@tongthai.co.th
 - Hotline: +66 9 1889 2288
 - Suggestion boxes placed at accessible locations in all facilities
- All grievances are confidential and investigated fairly
- Zero retaliation against complainants or whistleblowers
- Remedies must follow the UN Guiding Principles on Business and Human Rights (UNGPs) effectiveness criteria: legitimate, accessible, predictable, equitable, transparent, rights-compatible, and a source of continuous learning

9. Documentation and Traceability

- All employment applications, identification documents (copies only), signed contracts, and interview records must be securely retained for a minimum of five (5) years
- Records must be readily accessible for internal and external labor audits and to support EUDR due diligence

10. Monitoring and Audits

- Annual internal reviews of hiring practices and documentation
- Third-party audits on labor and EUDR compliance at least once every two years
- Corrective actions must be implemented promptly upon findings

11. Training

HR staff, supervisors, and those involved in hiring must receive annual training on:

- Fair recruitment
- International Labor Organization (ILO) Core Labor Standards
- European Union Deforestation Regulation (EUDR) labor requirements
- Global Platform for Sustainable Natural Rubber (GPSNR) labor provisions
- Ethical recruitment and anti-discrimination
- Grievance and remediation procedures

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12. Review and Continuous Improvement

- This manual shall be reviewed at least every two years or earlier in response to regulatory changes, audit findings, or stakeholder feedback
- Updates must be communicated to all relevant staff, and records of amendments must be maintained

Signature



General Manager of
Tong Thai Rubber Group
Ms. Shi Ching Chien
Date: 15/01/2025