

Safety, Occupational Health and Work Environment Policy

Symphony Communication Public Company Limited (Revised Edition 2023)

*(Approved by the resolution of the Board of Directors' Meeting No. 6/2023 held on
18 December 2023 and takes effect from 18 December 2023 onwards.)*

Safety, Occupational Health and Work Environment Policy

1. Significance

Symphony Communication Public Company Limited (hereinafter referred to as “**the Company**”) is committed to enhancing the quality of life and ensuring workplace safety for all employees and relevant stakeholders. The Company upholds an effective management system for safety, occupational health, and work environment. Accordingly, this policy has been established to serve as a framework for safeguarding and promoting the safety, occupational health, and workplace environment of all employees and stakeholders.

2. Objective

This Safety, Occupational Health and Work Environment Policy has been developed as a guideline for maintaining and implementing a quality management system in these areas effectively and consistently, in alignment with international standards and best practices.

3. Scope

This Safety, Occupational Health and Work Environment Policy to all operations of the Company. All employees, suppliers, visitors, and contractors working within the Company’s premises are required to strictly adhere to this Policy.

4. Definitions

Safety, occupational health and work environment	refers to	actions or working conditions that are free from causes which may result in harm or pose risks to life, body, mind, or health arising from or related to work activities.
Personnel	refer to	the Company’s directors, executives, and employees, including consultants, representatives, authorized persons, workers, or any other individuals who perform work on behalf of or act in the name of the Company.
Stakeholder	refers to	any person, group of persons, or legal entity that is directly or indirectly affected by the Company’s business operations, or that has any interest in the business operations of the Company, or that has influence over person or entity in a manner that may impact the business operations of the Company. Stakeholders include, but are not limited to, employees, customers, suppliers, business partners, shareholders, investors, creditors, competitors,

government agencies, regulatory authorities, as well as communities and society at large.

Supplier refers to any supplier or vendor of goods and services to the Company, including professional consultants, designers, contractors, subcontractors, service providers, lessors, or leasing providers.

5. Practical Guidelines

- 5.1 The Company strictly complies with all applicable laws, international standards, and relevant requirements concerning safety, occupational health, and work environment.
- 5.2 The Company continuously develops its safety, occupational health, and work environment management system by establishing adequate, effective, and internationally compliant policies, measures, procedures, and operational plans. These efforts aim to foster a strong and sustainable safety culture among employees and relevant stakeholders.
- 5.3 The Company appoints a Safety, Occupational Health, and Work Environment Committee, as well as safety officers at various levels, and establishes a dedicated Safety, Occupational Health, and Work Environment Unit to oversee, manage, and implement related activities effectively.
- 5.4 The Company regards workplace safety as a fundamental duty and responsibility of all personnel. All personnel are required to study and strictly comply with relevant laws, policies, requirements, procedures, and safety, occupational health, and work environment standards.
- 5.5 Supervisors at all levels must act as role models and leaders in promoting safety awareness among employees. They shall also ensure that all employees, suppliers, visitors, and contractors strictly adhere to the Company's safety and occupational health regulations, thereby ensuring maximum safety at every stage of operation.
- 5.6 The Company manages risks related to safety, occupational health, and work environment to control and prevent potential incidents and losses. This includes accidents, fires, occupational injuries or illnesses, property damage or loss, unsafe work practices, and human errors. Preventive and control measures are established to reduce such risks to acceptable levels.
- 5.7 The Company establishes measures and plans to prevent and control losses arising from accidents, illnesses, occupational diseases, or work-related nuisances in all operational areas. It also maintains emergency and crisis management plans to ensure preparedness for potential emergencies or crises that may disrupt business operations or harm the Company's reputation and image.
- 5.8 The Company provides adequate safety, occupational health, and work environment training for personnel at all levels in accordance with applicable

laws and standards. The Company encourages consultation between employees or their representatives and safety officers to promote awareness, participation, and continuous improvement in safety and occupational health practices.

- 5.9 The Company regularly disseminates and communicates information regarding laws, regulations, standards, best practices, and safety precautions through various communication channels to enhance understanding among personnel and stakeholders. This ensures effective implementation and achievement of the highest standards of safety, occupational health, and work environment management.
- 5.10 In the event that any work activity is found to be unsafe, non-compliant with safety, occupational health, or environmental standards, or poses a serious risk to the community or the environment, personnel, suppliers, contractors, and visitors must immediately suspend the activity, to the extent possible, and report the issue to their supervisor or the responsible unit for corrective action or planning.
- 5.11 The Company ensures that data and statistics on workplace accidents, injuries, illnesses, and property damage are properly recorded and maintained. Such information is analyzed to identify root causes, system deficiencies, and preventive measures for continuous improvement.
- 5.12 The Company provides appropriate support in terms of personnel, time, resources, budget, and relevant knowledge to ensure the effective implementation of its safety, occupational health, and work environment management system, as well as to promote ongoing improvement and development.
- 5.13 The Company establishes channels for receiving opinions, suggestions, and complaints related to safety, occupational health, and the work environment to encourage open communication and continuous enhancement of safety practices.

6. Other Related Policies and Regulations

The Company's personnel are encouraged to study and understand this Policy in conjunction with the Company's other policies as follows:

- Corporate Governance Policy
- Business Code of Conduct
- Sustainable Development Policy
- Human Capital Management Policy

7. Policy Communication and Dissemination

The Company ensures effective communication of its Safety, Occupational Health, and Work Environment Policy, including relevant practices, laws, regulations, standards, and precautionary measures, to all levels of employees. This is to enhance proper

understanding and ensure accurate and appropriate implementation. In addition, the Company disseminates this policy and related practices to relevant stakeholders and the general public through various communication channels to promote awareness and collaboration in fostering a safe, healthy, and sustainable working environment.

8. Policy Review and Revision

The Company regularly monitors, evaluates, and reviews its Safety, Occupational Health, and Work Environment Policy, including its management systems and operational plans, at least once a year, and revised as necessary. This process ensures continued compliance with applicable laws, regulations, and standards, while enhancing operational efficiency and effectiveness for the overall benefit of the organization.