
Betagro Human Rights and Labour Standards

Betagro Public Company Limited

Preface

Conducting business with respect for human rights, social responsibility, and fair treatment of workers under sound labour standards is receiving increasing attention from society. This is reflected in manufacturers' business codes of conduct, supplier standards, and international standards on social responsibility.

Betagro Group is committed to ensuring that employees are treated properly in accordance with human rights principles and applicable laws, in alignment with relevant requirements, practices, international standards, and customer expectations, while also fostering positive labour relations within the organization. Betagro Human Rights and Labour Standards have therefore been established so that every establishment under Betagro Group, as well as the Group's business partners and suppliers, can adopt and comply with them.

Betagro Group expects that implementing Betagro Human Rights and Labour Standards will strengthen labour management throughout the supply chain. All employees involved in production processes will be properly cared for, able to work with well-being, and enjoy a good quality of working life.

Betagro Group

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About Betagro Human Rights and Labour Standards

What are Betagro Human Rights and Labour Standards?

Betagro Human Rights and Labour Standards are Betagro Group requirements governing labour practices, employment conditions, and working conditions, including wages, working hours, and holidays. They aim to ensure that employees are treated lawfully and fairly, receive appropriate workplace welfare, work under reasonable conditions, enjoy positive labour relations, and remain safe throughout their working lives.

Why are Betagro Human Rights and Labour Standards important?

Society increasingly expects businesses to operate responsibly. Employment conditions, working hours, workplace safety, and respect for human rights are therefore matters of public concern. If an operator fails to meet these expectations—for example, by treating employees improperly, allowing serious occupational accidents, or conducting business without regard for human-rights impacts—the resulting trade barriers may harm both business operations and the employees concerned.

Applying Betagro Human Rights and Labour Standards benefits all parties. Employees receive the protections defined in the standards, while businesses can strengthen customer confidence by raising labour standards in their establishments, thereby supporting smooth and sustainable operations.

5 Principles of Betagro Human Rights and Labour Standards



Betagro Human Rights and Labour Standards comprise five principles:

- 1) **Labour Protection** — treating employees with respect and safeguarding human dignity.
- 2) **Welfare and Benefits** — providing the welfare and benefits required by law and an appropriate working environment.
- 3) **Labour Relations** — building positive relationships, employee participation, and a culture of teamwork.
- 4) **Occupational Health, Safety, and Environment** — assessing and controlling occupational health and safety risks, resolving issues, and preventing environmental impacts on surrounding communities.
- 5) **Management System** — establishing effective systems for sustainable results, extending expectations to business partners and suppliers, and considering human-rights issues and stakeholder impacts.

Principles and Requirements of Betagro Human Rights and Labour Standards

Principle	Requirements
Labour Protection	▪ No child labour ▪ No forced labour ▪ No discrimination ▪ Humane treatment ▪ Appropriate working hours ▪ Legally compliant wages
Welfare and Benefits	▪ Legally compliant welfare and benefits ▪ Appropriate working environment
Labour Relations	▪ Responsibility for labour relations ▪ Effective communication ▪ Freedom of association, collective bargaining, and workplace cooperation ▪ Feedback, grievance, and resolution system
Occupational Health, Safety, and Environment	▪ Safe workplace ▪ Work that does not harm employee health ▪ No adverse impact on the environment or communities
Management System	▪ Effective labour-management system ▪ Encouraging business partners and suppliers to adopt labour standards ▪ Managing human-rights issues and stakeholder impacts

1. Labour Protection

The Labour Protection principle aims to care for employees with respect for human dignity. All employees must be protected from hazardous work or risks that may affect their health, including unsuitable duties or working periods. Working hours must not be excessive to the point of disrupting work–life balance, and employees should receive fair wages and remuneration.

The Labour Protection principle contains six requirements:

1. No child labour
2. No forced labour
3. No discrimination
4. Humane treatment
5. Appropriate working hours
6. Legally compliant wages

1.1 No Child Labour

No child labour means that children must not be employed in any form of work that may harm their health or development. This includes practices that deprive children of their childhood or interfere with their education, and requires respect for children's rights under the United Nations Convention on the Rights of the Child. By law, establishments may not employ children under 15 years of age. Young persons aged 15–18 may be employed only in full compliance with applicable law.

Establishments must include age verification in the recruitment process. If a child under 15 is currently employed, remedial measures must prevent the child from moving to work under worse conditions—for example, by supporting the child's return to education through financial assistance or by offering employment to a working-age member of the child's family.

If an establishment allows a person under 18 who is not its employee—such as an employee's child or a child accompanying an external contractor—to live in or enter the premises, it must prevent the child from entering work areas or becoming involved in work. Specific child-safety measures and safe living or reception areas must also be provided.

Children are a vulnerable group and cannot perform certain work because of potential physical or psychological harm. They therefore require greater protection than adult workers.

Assessment Checklist

1. The recruitment process includes a clear procedure for verifying applicants' ages.
2. No child under 15 is employed at the establishment.
3. If child labour under 15 is identified, assistance and remediation enable the child to return to formal education.
4. If a young worker aged at least 15 but under 18 is employed, the following conditions apply:
 - A register of young workers is maintained, and the labour inspector is notified within 15 days of the employee's commencement date.

- A continuous rest period of at least one hour per day is provided after no more than four consecutive hours of work.
 - Young workers do not work where heat, cold, vibration, noise, or lighting reaches hazardous levels.
 - They do not perform work involving exposure to hazardous chemicals, toxic substances, or materials that may ignite or explode.
 - They do not operate forklifts or goods-transport vehicles.
 - They do not maintain or clean electrical or mechanical equipment.
 - They do not work on scaffolding 10 metres or more above ground.
 - They do not work overtime, on holidays, or between 10:00 p.m. and 6:00 a.m.
 - They do not perform any other work prohibited by law.
5. Rules or procedures are established to supervise, protect, and monitor non-working children who reside at the establishment or accompany external contractors.
 6. Prohibition, warning, mandatory, or other child-safety signs are displayed in risk areas.
 7. Appropriate standards are defined and implemented for children's living and reception areas.

1.2 No Forced Labour

The establishment must not use forced labour in any form. Where migrant workers are employed, the establishment must likewise ensure that no forced labour occurs.

Forced labour includes any work not undertaken with the employee's free and informed consent, as well as conditions that prevent an employee from changing jobs freely.

Common forms of forced labour include slavery, bonded labour, security deposits, charges for work equipment, retention of employees' original identity documents, and involuntary overtime.

Where an employee gives reasonable advance notice and grounds for leave or resignation, the establishment must respect the employee's right to do so.

Assessment Checklist

1. No security deposit is required for recruitment into positions for which the law does not permit such a deposit.
2. Employees' original identity cards, passports, or other personal documents are not retained.
3. No deductions, withholding, delayed payment, or irregular payment of wages is used to compel employees to remain at the establishment.
4. Employees are free to resign.
5. Employees have the right to refuse overtime.

1.3 Non-Discrimination

The establishment must not discriminate for or against any employee on grounds unrelated to work, including gender, age, religion, political belief, marital status, pregnancy, or personal relationships.

Non-discrimination applies throughout recruitment, performance appraisal, training, promotion, and disciplinary decisions.

Where migrant or subcontracted workers are used, they must receive the same benefits as employees performing comparable work.

Assessment Checklist

1. Employees receive equal pay for equal work.
2. Recruitment, rewards, training, and promotion are based only on work-related considerations.
3. No employee is discriminated against on grounds such as sex, religion, or political belief.
4. Assignments and performance assessments for employees with disabilities are appropriate and do not adversely affect their disability.
5. No female employee is dismissed because of pregnancy.

1.4 Humane Treatment

Disciplinary action must comply with the law. The establishment must prohibit coercion, intimidation, and physical or verbal violence, whether by the establishment against employees or among employees.

The establishment must prevent bullying, harassment, and sexual harassment in the workplace.

Assessment Checklist

1. Disciplinary action does not involve verbal, physical, or psychological abuse.
2. Wages are not deducted as punishment; deductions are made only as permitted by law.
3. Disciplinary measures follow the law, such as verbal warning, written warning, suspension, and dismissal.
4. Measures are in place to prevent intimidation and harassment in the workplace.

1.5 Appropriate Working Hours

Normal working hours must not exceed 48 hours per week for general work or 42 hours per week for work that may endanger employees' health or safety. Overtime, holiday work, and holiday overtime must comply with the law, and statutory rest periods must be provided.

At least one weekly holiday must be provided, together with statutory traditional holidays and annual leave, so employees can recover from prolonged work and reduce accident and health risks.

A clear time-recording system is maintained and records can be reviewed retrospectively.

Assessment Checklist

1. Employees know their entitlements to weekly and traditional holidays.
2. Employees receive weekly holidays.
3. Employees receive traditional holidays.
4. Normal working hours do not exceed statutory limits.
5. Overtime hours do not exceed statutory limits.
6. Employees receive statutory rest periods.
7. A detailed, auditable working-time recording system is maintained.

1.6 Legally Compliant Wages

Employees understand their wages, including that base pay complies with the law and that overtime, holiday work, and holiday overtime are paid at no less than statutory rates.

No unlawful deduction is made from employee income. Any lawful deduction is remitted correctly and can be verified.

Wages are paid at definite intervals in compliance with the law. Employees receive detailed payslips that can be audited retrospectively.

The establishment promotes assessment of living wages and periodically reviews employee income using internationally recognised and credible mechanisms to identify gaps and the remuneration needed to support a good standard of living.

Assessment Checklist

1. The lowest-paid employee receives no less than the statutory minimum wage.
2. Employees receive overtime pay, holiday pay, holiday overtime pay, and wages for traditional holidays and annual leave.
3. Employees receive payslips detailing wage payments and deductions.
4. Employees can verify that wages correspond to their recorded working time.
5. Living wages are assessed using a recognised methodology and reviewed periodically.

2. Welfare and Benefits

When employees trust that the establishment will take good care of them, they can work happily and repay the establishment through their commitment and dedication.

The establishment is responsible for providing employees with the necessities of daily life. Employees must receive health protection and be able to attend to personal matters when necessary. Where the establishment provides welfare facilities or working-environment amenities, it must consider their suitability, including cleanliness, safety, and the size of the facilities relative to the number of employees.

The Welfare and Benefits principle contains two requirements:

1. Legally compliant welfare and benefits
2. Appropriate working environment

2.1 Legally Compliant Welfare and Benefits

The establishment must ensure that employees receive the basic welfare required by law, including statutory benefits such as the Workmen's Compensation Fund and Social Security Fund. Employees must understand and be able to exercise their legal entitlements, including all categories of statutory leave.

The establishment must also ensure access to other welfare required by law, such as basic medical care, clean drinking water, and a sufficient number of toilets for the workforce.

Assessment Checklist

1. All employees are enrolled in the Social Security Fund and Workmen's Compensation Fund.
2. Workplace medical care complies with legal requirements.
3. Clean drinking water is provided.
4. Toilets are clean and sufficient for the number of employees.
5. Employees have leave entitlements in accordance with establishment rules and applicable law.

2.2 Appropriate Working Environment

The establishment should support employees' well-being not only at work and during working hours, but also through appropriate arrangements for commuting, breaks, dining areas, and employee accommodation.

Where such welfare is provided, the establishment must ensure that it is appropriate in terms of cleanliness, safety, and the size of the facilities relative to the number of employees.

Assessment Checklist

1. Where employee transport is provided, vehicles are maintained in good condition, undergo periodic safety inspections, and carry an appropriate number of passengers.
2. Adequate rest areas are provided for the workforce and are neither excessively hot nor excessively cold.
3. Where employees eat on the premises, dining areas are hygienic and provide sufficient seating for each break period.
4. Where employee accommodation is provided, rooms are not overcrowded, are adequately ventilated, and are maintained in hygienic condition.

3. Labour Relations

Positive labour relations help employees work happily and foster mutual respect, understanding, and commitment between the establishment and employees, as well as among employees.

Positive labour relations can be managed systematically and effectively when the establishment appoints a person directly responsible for labour relations, maintains effective communication, encourages employee participation, builds mutual trust, and helps employees resolve workplace concerns.

The Labour Relations principle contains four requirements:

1. Responsibility for labour relations
2. Effective communication
3. Freedom of association, collective bargaining, and workplace cooperation
4. Feedback, grievance, and resolution system

3.1 Responsibility for Labour Relations

Each establishment should appoint a person responsible for labour relations and, where a Welfare Committee exists, work jointly with that committee to oversee employees' well-being. This role is intended to support employees and provide a contact for consultation on workplace concerns.

Assessment Checklist

1. A person responsible for labour relations works with employee representatives at the establishment.
2. An establishment with 50 or more employees holds an election for a Welfare Committee and convenes meetings as required by law.

3.2 Effective Communication

Employees have the right to access information, including establishment policies and announcements. Communication channels should reach all employees. Where migrant workers are employed, communications should be translated into languages they understand.

The establishment should provide a system or channel through which employees can contact management directly, in addition to communicating through supervisors. Employees must be able to express views without concern that their message will not reach management, and may freely contact employee representatives, the Welfare Committee, or the person responsible for labour relations.

Assessment Checklist

1. A person is responsible for internal communications, and channels distribute establishment news to all employees.
2. Employees can contact establishment management, and management communicates responses to employees.
3. Where migrant workers are employed, news, announcements, and work rules are translated into languages they understand.
4. Employees are aware of establishment announcements, policies, and news.

3.3 Freedom of Association, Collective Bargaining, and Workplace Cooperation

The establishment promotes employee participation and does not restrict employees' lawful right to organise groups, clubs, organisations, or trade unions. Employees may choose their representatives without employer interference and may submit suggestions or demands, including through collective bargaining with the Welfare Committee or employee representatives, to foster workplace cooperation.

Assessment Checklist

1. Employees are informed of opportunities to initiate activities at the establishment.
2. Employees may participate and express opinions freely.
3. Employee representatives are elected by employees and are not treated differently from other employees.
4. Employees may consult and bargain, and both employer and employees comply with jointly agreed terms.

3.4 Feedback, Grievance, and Resolution System

The establishment must maintain a system for receiving employee feedback and grievances while protecting the identity of employees who submit them. Employees must be protected from retaliation when comments or grievances are made in good faith.

A grievance investigation committee is appointed, and a system provides responses to employees who submit feedback or grievances within a defined timeframe.

Assessment Checklist

1. Employees understand the grievance process and how to submit a grievance at the establishment.
2. A grievance committee reviews cases and communicates outcomes to employees.
3. Employees may submit grievances anonymously and are not penalised for grievances made in good faith.
4. A systematic grievance mechanism is maintained, including records for resolution, follow-up, and audit.

4. Occupational Health, Safety, and Environment

Every employee has the right to work in a safe workplace with an appropriate working environment. Betagro is committed to providing workplaces where employees can perform their duties without adverse health effects, whether at Betagro Group establishments or at those of business partners and suppliers. Employees must be able to work safely, and business operations must not adversely affect the environment or surrounding communities.

The Occupational Health, Safety, and Environment principle contains three requirements:

1. A safe workplace
2. Work that does not harm employee health
3. No adverse impact on the environment or communities

4.1 A Safe Workplace

Each establishment must conduct appropriate workplace risk assessments, including inspections of buildings and electrical systems and maintenance of general machinery. High-risk machinery such as boilers, lifts, cranes, compressors, and forklifts must be inspected on schedule, with inspection records retained. Moving machinery parts that may endanger employees—such as gears, shafts, sprockets, belts, and couplings—must be fitted with suitable guards.

Where hazardous chemicals are used, a separate storage area should be provided. Safety data sheets must be maintained and displayed in chemical-storage areas, and the workplace must meet legal requirements, including the provision of emergency washing facilities for employees who work with hazardous chemicals.

Emergency exits must be maintained in good condition and kept unobstructed. During working hours, exit doors must be easy for employees to open. Backup lighting must be available during power failures; fire extinguishers must be installed as required by law; and initial fire-fighting training, annual fire drills, and evacuation drills must be conducted. Heat, lighting, and noise in the workplace must also be assessed against statutory standards.

Assessment Checklist

1. Buildings are inspected as required by law, where applicable.
2. Electrical systems are inspected annually by a licensed external engineer, where legally required.
3. Where machinery is used, a person is assigned responsibility for machinery safety.
4. High-risk machinery or equipment is inspected annually by an external competent person.
5. Where chemicals are used, a responsible person and legally compliant controls are in place.

6. Fire-protection equipment is installed as required by law.
7. Where emergency lighting is installed, it is maintained in working condition.
8. At least two emergency exits are provided in opposite directions, allowing employees to evacuate conveniently.
9. Clearly visible emergency-exit signs are installed at every exit and remain visible during a power failure.
10. Annual fire-fighting and evacuation drills are conducted with all employees participating, and the required proportion of employees receive initial fire-fighting training.
11. Where employee accommodation is provided, at least two emergency exits allow convenient evacuation.
12. Where workplace-environment monitoring is required, assessments are conducted by an authorised external party.
13. New employees undergo health examinations based on the establishment's identified risk factors.

4.2 Work That Does Not Harm Employee Health

A person is assigned responsibility for workplace safety. The establishment assesses employees' tasks, provides suitable protective clothing and personal protective equipment as necessary, and ensures that workloads do not exceed legal limits.

New employees and employees whose work exposes them to different risk factors must receive legally required safety training. Workplace accidents are recorded, analysed, and addressed through preventive measures.

All employees receive annual health examinations. If an employee develops a work-related illness, appropriate medical treatment is provided and the cause is investigated so that preventive action can be taken.

Assessment Checklist

1. Workplace risks are assessed by task, and preventive measures are implemented for identified risks.
2. Personal protective equipment is specified for hazardous tasks.
3. Employees do not perform work involving loads beyond statutory limits.
4. Employees performing hazardous work receive and wear the required personal protective equipment.
5. New employees receive safety training.
6. Long-serving employees or employees transferred to different work receive refresher safety training.
7. Workplace accidents are summarised, analysed, and addressed through preventive measures.
8. All employees receive annual health examinations.
9. Pregnant employees may request duties appropriate to their physical condition and do not work overtime or on holidays.

4.3 No Adverse Impact on the Environment or Communities

Business activities are conducted with consideration for environmental and community impacts. Waste from production and business operations is controlled so that it does not cause nuisance or adversely affect the lives of communities surrounding the establishment.

The establishment provides channels for community feedback and takes such feedback into consideration.

Assessment Checklist

1. Wastewater is treated and controlled before discharge to the environment.
2. Waste is segregated.
3. A channel is available for environmental grievances.

5. Management System

A commitment to respecting human rights and maintaining a sound labour-management system is the foundation of good labour standards. Establishments must prioritise governance-based labour management and implement processes and mechanisms that support serious, continuous improvement in human rights and labour practices. Policies and procedures must remain aligned and effective to support sustainable business operations.

To raise labour standards throughout the supply chain, each establishment must work to encourage its business partners and suppliers to adopt Betagro Human Rights and Labour Standards in their own establishments.

For a business to progress sustainably, comprehensive human-rights due diligence is essential. It must consider stakeholders at every level, identify risks and impacts arising from business activities throughout the value chain, use assessment results to remediate issues and establish preventive measures, and continuously monitor and evaluate performance.

The Management System principle contains three requirements:

1. Effective labour-management system
2. Encouraging business partners and suppliers to adopt labour standards
3. Management of human-rights issues and stakeholder impacts

5.1 Effective Labour-Management System

Management is responsible for developing and improving human-rights and labour-standard practices by issuing policies and commitments, establishing objectives and targets, supporting training to build common understanding and awareness among all employees, communicating through each establishment's channels, and providing the necessary tools and resources.

Establishments must conduct periodic assessments and cooperate with audits. Where nonconformities are identified, responsible parties must implement corrective and preventive measures. Documents and records relating to Betagro Human Rights and Labour Standards must be created, retained, controlled, and available for verification.

Assessment Checklist

1. Employees receive communication and training to strengthen their understanding of Betagro Human Rights and Labour Standards.
2. Management supports the implementation of Betagro Human Rights and Labour Standards in the workplace.
3. Management cooperates with and accepts audits of Betagro Human Rights and Labour Standards.
4. Nonconformities are corrected, and systematic action plans are maintained for follow-up and verification.

5.2 Encouraging Business Partners and Suppliers to Adopt Labour Standards

Strict compliance with Betagro Human Rights and Labour Standards may still be insufficient to meet customer and societal expectations if an establishment's business partners do not also comply with labour standards.

Acceptance and implementation of Betagro Human Rights and Labour Standards is the starting point for raising labour standards across the supply chain. Each establishment must encourage its business partners and suppliers to adopt the standards in their own operations and must assess their implementation periodically.

Assessment Checklist

1. Business partners receive training on Betagro Human Rights and Labour Standards and formally commit to adopting the standards in their establishments.
2. Business partners and suppliers are periodically assessed for compliance with applicable law and Betagro Human Rights and Labour Standards.

5.3 Management of Human-Rights Issues and Stakeholder Impacts

Human rights concern stakeholders at every level. Establishments and their business partners or suppliers must therefore look beyond their own employees and conduct comprehensive human-rights due diligence, considering and assessing direct and indirect impacts on other stakeholders arising from business operations. Ignoring such impacts would undermine sustainable business.

The establishment must publish a human-rights policy or commitment, assess impacts, and maintain a system for receiving stakeholder concerns. Where operations cause human-rights impacts, the establishment must take corrective action, monitor results, and provide grievance and remedy mechanisms for affected stakeholders.

The establishment must recognise the lawful land-tenure rights of landowners and must neither infringe nor participate in infringing those rights.

Assessment Checklist

1. Comprehensive human-rights due diligence or human-rights impact assessments are conducted for stakeholders at different levels.
2. A system receives human-rights grievances from stakeholders inside and outside the establishment.
3. Where a grievance is received, defined follow-up and corrective-action procedures are applied.
4. Business is conducted only on land for which lawful rights are held.