

2.1 No forced labour

At JSTRAVEL, we are committed to ensuring that all employees have the freedom to enter or leave their employment through their own choice without facing any penalty, in accordance with their employment contract. We adhere to the following guidelines to prevent forced labor:

1. Employment Contracts:

Our employment contracts clearly state that employees have the right to terminate their employment with a minimum notice period as required by national labor law. There are no adverse effects on the payment of wages or benefits for employees who choose to terminate their employment.

2. Identity Papers:

We strictly forbid withholding identity papers from employees. All employees retain possession of their identification documents at all times.

3. Prohibition of Coercion:

Managers and supervisors are prohibited from using any form of coercion, threats, intimidation, or force to compel employees to work. Any such actions are strictly prohibited and subject to disciplinary action.

We adhere to international standards and relevant Thai regulations concerning forced labor, including the ILO Indicators of Forced Labor and Thai labor laws such as the Labour Protection Act B.E.2541 and the Anti-Human Trafficking Act B.E 2551.

By upholding these policies and practices, we strive to create a work environment where all employees are treated with dignity, respect, and fairness, and where their rights are protected. We are committed to maintaining a workplace free from forced labor in all aspects of our operations.

2.2 Living wage

Amount of salaries offered to our employees are above the minimum legal and an increase/re-evaluation is discussed on yearly basis.

In the employment contracts, the salary/wage is mentioned.

2.3 Maternity

JSTRAVEL's Policy on Maternity Leave

At JSTRAVEL, we are committed to supporting the well-being of our employees during pregnancy and maternity. We adhere to national legislation and strive to provide comprehensive maternity leave schemes that prioritize the health and welfare of expectant mothers and their newborns. Our policy ensures that employees feel supported and valued throughout their journey to parenthood.

Policy Overview:

1. Compliance with National Legislation:

JSTRAVEL strictly follows all relevant national legislation regarding pregnancy and maternity leave. We ensure that our policies align with the legal requirements outlined by the government to provide adequate protection and support for expectant mothers in the workplace.

2. Enhanced Benefits:

While we adhere to the minimum legal requirements for maternity leave, JSTRAVEL may offer additional benefits and support to expectant mothers. This may include extended maternity leave options, flexible working hours.

3. Clear Communication:

Our employment contracts clearly outline the maternity leave entitlements and benefits available to employees. We communicate these policies transparently to all staff members to ensure that expectant mothers are aware of their rights and entitlements during pregnancy and childbirth.

4. Equal Treatment:

JSTRAVEL ensures that expectant mothers are treated fairly and without discrimination in the workplace. We adhere to the principle of equal treatment as outlined in national and international labor standards, including the right to return to the same or equivalent position with the same pay rate after maternity leave.

Best Practices:

1. ILO Convention No. 183 Compliance:

JSTRAVEL's maternity leave policy aligns with the guidelines outlined in the International Labour Organization (ILO) Convention No. 183, which provides for a minimum of 14 weeks of maternity leave with adequate compensation for expectant mothers.

2. Thailand Labour Protection Act:

In accordance with the Thailand Labour Protection Act B.E. 2562, JSTRAVEL ensures that employees are entitled to up to 98 days of maternity leave with full payment for up to 45 days. We explicitly state these provisions in our employment contracts to ensure clarity and compliance.

3. Supportive Work Environment:

JSTRAVEL fosters a supportive work environment that values the well-being of expectant mothers and promotes a healthy work-life balance. We encourage open communication and flexibility to accommodate the needs of employees during pregnancy and maternity.

By implementing comprehensive maternity leave policies and benefits, JSTRAVEL demonstrates its commitment to supporting the health, safety, and welfare of expectant mothers in the workplace. We recognize the importance of providing adequate support and accommodations to ensure a positive and empowering experience for all employees during this important life transition.

2.4 Holiday / Annual leave

JSTRAVEL's Holiday and Annual Leave Policy

At JSTRAVEL, we recognize the importance of providing our employees with sufficient time for rest and relaxation to maintain their physical and mental well-being. Our holiday and annual leave policy is designed to ensure that all employees receive a fixed yearly paid holiday in compliance with legal requirements while promoting a healthy work-life balance.

Policy Overview:

1. Compliance with Legal Requirements:

JSTRAVEL adheres to all legal requirements regarding holiday and annual leave entitlements as mandated by national legislation. We ensure that our employees

receive a minimum amount of paid leave as stipulated by law, in addition to recognized public holidays.

2. Fixed Yearly Paid Holiday:

All employees are entitled to a fixed yearly paid holiday, which is specified in their employment contract. This paid leave allows employees to take time away from work while continuing to receive their income and social protection benefits.

3. Minimum Leave Entitlement:

Our holiday and annual leave policy guarantees that employees receive, at a minimum, the statutory requirements for paid leave. This includes paid public holidays and annual vacation days as mandated by national labor laws.

4. Accumulation and Postponement:

JSTRAVEL allows employees to accumulate and postpone their annual vacation days to future years, subject to prior agreement between the company and the employee. This flexibility enables employees to plan their leave in a manner that suits their personal and professional needs.

Best Practices:

1. ILO Convention No. 132 Compliance:

JSTRAVEL's holiday and annual leave policy aligns with the recommendations outlined in the International Labour Organization (ILO) Convention No. 132, which recommends a minimum of three working weeks of holiday for one year of service.

2. Thai Ministry of Labour Guidelines:

Our policy reflects the guidelines provided by the Thai Ministry of Labour regarding paid public holidays and annual vacation entitlements for employees in Thailand. We ensure that our employees receive their rightful entitlements in accordance with national labor regulations.

3. Transparent Communication:

JSTRAVEL communicates holiday and annual leave entitlements transparently to all employees through their employment contracts. We provide clear information regarding the number of leave days, accumulation options, and any additional benefits or considerations.

By implementing a comprehensive holiday and annual leave policy that complies with legal requirements and best practices, JSTRAVEL demonstrates its commitment to promoting employee well-being and work-life balance. We recognize the importance of providing our employees with sufficient time off to recharge and rejuvenate, ultimately contributing to a happier and more productive workforce.

2.5 Health and safety

At JSTRAVEL, we prioritize the health, safety, and well-being of our employees by adhering to legal standards and best practices. Our health, safety, and crisis management policy ensure compliance with Thai law and the following basic requirements:

1. Workplace Safety:

- We maintain a safe work environment to prevent risks to our employees' health and ensure safe working practices are documented and implemented.

2. First Aid Facilities:

- Adequate first aid facilities are available at all relevant locations, and our staff is trained in first aid procedures.

3. Hazard Communication:

- We inform employees about potential hazards of their job and provide them with adequate information, instructions, training, and supervision to safely perform their tasks.

4. Emergency Plans:

- Emergency plans are in place to address crises or accidents effectively, ensuring the safety of our employees.

5. Equipment Maintenance:

- We regularly inspect and maintain equipment to ensure it is being used as intended and is in good working condition.

6. Health Supervision:

- Health supervision is provided to employees as needed, and we promote preventive health measures in the workplace.

7. Protective Clothing and Equipment:

- Employees are provided with appropriate protective clothing and equipment to ensure their safety while performing their duties.

8. Record Keeping:

- We maintain records of accidents, injuries, diseases, and dangerous occurrences and investigate incidents to identify corrective measures.

Additionally, we ensure that our premises meet health, safety, and welfare requirements by:

- Providing proper ventilation with clean and fresh air.

- Maintaining comfortable temperatures in the workplace.
- Ensuring well-lit facilities and workstations.
- Keeping the workplace clean and well-maintained.
- Providing adequate space for easy movement and safe storage of materials.
- Installing safety devices on windows, doors, and gates.
- Providing suitable washing facilities, clean drinking water, rest areas, and facilities for pregnant women and nursing mothers.
- Allowing employees proper breaks and leave.

Through these measures, we aim to create a safe and healthy work environment for all our employees, in accordance with legal standards and best practices.

2.6 Equal opportunities

Our company understands that providing a fair and supportive environment for our staff is a core foundation of a happy and motivated team, and a successful, sustainable business.

We value diversity in people and aim for equity of opportunity for all employees. We are committed to ensuring our workplace is free from all types of discrimination and bullying.

Our Equal Opportunities Policy is our commitment that employees will be treated with dignity and respect, and without discrimination, harassment and bullying, regardless of:

- racial/ethnic background
- ability/disability,
- language,
- socio-economic status,
- citizenship or land of origin,
- faith/religion/spiritual affiliation,
- gender identity/expression, sexual orientation,
- age, or marital status.

To create a fair and supportive company, we will take all possible steps to ensure fair, equal and consistent opportunities and treatment of all staff, in key areas including:

- Staff recruitment.
- Pay, benefits, and other terms and conditions of employment.
- Training and development,
- Evaluation and promotion,
- Discipline, complaints, and feedback
- Termination and off-boarding

Discrimination, **Harassment and Bullying** are **not acceptable** in our company. Management is responsible for ensuring our work environment is free from discrimination, harassment and bullying. Staff must not participate in discrimination, harassment or bullying.

What to do if you experience or witness discrimination, harassment or bullying?

Staff who experience or witness harassment or bullying should either:

- inform the offender that the behavior is offensive and unacceptable and against company policy; or
- seek assistance in having the behavior stopped. This may include making a report or a complaint.

Staff who consider they have been the victim of Discrimination, Harassment and Bullying can approach their line manager, HR manager, or another senior manager to discuss their complaint. All complaints will be treated confidentially, seriously, quickly and sensitively.

Action will be taken against staff who are guilty of Discrimination, Harassment and Bullying.

No person will be penalized or disadvantaged as a result of raising legitimate concerns or complaints relating to discrimination, harassment or bullying.

However, staff should be aware that accusing another staff member of discrimination, harassment or bullying is a serious accusation. Management will consider complaints from a neutral perspective, while investigating the facts of the situation. Any staff who make untrue or frivolous accusations of discrimination, harassment or bullying will be subject to disciplinary action.

More information:

What is Harassment?

Harassment is unwanted and unwelcome behavior. It may involve inappropriate

actions, behavior, comments or physical contact that is objectionable or causes offense.

What is Sexual Harassment?

Sexual harassment occurs when a person makes an **unwelcome sexual advance or offensive comment** or an **unwelcome request or demand for sexual favours** to another person or engages in any other unwelcome conduct of a sexual nature in relation to another person. This can be in person (e.g., unwanted touching), or by phone, email, on social media, etc.

What is bullying?

Bullying can cause harm to a person's health and well-being, both physical and psychological. Workplace bullying can occur between a worker and a manager or supervisor, or between co-workers. Workplace bullying is repeated, unreasonable behavior directed toward an employee, or group of employees, that creates a risk to health and safety.

Examples include swearing, ridiculing, intimidation, constant and unreasonable criticism, inconveniencing, excluding or isolating employees. Bullying can also include giving employees unreasonable or impossible tasks and sabotaging employees' work.

2.7 Child labour

JSTRAVEL strictly adheres to regulations regarding child labor and is committed to ensuring that no children aged 14 or younger are employed to complete work that is normally undertaken by adults. Our policies and practices regarding child labor are guided by national regulations, the UN Convention on the Rights of the Child, and the International Labour Organization (ILO) conventions, particularly Convention No. 138 on the Minimum Age and Convention No. 182 on the Worst Forms of Child Labour. JSTRAVEL strictly complies with Thai laws on that matter.

JSTRAVEL will do its best to exercise its influence on subcontractors, suppliers and other business partners to combat child labour.

~~Key elements of our approach to preventing child labor include:~~

~~1. Legal Compliance: We comply with all relevant national labor laws and regulations pertaining to child labor. This includes ensuring that the minimum age for employment, as specified by law, is strictly adhered to.~~

~~2. Age Verification Mechanisms: We do verify during the recruitment process the age of candidates to ensure that individuals below the legal minimum age are not employed.~~

3. Training and Awareness: We provide training to our staff and partners on child labor laws, regulations, and best practices. This helps raise awareness about the importance of preventing child labor and equips our team with the knowledge and tools to identify and address any potential instances of child labor.

4. Monitoring and Oversight: We conduct regular monitoring and oversight of our operations and supply chain to detect and prevent any instances of child labor. This may include audits, inspections, and assessments to ensure compliance with our child labor policies and legal requirements.

5. Collaboration with Suppliers: We work closely with our suppliers, subcontractors, and business partners to combat child labor throughout our supply chain. This includes promoting awareness of child labor issues, providing training and guidance, and encouraging them to uphold ethical labor practices.

6. Reporting and Response: We have established procedures for reporting and responding to any suspected cases of child labor. This includes mechanisms for employees and stakeholders to report concerns, as well as protocols for investigating and addressing reported incidents in a timely and effective manner.

By implementing these measures, JSTRAVEL ensures that children's rights are respected and safeguarded within our organization and supply chain. We are committed to promoting ethical labor practices and contributing to the prevention of child labor in all aspects of our operations.

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