

Ethical Migrant Recruitment Policy

Thai Union is committed to conducting business with integrity, openness, and respect for universal human rights and core labor principles. We have a zero tolerance policy towards human trafficking, forced or child labor.

The company promotes equal opportunities; nondiscrimination standards on the basis of race, color, sex, religion, political opinion, nationality, social origin; and seeks to ensure consistent practices throughout Thai Union and its subsidiaries.

Our recruitment and hiring processes must meet our obligations under the UN Global Compact, the United Nations Guiding Principles on Business and Human Rights, and our own Business Ethics and Labor Code of Conduct. With appropriate operational controls in place, we can ensure workers are hired in way that complies with the law and conforms to international standards on discrimination, forced labor (debt-bonded workers), child labor (younger than the legal minimum age), human trafficking and other social responsibility risks.

Objectives

The objective of this policy is to provide a set of principles to ensure that recruitment and hiring are managed consistently, professionally, fairly and transparently. The policy aims to ensure the safe migration and reduce the potential vulnerability of migrant workers to labor exploitation, including the worst forms of child labor, human trafficking and that the integrity of Thai Union is upheld. The policy seeks to ensure a fair balance between costs borne by migrant workers and Thai Union and its subsidiaries during recruitment processes.

Scope

This policy covers all aspects of recruitment and hiring for migrant labor throughout Thai Union and its subsidiaries.

For the purpose of this policy, recruitment is defined as “when there is a vacancy for which sourcing and hiring activity is required.”

Migrant Labor

Migrant workers must only be sourced from formally approved or registered/licensed third party suppliers (recruitment agency) or through direct application by workers to Thai Union. Wherever possible or to whatever extent desirable however, Thai Union and its subsidiaries will recruit workers directly without using a third party supplier.

Where Thai Union or its subsidiary has a preferred supplier agreement in place for the provision of migrant labor, all labor must be sourced via these third party providers.

Where local agreements preclude the use of agency labor these arrangements will be respected until they can be renegotiated or come to an end.

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Thai Union requires supplier compliance with Thai Union's Business Ethics and Labor Code of Conduct, aligned with national laws and internationally accepted norms in the four key areas of: 1) Labor standards, 2) Health and safety 3) Environmental compliance 4) Business integrity. No supplier can be utilized until they have been audited by Thai Union staff to our Code of Conduct (and other requirements, as relevant), and signed the acknowledgement of compliance with the Code. Auditing by Thai Union and our NGO partners will be an ongoing process to ensure continued compliance with our Code of Conduct and implementation of fair and legal practices, and encourage continuous improvement of services.

Procedures

- Thai Union or its subsidiary informs the approved recruitment agency of the job-related information, general conditions of work and remuneration as well as specific recruitment costs to be borne by the worker and Thai Union respectively (n.b. fees to be paid by Thai Union or its subsidiaries to the recruitment agency and other conditions and agreement with the recruitment agency shall also be agreed in advance).
- The recruitment agency will interview the applicants for preselection according to Thai Union or its subsidiaries advised and agreed upon recruitment criteria and other requirements.
- Pre-selected candidates' applications are filed and skill-tested and then short-listed.
- The applications of short-listed candidates are shown to Thai Union or its subsidiary for final selection.
- Recruitment agencies must ensure that selected workers are informed in their own language (or a language understood by the worker, consistent across all applicable languages used) and clearly understand and freely accept the terms and conditions of employment prior to recruitment. The selected candidates are shown and asked to sign the employment contract.
- Workers must be provided with copies of all relevant employment contracts in all applicable languages.
- Pre-departure training will be provided to the successful candidates which will cover terms and conditions of employment, culture, safety, complaint mechanisms, relevant laws for working and living in Thailand, etc. This training and associated costs for the training except for travel to the training venue from a worker's home will be paid for fully by Thai Union or its subsidiaries
- Thai Union or its subsidiary and the approved recruitment agencies shall coordinate with the immigration and other authorities concerned to ensure that applicants who have been selected by employers have fulfilled the following requirements:
 - Visas or other forms of entry or departure permission;
 - Work permits or origin country labor cards;
 - Health insurances or health services;
 - Any other required regulation for the work permit.

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Fees for Recruitment Services

Thai Union is committed to “zero recruitment fees” for migrant workers, which means the fees for recruitment services will be covered by Thai Union or its subsidiary. Agencies found charging workers illegal and/or irregular fees, either directly or through subagents, beyond those agreed in advance between Thai Union or its subsidiary and the recruitment agency, will be terminated following procedures in place to ensure no negative impact to recruited workers. The recruitment agency shall then also be required to repay all irregular fees to the applicant.

- Thai Union or its subsidiary pays:
 1. All recruitment fees including the following:
 - Contract development or contract signing ceremony costs;
 - Recommendation or approval documents;
 2. Pre-departure training costs including accommodation and food during assigned training dates;
 3. Foods and drinking water during travelling from origin country appointed departure point (i.e. Yangon); to Thailand border to Thai Union or its subsidiary’s factories;
 4. Transportation expenses from Thailand border or pre-departure training point to Thai Union or its subsidiary’s factories;
 5. Costs of uniform, health and safety equipment.
- Employees pay:
 1. Home Country
 - Visa application fees including passport, visa, picture and forms
 - Medical service fee and medical check-up costs
 - Labor card or origin country required documents
 - Travel and food costs travelling to and from interview, passport processing, pre-departure training, contract signing and to agreed departure point to Thailand.
 - Accommodation costs during interview, passport processing and contract signing.
 2. Host Country - Thailand
 - Visa costs
 - Work permit documents renewal fees for every 2 year employment extension after initial recruitment 2 years period including-
 - Work permit fee
 - Visa
 - Health check up
 - Other expenses related to the employment extension.
- Recruitment agencies should disclose and continue to share as updated or adjusted all charges and terms of business to Thai Union and its subsidiaries, ensuring transparency about the costs ie. costs associated with documentation and the recruitment service fees.

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- Recruitment agencies must have in place a policy and procedure to ensure subagents do not charge workers any additional fees beyond those agreed by Thai Union, its subsidiaries and the recruitment agency and must conduct due diligence monitoring of any subagents utilized.

Access to Remedy

All workers will have access to remedy concerning recruitment processes through monitoring and grievance mechanisms. These mechanisms include internal processes such as human resources support, a confidential helpline and the worker established Welfare Committees. In addition, third party external and independent processes including helplines and investigation of complaints by local NGOs such as the Migrant Workers Rights Network (MWRN) and Issara Institute are also in place and accessible for all employees of Thai Union and its subsidiaries.

Approved by 
Shue Chung Chan
Head of Group HR

Date April 27, 2016.

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