



THAI HOOVER INDUSTRY CO., LTD.



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Diversity and Inclusion Policy

1. Introduction

Thai Hoover is built on the belief that people are our greatest asset. Each person contributes something unique—whether through culture, background, skills, or experiences—that makes us stronger as a company. Diversity helps us innovate, inclusion ensures everyone can thrive, and fairness builds trust.

This policy sets out our company's approach to creating and maintaining a diverse and inclusive workplace. It reflects both Thai cultural values of respect and harmony, and global standards of equality and fairness.

2. Purpose

The purpose of this policy is to:

1. Ensure that every employee is treated with dignity and respect.
2. Promote equal opportunities in recruitment, training, promotion, and career development.
3. Prevent discrimination, harassment, or exclusion in any form.
4. Build a workplace culture where people feel they belong, can speak up, and can succeed.
5. Align with Thai labor law and international principles of human rights.

3. Scope

This policy applies to:

- All employees of Thai Hoover, including the Board of Directors at all levels.
- Contractors, consultants, temporary workers, and business partners engaged with Thai Hoover.



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- All areas of work, including hiring, compensation, training, performance management, promotions, and day-to-day interactions.

4. Definitions

- **Diversity:** The many ways in which people differ, including gender, age, ethnicity, religion, disability, sexual orientation, marital status, nationality, education, socio-economic background, and perspectives.
- **Inclusion:** Creating a workplace where every individual feels valued, respected, supported, and able to contribute fully.
- **Equity:** Providing fair access to opportunities and resources, recognizing that not everyone starts from the same place, and removing barriers where needed.

5. Our Commitments

5.1 Fair Treatment

- All employees will be treated with dignity, courtesy, and fairness.
- We do not tolerate harassment, bullying, or discrimination.

5.2 Equal Opportunities

- Decisions on hiring, pay, promotion, and training will be based on merit, performance, and business needs only.
- We will actively work to identify and remove barriers that prevent equal participation.

5.3 Inclusive Leadership

- Leaders and managers must lead by example, create inclusive teams, and actively listen to diverse voices. Ensure inclusive leadership by considering the skills, knowledge, and experience of the candidates and their diversity in gender, age, nationality, race, ethnicity, country of origin, or cultural background, and take into account the balance of



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diversity in different aspects.

- Inclusive leadership will be part of performance expectations for managers.

5.4 Accessibility and Support

- Thai Hoover will provide reasonable accommodations for employees with disabilities or personal needs.
- Flexible working arrangements will be considered where possible to support work-life balance.

5.5 Cultural Awareness

- We respect Thai traditions, while also embracing the global diversity of our workforce and business partners.
- We encourage open sharing of cultural practices, festivals, and traditions.

6. Implementation

To put this policy into practice, Thai Hoover will:

- **Recruitment & Hiring**
 - Use inclusive job descriptions that focus on skills and avoid biased language.
 - Aim for diverse candidate pools and fair interview processes.
- **Training & Awareness**
 - Provide regular training on unconscious bias, respectful communication, and inclusive teamwork.
 - Ensure managers are equipped to handle diversity-related challenges.
- **Career Development**



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- Make sure all employees have equal access to training, mentoring, and advancement opportunities.
- Identify and support underrepresented groups in leadership pathways.
- **Employee Engagement**
 - Organize cultural awareness events and team-building activities that celebrate diversity.
 - Encourage open dialogue and feedback from employees on inclusion.

7. Reporting and Accountability

- Employees who experience or witness discrimination, harassment, or exclusion are encouraged to report it directly to HR or through their manager.
- Reports will be handled confidentially, fairly, and promptly.
- Thai Hoover strictly prohibits retaliation against anyone who raises a concern in good faith.
- Disciplinary action will be taken against anyone found to have engaged in discriminatory or harassing behavior.

8. Roles and Responsibilities

- **Employees:** Treat colleagues with respect, embrace differences, and report inappropriate behavior.
- **Managers & Supervisors:** Actively promote inclusion, address concerns quickly, and build diverse teams.
- **Human Resources:** Provide guidance, training, and fair processes; monitor progress and compliance.



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- **Senior Leadership:** Champion diversity at the highest level and allocate resources to support initiatives.

9. Monitoring and Review

- HR will track workforce diversity, recruitment statistics, and promotion outcomes.
- Regular surveys and feedback will be used to measure inclusion and employee experience.
- Annual reports will be shared with management on progress.
- This policy will be reviewed every year and updated as needed.

10. Conclusion

Diversity and inclusion are not just policies at Thai Hoover—they are part of how we succeed. By respecting differences, creating equal opportunities, and building an inclusive culture, we strengthen our company and our people.

Every employee has a role to play. Together, we can ensure that Thai Hoover is a workplace where everyone feels valued, respected, and inspired to contribute.

sign

(Mr. Voravit Damrongvatanapokin)

Managing Director

January 4, 2025