

## Human Resources Policy

### 1. Employment and Appointment

The Company has a policy to recruit and appoint employees based on necessity and job suitability. Employees to be hired and appointed must possess qualifications, experience, and capabilities appropriate for the position, and meet the Company's rules and regulations. In the event of a vacant position, the Company shall first provide opportunities and consider selecting qualified internal employees to fill such position. If no suitable internal candidates are available, the Company will proceed with external recruitment and hiring.

### 2. Organizational Structure and Line of Authority

The Company establishes a clear organizational structure and line of authority, with well-defined responsibilities for each function and position, appropriate to the nature of its business operations. The structure is reviewed periodically to ensure alignment with changing circumstances.

### 3. Compensation Management

#### 3.1 Salaries and Wages

The Company manages salaries and wages fairly, taking into consideration factors such as qualifications, experience, position level, roles and responsibilities, benchmarking against companies with similar business characteristics, prevailing labor market rates in the country, and the Company's operational needs.

#### 3.2 Other Compensation

The Company provides additional compensation for work performed beyond normal duties, such as overtime pay, holiday work compensation, shift allowances, standby duty allowances, emergency duty allowances, writing fees, and compensation for participation in television or radio programs to compensate for the loss of regular rest days, as appropriate. The Company also provides travel allowances and accommodation expenses for work assignments outside regular work locations, both domestically and internationally.

### 4. Welfare

The Company has a policy to ensure that employees maintain good health in order to perform their duties effectively. The Company also aims to alleviate employees' financial burdens by providing medical benefits for employees and, in some cases, their families, as well as other welfare benefits. Such benefits are benchmarked against similar industries or provided in accordance with legal requirements. In addition, the Company encourages employees to participate in activities as required by law.

### 5. Working Environment

The Company has a policy to provide a safe and positive working environment where employees can work happily and securely. Accordingly, the Company provides appropriate workplaces, equipment, tools, and uniforms suitable for each type of work, as well as facilities such as parking areas for employees.

## **6. Employee Development**

The Company has a policy to promote employee development in terms of knowledge, skills, and work-related attitudes in alignment with the requirements of each position. Various development approaches are implemented, including encouraging self-learning through electronic media, organizing training and seminars conducted by external experts, internal training by experienced personnel, coaching by supervisors, on-the-job training, study visits both domestically and internationally, knowledge sharing among colleagues, and collaborative learning between executives and employees in accordance with the Learning Organization approach.

In addition, the Company continuously improves work processes across functions to enhance agility and efficiency, and assigns employees to roles that align with their expertise and competencies, in accordance with the succession planning framework across all functions.

## **7. Performance Evaluation and Annual Bonus**

The Company has a policy to conduct annual performance evaluations as a basis for salary adjustments and annual bonus payments.

7.1 Annual Performance Evaluation: Employee performance evaluations are conducted in December each year, using performance statistics and work results as evaluation criteria.

7.2 Annual Bonus Payment: Annual bonuses are determined based on the performance evaluation results of that year, and the bonus amount payable to employees is considered accordingly. The Company pays bonuses at the end of January of the following year.

7.3 Annual Salary Adjustment: Annual salary adjustments are determined based on the performance evaluation results of that year, and the adjustment rate is considered accordingly. Salary adjustments are implemented in January of the following year.

## **8. Succession Planning Policy**

When an executive position at the level of Director and above becomes vacant, or the incumbent is unable to perform duties, the Company shall appoint a suitable executive, as determined by the Chief Executive Officer, to act in the vacant position until a qualified successor is identified and appointed in accordance with the Company's criteria.

In the case where a Chief Officer level position and above becomes vacant, the Board of Directors shall consider and select a qualified individual to fill the position, who must meet the Company's criteria and possess appropriate vision, knowledge, and capabilities for the role (Succession Plan).

In the case where a Director or Vice President level position becomes vacant, the Company shall propose a pre-identified successor (Succession Plan) for consideration by the Chief Executive Officer.

## **9. Salary Adjustment Consideration**

The Company conducts annual performance evaluations to determine salary adjustments based on the Company's approved adjustment rates for each year. Salary adjustments are determined based on performance evaluation scores and the approved budget for salary increases in each function, and shall not exceed the approved percentage rate multiplied by the employee's salary as of December of the evaluation year.

#### **10. Promotion Consideration**

The Company determines promotions based on the consideration of line supervisors, taking into account work performance, potential in work and management, vision, and leadership. Approvals shall be in accordance with the Company's Delegation of Authority, and compensation shall align with the Company's salary structure.

Effective from 15 March 2025 onwards.