

## Saksiam Leasing Public Company Limited

### Human Resource Management Policy

To ensure that the human resource management of Saksiam Leasing Public Company Limited ("the Company") is conducted efficiently, transparently, and in alignment with efficient management policies and Corporate Governance principles, the Company has established this Human Resource Management Policy. This policy aims to promote the development of employee skills and potential, thereby enhancing operational efficiency and driving career growth for the ultimate sustainable growth of the Company.

The Company has defined its Human Resource Management Policy across 9 key dimensions as follows:

#### **1. Labor and Human Rights**

The Company maintains a clear policy to respect human rights within the organization and promote fundamental human rights by respecting the laws, cultures, traditions, values, and cultural diversities of employees and individuals affected by the Company's business operations. The Company shall strictly avoid any involvement in human rights violations by focusing on systematic human resource management and treating all personnel equitably. Concurrently, emphasis is placed on caring for communities, society, suppliers, and the entire supply chain on the basis of fairness, safety, and quality of life enhancement.

#### **2. Employment and Recruitment**

The Company aims to manage its workforce structure to appropriately align with the organizational structure by developing recruitment and selection processes to attract personnel with qualifications, knowledge, capabilities, and potential suited to each position and consistent with corporate values. The recruitment and selection system shall be governed efficiently and without discrimination, providing equal opportunities regardless of gender, age, race, religion, education, sexual orientation, skin color, or social status, which fully encompasses women, persons with disabilities, and other underprivileged groups. The Company strictly prohibits child labor or any form of illegal labor. It is committed to ensuring that every step of the recruitment and employment process for employees, applicants, and relevant parties remains transparent and fair.

#### **3. Performance Management**

The Company implements an effective and fair performance management policy by establishing Key Performance Indicators (KPIs) that comprise clear and aligned corporate and departmental goals. In addition to assessing employees based on KPI achievements, the Company also evaluates operational consistency, behavior-based KPI results, and functional competencies aligned with corporate values.

#### **4. Compensation and Benefits**

The Company prioritizes providing appropriate, competitive, and fair compensation and benefits. The determination of such compensation and benefits must be non-discriminatory and free from the exploitation of female workers, persons with disabilities, and other underprivileged groups. Salary increases and compensation adjustments shall strictly align with individual performance. The Company regularly conducts surveys and benchmarks its compensation and benefits against peers in the same industry, while considering statutory minimum wage rates and the current cost of living to structure appropriate and competitive salary scales. Furthermore, employee benefits are consistently updated to meet employee needs, thereby fostering long-term stability and motivation. In compliance with labor laws, the Company has established a Welfare Committee at the Workplace comprising employer and employee representatives, offering channels for employees to express opinions, consult, and propose beneficial suggestions regarding welfare arrangements, which are subsequently disclosed to all employees.

#### **5. Employee Capacity Building and Career Growth**

The Company focuses on enhancing operational efficiency, as well as developing the potential, knowledge, capabilities, and professional expertise of its employees. Annual training plans are formulated based on job requirements and linked to individual performance evaluations and the Company's master training framework. Equal opportunities are provided for employees to advance in their career paths to support continuous and sustainable business growth.

#### **6. Employee Engagement**

The Company values its workforce by continually conducting employee satisfaction and engagement surveys. Clear targets are established for survey results, which are systematically analyzed to design and improve human resource management policies, organizational structures, and various benefits to match employee needs. Progress and updates are properly communicated to employees, and follow-ups on improvements based on employee feedback are monitored continuously.

#### **7. Occupational Health and Safety**

The Company places great emphasis on occupational health, safety, and the working environment, recognizing the importance of preventing and mitigating activities that may impact safety in compliance with relevant legal requirements. A system for auditing, monitoring, evaluating, and reviewing operations has been established to empower employees to prevent and mitigate risks that could affect occupational health, safety, and the environment, while continuously improving working methods.

## **8. Employee Grievances and Suggestions**

The Company has established whistleblowing and grievance channels within its Corporate Governance Policy. Employees can utilize these channels to submit complaints or suggestions regarding unfair treatment, human rights violations, non-compliance with the Code of Conduct, illegal acts, behaviors indicating potential corruption, misconduct by personnel, or deficiencies in the internal control system, backed by strict whistleblower protection mechanisms.

## **9. Termination of Employment**

The termination of any employee must follow correctly designated procedures and be executed with fairness. The Company shall respect and consider human rights, strictly adhering to labor laws, relevant regulations, and the Company's working rules.

**This Human Resource Management Policy was officially approved by the Board of Directors at the Board Meeting No. 3/2021 on May 12, 2021.**

Announced on May 17, 2021.

(Mr. Siwaphong Boonsalee)

Managing Director