



## Human Resources Policy

Jasmine International Public Company Limited and its subsidiaries

## Human Resources Policy

### Recruitment

- Hire quality personnel to support and drive the company towards expected goals

### Retention

- Commit to treating employees with fairness, in accordance with labor laws, regulations, and requirements
- Foster communication to develop positive relationships among internal personnels

### Promotion/Development

- Develop employees' knowledge, skills, and qualifications to meet requirements of their position, enabling opportunities for career growth and achieving the Company's goals
- Facilitate the development of skills and knowledge to keep pace with technology
- Foster organizational ethics and morality

### Key Policy Frameworks and Core Procedures in Human Resource Management

1. Manpower Planning and Recruitment Policy
2. Compensation and Benefits Management Policy
3. Employee Training and Development Policy
4. Performance Evaluation Policy
5. Career Advancement Management Policy
6. Employee Ethics Promotion Policy
7. Fair Labor Practices Policy
8. Children's Rights and Human Rights Policy

### Section 1: Manpower Planning and Recruitment Policy

The policy establishes the organizational structure, manpower planning, employment models, recruitment, appointment, and transfer, in order to acquire personnel with qualifications suitable for specific positions. This supports and drives the company to achieve the expected goals and allows the Company to adapt to social contexts, economic competition, and rapid technological changes. The company adheres to fair employment principles and recognizes human rights under labor laws and Company regulations.

#### Operational Guidelines:

##### 1.1 Manpower Planning

- Review organizational structure, roles, and manpower annually for strategic workforce planning, to ensure readiness in supporting company strategies and plans

##### 1.2 Employee Recruitment

- Conduct recruitment to meet each department's manpower needs
- Implement proactive recruitment through all online and offline channels, cooperating with educational institutions and organizing Job Fairs and Open Houses
- Develop selection processes such as aptitude tests, interviews, and presentations
- Implement probationary periods and performance evaluations
- Establish clear criteria and practices for employee transfers, promotions, and appointments, focusing on promoting employee skills and providing opportunities for employees to apply for positions of interest where they possess relevant knowledge, abilities, and qualifications

- Improve selection processes to ensure fairness and transparency, conducted by HR committees in conjunction with management representatives
- Treat applicants fairly throughout the selection process by providing sufficient position information to verify suitability and maintaining confidentiality regarding information of applicants

### 1.3 Employment

- HR department establishes recruitment plans to attract suitable personnel
- Regularly improve hiring procedures for both employee and company efficiency
- Review employment practices annually and update according to labor laws changes
- Provide orientation for new personnel

## Section 2: Compensation and Benefits Management Policy

The company operates in compliance with labor laws, providing agreed-upon compensation no less than minimum wage, with performance-based adjustments in line with annual and long-term business goals measured clearly by each department. The Company provides support for security, health, and employee happiness, such as provident funds, life insurance, health and accident insurance, loan benefits, and appropriate occasion-based activities.

### Operational guidelines

**Short-term:** Conduct annual surveys of competitive compensation and benefits to ensure employees receive suitable compensation no less than legally required by law and to create work motivation or attractive recruitment.

**Medium-term:** Establish Welfare Committee to monitor and consider appropriate compensation for employees at all levels.

**Long-term:** Support security, health, and happiness through provident funds, life/health/accident insurance, loans, and occasional activities as desired by employees.

## Section 3: Employee Training and Development Policy

The company continues its policy of being a "Learning and Digital Literacy Organization" by developing employee skills, knowledge, and capabilities as well as cultivating organizational culture and ethics. Employee development approaches include:

- Equal training rights for all personnel subject under supervisor approval within annual department training budgets. Employees can make training and development requests as necessary and propose for approval from supervisor.
- Focus on culture building with emphasis on employee engagement and self-learning to foster continuous improvement on employee capabilities and productivity. Provide in-house training and public training for personnels.
- On-the-job training through hands-on experience and support from supervisor
- Knowledge sharing from experts through online (JAS Online Learning) and offline (classroom) channels, enabling employees on all levels to share expertise
- Developing digital learning platforms (e-Learning) and implementing Skill Matrix systems with continuous annual improvements
- Promoting personnel development projects such as innovation contests and correct work procedures video submissions to collect knowledge

- Enabling opportunities for coaching and consulting with supervisor and colleagues to allow feedback exchange through meetings and performance evaluation period

#### **Section 4: Performance Evaluation Policy**

Performance evaluation is a crucial HR management tool for appropriate development and training planning, promoting employee potential to achieve goals aligned with work plans. This leads to career opportunities, compensation, and advancement.

Operational Guidelines:

1. Review past performance against goals/plans to develop a new evaluation system called **People Performance Platform (PPP)** and improve evaluation criteria and methods by linking:
  - Competency Base & Discipline assessment
  - KPI establishment on fundamental factors
  - Innovation promotion through ORKs measurement tools
  - Individual performance history collection system

in order to identify approaches for performance improvement and enhancement, as well as to determine strengths, areas for improvement, competency levels, and employee potential, enabling appropriate development and training planning
2. Use evaluation results to analyze, plan, and determine employee development approaches, and improve advancement monitoring tools, training information, career advancement, and evaluation in various sections, with the emphasis on work performance evaluation following internal and external training, to foster comprehensive development.
3. Monitor evaluation systems and analyze results for development, as well as utilizing them to consider for appropriate compensation and advancement, in order to promote awareness on the importance of performance results affecting organization success

#### **Section 5: Career Advancement Management Policy**

Career advancement management is part of both short and long-term HR management plans. The Company prioritizes internal personnel, with supervisors supporting and creating career growth opportunities, and consider internal transfer prior to external recruitment. The Company conducts career advancement, promotion, and transfer in accordance with the operational guidelines and conditions as followed:

- Prioritize employee preferences and specialization for career growth, allowing employees to determine self-development approaches with supervisor and HR department
- Offer growth in both Management Track and Specialist Track
- Focus on both vertical career movement and skills-building through horizontal career movement
- Implement a succession plan to develop employees' readiness for advancement into key positions and ensure their ability to perform effectively, thereby facilitating operational continuity and seamless project execution across all departmental functions.
- Conduct Talent Management programs, identifying employees with potential and high competency and performance results, to foster readiness to advance into key position

#### **Section 6: Employee Ethics Promotion Policy**

This policy promotes employee ethics and code of conduct, ensuring employees are virtuous, maintain high moral standards, and strictly adhere to company regulations and disciplines, as well as implementing concrete measures and mechanisms within legal frameworks to foster tangible ethical behavior and policy compliance.

Operational Guidelines:

1. Establish relevant regulations to determine correct employee practices
2. Review and improve disciplinary criteria and procedures to align with laws
3. Create and distribute educational media and online tests to promote employees' understanding
4. Provide training regarding ethics, code of conduct, and disciplines for new employees
5. Promote projects/activities fostering positive thinking and actions

#### **Section 7: Fair Labor Practices Policy**

The Company commits to fair labor practices in compliance with labor laws, rules, and regulations, ensuring justice, equality, and non-discrimination regardless of physical differences, race, nationality, religion, gender, language, age, education, or other social status which includes women, people with disability, and other underprivileged groups. The Company firmly believes that its success stems from the creative contributions of each valuable individual and collaborative teamwork. Therefore, all employees must receive equal treatment and opportunities for self-development leading to career advancement, thereby fulfilling corporate business objectives while elevating the quality of life for the employees.

**Implementation Plan:**

**Short-term:** The Company has established regulations demonstrating equality regardless of differences. All employees should receive equal rights and treatment. Moreover, the Company provides information for existing employees as well as training on ethical code of conduct for new recruits.

**Medium-term:** Promote company culture, organize activities to promote ethical conduct, and provide training to foster respect and understanding among employees

**Long-term:** Provide channel for employee feedback and complaints about unfair practices and behaviors violating company code of conduct, as well as protecting employees filing complaints

#### **Section 8: Children's Rights and Human Rights Policy**

The Company recognizes human rights as fundamental rights of all people, covering society, community, and all stakeholders in the business value chain, putting importance on respecting human dignity, rights, freedom, and equality of all individuals, regardless of physical differences, race, nationality, religion, gender, language, age, education, and other social status. Furthermore, the Company adheres to labor practices for employees and workers in accordance with labor laws, rules, regulations, and various labor-related provisions, treating both Thai and foreign workers fairly. The Company is committed to not engaging in or being associated with any actions that violate human rights principles and human dignity in any form, be it human trafficking, forced labor, and the exploitation of child labor, and opposes human trafficking, forced labor, and child labor in all forms, both in direct employment and in the operations of business partners and social activities, including direct and indirect detention, intimidation, harassment, and violence.

**Implementation Plan:**

**Short-term:** Based on the policy regarding respect to human rights and children's rights, the Company establishes clear departmental guidelines under strict legal controls

**Medium-term:** Assign person in charge of monitoring and assessing operations regarding the compliance with human rights and children's rights as well as providing guidance for all stakeholders

**Long-term:** Set bi-annual or annual audit goals regarding human rights and children's rights

#### Policy Review

The Remuneration and Nomination Committee shall review this policy annually and propose any changes to the Board of Directors for approval.

Policy	Version	Approved by	Effective Date
Human Resources Policy	Revised February 19, 2024	Board of Directors' Meeting No. 3/2024 March 26, 2024	March 26, 2024