



## Human Resource Management Policy

Triple i Logistics Public Company Limited and its subsidiaries (hereinafter collectively referred to as the “Company”) recognize the importance of personnel as a valuable asset that is considered an indicator of business success and the key to driving the organization toward its goals and sustainable growth. Therefore, the Company attaches great importance to caring for and treating employees fairly and equally based on respect for human rights, with an emphasis on participation and value in human differences and equal treatment based on the standards of labor laws and other relevant laws, so that human resources can perform their duties to the best of their abilities within the scope of their assigned duties. The Company also believes that personnel are human capital or resources, so it must be aware of their importance; it encourages employees to develop knowledge, skills, and technologies in a variety of forms, particularly by promoting it as a learning organization where employees can learn and enhance their experience in an all-round, in-depth, and well-informed manner. This will benefit the organization in the future and lead it to achieve its objectives in accordance with the vision and mission in the direction defined. The Company has established guidelines for human resource management in two areas as follows:

1. Human Resource Management
2. Human Resource Development

### **1. Human Resource Management**

#### 1.1 Recruitment and Employment

The Company systematically recruits, selects, employs, and places employees while providing opportunities and promotions, as well as attracting personnel with diverse and different knowledge, competencies, skills, experience, and attributes required for the job to enter into the processes of selecting and recruiting human resources fairly, with competency as the main factor in selection. In addition, there is a process for testing knowledge and attributes to obtain talented and good-quality personnel. Employees that are employed and placed must be qualified, with the necessary knowledge, abilities, and experience for the post. However, the Company will provide opportunities and consider selecting employees inside the organization to fill vacant positions first. If it is not possible to recruit internal employees, an external recruitment process will be carried out in accordance with equal opportunity and fair employment.



## 1.2 Manpower Planning

The Company requires manpower planning to balance the tasks of the work, provided that the number of people does not exceed the workload and the workload does not exceed the number of people, as well as having sufficient human resource management for business operations. The organizational structure has been reviewed and updated under the scope of responsibilities and clear job positions, and it is periodically reviewed to suit the business situation.

## 1.3 Compensation Management

The Company administers salaries, wages, and other compensation fairly by taking into account various factors, including qualifications, knowledge, abilities, experience, level, position, and responsibilities, comparable to the remuneration rates of other companies in the same or similar industries. However, the Company will consider the wage rate in the labor market and the Company's situation of necessity. Moreover, a salary structure system and a survey of salary rates must be established to provide information for the payment of remuneration in accordance with current economic and social conditions.

## 1.4 Welfare and Benefits

The Company stipulates various forms of welfare and benefits as appropriate to strengthen morale and motivate employees, as well as alleviating the burden of employees' expenses, such as employee uniforms, medical expenses, and group insurance. To provide employee welfare and benefits, the Company prioritizes health and safety and compares them with the same or similar industries to encourage employees to devote their best effort to perform to the best of their ability. In addition, the Company encourages employees to propose welfare and benefits through the channels established by the Company, both formal and informal, appropriately so that employees can send such matters to the relevant committees for consideration.

## 1.5 Performance Evaluation

The Company has established a performance management system to ensure continuous good performance and a standard for adjusting the annual salary and bonus payment rates. However, the bonus amount will depend on the Company's turnover. Employee promotions are fairly considered based on the competency system, and employees' performance is considered according to the concrete key performance index. Such compensation management is linked to individual performance, which requires employees at all levels to set goals and indicators that are consistent with business goals and strategies. The goals and indicators can reflect differences in employee performance without discrimination.



### 1.6 Labor Relations

The Company requires labor relations activities to build good relationships between the Company and its employees and requires effective communication within the organization from top to bottom and from bottom to top to keep abreast of internal movements and knowledge transfer through articles or messages from the organization's senior management.

### 1.7 Safety, Occupational Health, and Working Environment

The Company realizes the quality of life at work. Employees must be safe, have good occupational health, and reduce operational risks. The Company has established measures to prevent accidents in the workplace by arranging the workplace, office equipment, and utensils in place and suitable for the nature of the job, as well as providing standard facilities for employees, such as cafeterias, parking lots, toilets, and drinking water.

### 1.8 Transfer/Dismissal

The Company has established a transfer process that is subject to equality of career advancement opportunities without discrimination. The dismissal must be due to unsatisfactory performance or disciplinary offenses at work, for health reasons that have been diagnosed by a doctor, or for reasons other than discrimination.

## 2. Human Resource Development

The Company envisages the importance of the competency system, which is a tool that plays an important role in the assessment of potential, skills, knowledge, and necessary abilities to guide and empower employees to have the opportunity to advance in their careers and grow with the Company. Continuous self-development is essential to equip employees with professional knowledge, complementary skills and abilities, and the cultivation of good attitudes and values, as well as work virtues and ethics, which will help strengthen their professional potential and prepare them for a variety of job opportunities or promotions in their career paths. Consequently, the Company supports training and seminars both inside and outside the organization as appropriate and necessary.

The Company has planned and formulated a future course of action regarding the establishment of a training roadmap to enhance the strength of human capital management with an emphasis on developing all-round skills for the Company's success and sustainable growth. Besides this, the Company prioritizes personnel preparation to reduce the risk or impact of discontinuity in organizational management, especially at the management level and key job positions. As a result, the Company has set guidelines and prepared a succession plan under the Leadership Development Program for the future. It includes planning guidelines for developing groups of employees with high potential and high performance under the Talent Management Program in the future



in order to create and retain this group of employees, which is considered an important force of the organization in supporting the organization's sustainable growth.

This policy is effective from November 8, 2023, with the approval of the Board of Directors' Meeting No. 6/2023.