




PRTR Group Public Company Limited.

Company Regulations

Subject

Code of Conduct and Ethics of Directors, Executives and Employees.

	PRTR Group Public Company Limited Company Regulations on Code of Conduct and Ethics of Directors, Executives and Employees	Revision	06
		Date of approval	10 Nov 2025
		Page	1 / 9

This Code of Conduct and Business Ethics for Directors, Executives, and Employees is the copyright of PRTR Group Public Company Limited (the “Company”). It has been established with a commitment to developing a corporate governance system that aligns with corporate governance principles, best practices, as well as the rules, regulations, and requirements of official authorities and regulatory bodies.

The Board of Directors approved this Code of Conduct and Business Ethics at Board Meeting No. 4/2019, held on November 21, 2019, to serve as the primary principles and operational guidelines for executives, employees, and relevant parties of the Company and its subsidiaries. This Code has been effective since December 1, 2019, onwards.

To ensure that the Code of Conduct and Business Ethics remains current, appropriate for present circumstances, and adaptable to changes, it is stipulated that a review be conducted at least once a year. Any subsequent amendments or revisions must be formally approved by the Board of Directors only.



(Mr. Niphon Bundechanan)
Acting Chairman of the Board of Directors.



	PRTR Group Public Company Limited Company Regulations on Code of Conduct and Ethics of Directors, Executives and Employees	Revision	06
		Date of approval	10 Nov 2025
		Page	2 / 9

Table of Contents

1. Introduction	3
2. Objectives	3
3. Scope	3
4. Code of Conduct and Ethics of Directors Executives and Employees	4
Principles	4
Guidelines	5
5. Revision History	9

	PRTR Group Public Company Limited Company Regulations on Code of Conduct and Ethics of Directors, Executives and Employees	Revision	06
		Date of approval	10 Nov 2025
		Page	3 / 9

1. Introduction


To achieve Good Corporate Governance and the Company’s strategic objectives thereby earning the faith, trust, and confidence of our customers, business partners, candidates, and all stakeholders—the cooperation of every individual at all levels is required. All personnel must conduct themselves within the framework of this Code of Conduct and Business Ethics and refrain from violating the rights of others or any stakeholders. Consequently, the Company has established this Code of Conduct and Business Ethics for directors, executives, and employees to strictly adhere to as their operational guidelines.

2. Objectives

- 2.1 To establish a unified Code of Conduct and Business Ethics for the Company, its subsidiaries, and its associates, ensuring consistent adherence and alignment across the entire Group.
- 2.2 To serve as a formal, written instrument for communicating the Code of Conduct and Business Ethics to all personnel within the Company, its subsidiaries, and its associates, thereby fostering a mutual and accurate understanding of ethical standards.

3. Scope

This Code of Conduct shall apply to all personnel of the Company, its subsidiaries, and associates, including directors, executives, staff, employees, advisors, contractors, as well as any persons acting on behalf of or assigned to perform duties for the Company or the aforementioned persons. This covers both the principles and the implementation guidelines.

 PRTR	PRTR Group Public Company Limited Company Regulations on Code of Conduct and Ethics of Directors, Executives and Employees	Revision	06
		Date of approval	10 Nov 2025
		Page	4 / 9

4. Code of Conduct and Ethics of Directors Executives and Employees

The Company has established the Code of Conduct and Business Ethics for directors, executives, and employees as a set of principles and implementation guidelines to be observed as follows:

Principles

Principle 1: Integrity

Company personnel must conduct themselves with honesty and integrity toward customers, business partners, debtors, creditors, job candidates, as well as all stakeholders and related parties. Such conduct is essential to fostering faith, credibility, and trust in the Company.

Principle 2: Legal and Regulatory Compliance


The Company personnel must strictly adhere to all applicable laws, rules, and regulations issued by government authorities and regulatory bodies.

Principle 3: Confidentiality

The Company personnel must respect the rights of data owners and maintain the confidentiality of all information received and stored by the Company. Such information shall not be disclosed to unauthorized parties.

Principle 4: Professional Competency

The Company personnel must possess the requisite knowledge, skills, and experience to perform their duties effectively. Furthermore, they shall commit to continuous self-development in all relevant areas to ensure excellence in service delivery.

	PRTR Group Public Company Limited Company Regulations on Code of Conduct and Ethics of Directors, Executives and Employees	Revision	06
		Date of approval	10 Nov 2025
		Page	5 / 9

Guidelines


Company personnel shall strictly adhere to the Code of Conduct and Business Ethics for directors, executives, and employees, as follows:

Honesty

- 1) Perform duties with unwavering integrity and honesty in all aspects.
- 2) Execute responsibilities with honesty and integrity, making decisions with transparency, impartiality, and for the ultimate benefit of the Company and its shareholders.
- 3) Refrain from seeking personal gain from the Company and abstain from using Company information for the benefit of oneself or others.
- 4) Refrain from engaging in any business or activities that compete with the Company, or that may impair one's performance, personal reputation, or the Company's image.
- 5) Maintain integrity toward all parties and avoid unfairness, bias, or any situation that leads to a conflict of interest.
- 6) Adhere strictly to principled work practices and maintain professional discipline.
- 7) Refrain from any actions that may lead to a conflict of interest with the Company without prior formal disclosure to the Company.
- 8) Refrain from competing with colleagues through improper or dishonest means, or by acting outside the framework of fair and ethical competition.

Comply with laws and regulations.

- 9) Perform all duties in strict compliance with applicable laws and regulations issued by government and regulatory authorities, such as the Securities and Exchange Act, the Public Limited Companies Act, and the regulations of the Stock Exchange of Thailand (SET) and the Office of the Securities and Exchange Commission (SEC), among others.
- 10) Refrain from any form of bribery or corruption. This includes giving or receiving gifts, entertainment, or any other benefits from customers, business partners, or stakeholders that could be construed as corrupt practice. Exceptions are made

 PRTR	PRTR Group Public Company Limited Company Regulations on Code of Conduct and Ethics of Directors, Executives and Employees	Revision	06
		Date of approval	10 Nov 2025
		Page	6 / 9

only for legitimate business purposes or during traditional festivals and customary occasions, provided the value is appropriate and reasonable.


- 11) Do not engage in, cooperate with, assist, promote, or support any activities or transactions that appear to be unlawful or in violation of the law.
- 12) Maintain strict political neutrality and refrain from any actions that demonstrate affiliation with or bias toward any political group or party. Furthermore, all personnel shall strive to contribute to social prosperity and the preservation of the environment.

Confidentiality

- 13) Collect, store, and safeguard all confidential information of the Company, customers, business partners, and candidates to foster confidence among customers, stakeholders, and all relevant parties.
- 14) Do not disclose confidential information pertaining to the Company, customers, business partners, or candidates to any third parties, particularly to the Company's competitors.

Functional Competencies

- 15) Perform all assigned duties and responsibilities with professionalism, striving to achieve the Company's strategies, objectives, and goals.
 - 16) Execute duties in response to the needs of customers, society, and technological and economic changes, while proactively adapting to both current and future customer requirements.
 - 17) Utilize one's knowledge, abilities, skills, and management experience to the fullest extent for the benefit of the Company and its shareholders.
 - 18) Commit to achieving customer satisfaction by delivering high-quality services and providing service excellence to all of the Company's clients.
 - 19) Strive for continuous operational excellence while maintaining a high level of awareness regarding both present and future risks.
 - 20) Treat supervisors, subordinates, and colleagues with politeness and mutual respect, fostering positive interpersonal relationships with all individuals.
-

	PRTR Group Public Company Limited Company Regulations on Code of Conduct and Ethics of Directors, Executives and Employees	Revision	06
		Date of approval	10 Nov 2025
		Page	7 / 9

- 21) Adapt effectively to work with others and refrain from withholding information necessary for colleagues to perform their duties.
- 22) Continuously seek knowledge and pursue self-development to enhance potential and competency, ensuring readiness to assume responsibilities in higher-level positions.

Use and Safeguarding of Information and Assets

23) Company personnel must handle Company information with due care and safeguard confidential data against leakage or unauthorized use.

24) Internal Company information including financial data, strategic plans, customer lists, business information, or any other data that may impact the Company must be stored and utilized securely.

25) The disclosure or transmission of the Company's confidential information to third parties or unauthorized persons is strictly prohibited, unless authorized by an empowered official.


26) The Company personnel must comply with all laws and policies regarding Personal Data Protection and must not utilize the information of customers, employees, or business partners without prior consent.

Use and Safeguarding of Company Assets

27) The Company personnel shall utilize Company assets—including office equipment, computers, network systems, software, and intellectual property—strictly for the Company's benefit. Use of these assets for personal gain or illegal purposes is strictly prohibited.

28) The Company personnel must care for and maintain Company assets in good condition, minimizing potential damage and avoiding any acts of gross negligence.

29) The unauthorized use of Company assets or the dissemination of the Company's proprietary information is strictly prohibited.

	PRTR Group Public Company Limited Company Regulations on Code of Conduct and Ethics of Directors, Executives and Employees	Revision	06
		Date of approval	10 Nov 2025
		Page	8 / 9

30) The Company personnel must exercise caution when using the Company's email, internet, and information technology systems to prevent cyber threats and must strictly comply with the Company's Information Security Policy.

Appendix: List of Companies Subject to This Policy

This policy applies to **PRTR Group Public Company Limited**, as well as its subsidiaries under its direct or indirect control.

The companies within the scope of this policy include the following:

1. PRTR Recruitment Company Limited
2. PRTR Recruitment and Outsourcing (Eastern Seaboard) Company Limited
3. Nexmove Platform Recruitment Company Limited
4. The Blacksmith Company Limited
5. Pinno Solutions Company Limited
6. PRTR Global Recruitment Company Limited
7. Biz Resource Company Limited

Remarks:

- Newly established subsidiaries or subsequent investments shall automatically fall within the scope of this policy, unless otherwise specified.
- For companies not under the Company's control, this policy may be adopted and applied as appropriate.

Additional Note: This appendix shall be deemed an integral part of this policy and shall have the same full force and effect as the main policy in all respects.