PRTR Group Public Company Limited

Alcohol and drugs Policy

This Alcohol and Drug Policy is copyrighted by PRTR Group Public Company Limited to strengthen a safe working system. There are standards and in accordance with the law. This will reduce risks and prevent accidents that may occur.

The Board of Directors approved this policy at the 20th meeting. 5/2025 Date 10 November 2025 In order for the executives, employees and related persons of the Company and its subsidiaries to It is used as a principle and guideline for practice. 10 P.Y. 2025 onwards

To ensure that this policy is up-to-date and in line with the changing situation. The Company requires that the Policy be reviewed at least once a year, and any amendments must be approved by the Board of Directors only.

(Mr. Niphon Bundechanan)

Acting Chairman of the Board of Directors

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1. Introduction

The Company Recognize the importance of operational safety, especially in processes involving driving vehicles. This puts the lives and property of employees, customers and the general public at risk. Therefore, the Company has established a policy on the prohibition of alcohol and drugs for employees.

This policy is intended as a guide to control. The Company also strengthens the organization's discipline, responsibility, and good image in conducting business ethically and socially.

2. Objectives

2.1 To establish guidelines and requirements for the prohibition of alcohol and drugs during the performance of employees.

2.2 To serve as a clear and written guideline for employees and related parties, there should be a common understanding of the roles, responsibilities, and consequences of policy violations.

3. Scope

Effective for PRTR Group Public Company Limited Subsidiaries and associated companies cover policies and guidelines.

4. Definition

Alcoholic beverages refer to all beverages containing alcohol (Ethyl Alcohol or Ethanol), whether in the form of beer, wine, spirits, liquor, whiskey, or any other fermented/distilled beverages with an alcohol content of 0.5% or more.

Narcotic substances refer to drugs that are punishable by law or special controlled drugs used without a doctor's prescription that may affect the central nervous system, including stimulants or sedatives of any kind that may affect consciousness. decision-making, or performance in operation or driving of vehicles.

Employee means all types of employees under the Company's employment contract.

5. Guidelines

5.1 Employees are strictly prohibited from using any kind of drugs.

5.2 Employees are prohibited from consuming alcoholic beverages during their work, **except** for attending events that have been approved by the Company or drinking in connection with the Company's work.

5.3 Drivers are prohibited from consuming alcoholic beverages during the operation and at least 8 hours before the job , and the blood alcohol level test result, which is measured through the breath, must be equal to 0 milligram percent (0.00 mg%) only.

5.4 The employee is responsible for any fines or legal penalties incurred for violating traffic laws or other relevant laws. If an employee is detained or prosecuted by a government official as a result of such an act. The Company will not be responsible for any financial losses arising from such incidents and employees may be required to indemnify the Company for damages. In case the company is affected.

5.5 Employees are prohibited from entering the workplace or driving a vehicle while intoxicated or possessing drug residues in their bodies for any reason.

5.6 Employees are prohibited from carrying, consuming or possessing drugs.

5.7 If the employee needs to take medication that may affect consciousness. The supervisor must be informed in advance before starting work.

5.8 The Company reserves the right to conduct alcohol or drug levels in the body of all types of employees under the Company's employment contract. By random inspection or when there is reason to suspect This is for the sake of work safety and social responsibility.

6. Testing and Reporting

6.1 The Company will conduct random drug or alcohol testing on drivers or employees with risky job characteristics at least once a year or when suspicious reasons are found for work safety and compliance with the Company's policies.

6.2 Employees must cooperate in undergoing drug or alcohol testing. Escape or Avoiding the examination is considered a disciplinary offense according to the Company's regulations.

6.3 Employees who witness violations of this policy can report it to the Company's Human Resources Department or Complaint Channel.

7. Consequences of Violation

7.1 Violation or violation of this Alcohol and Drug Policy Such employees will be dealt with in accordance with the Company's regulations and may be subject to legal action.

7.2 The Company reserves the right to allow employees who are intoxicated or have an alcohol level test result that exceeds the standard value set by the Company. Immediate departure from the workplace for the safety of themselves and others.

8. Revision History

No.	Operator	Review Date	Effective Date	Revision Details
0	Narita Adulkaewphaluek	10 Nov 2025	10 Nov 2025	Documentation for the first time

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. PRTR Plus Services and Security 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.