




PRTR Group Public Company Limited.

Human Resource Management and Development Policy.



	<b>PRTR Group Public Company Limited</b>  <b>Human Resource Management and Development Policy</b>	Revision	05
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This Human Resources Management and Development Policy is the exclusive property and copyright of PRTR Group Public Company Limited. The Company is dedicated to developing its corporate governance system in full alignment with the principles of good corporate governance, best practices, as well as the laws, rules, and regulations prescribed by official and regulatory authorities.

The Board of Directors approved this Human Resources Management and Development Policy at Board Meeting No. 4/2019 on November 21, 2019. It is established to serve as the fundamental principle and operational guideline for executives, employees, and all related parties of the Company and its subsidiaries, effective from December 1, 2019, onwards.

To ensure that the Human Resources Management and Development Policy remains current and appropriate to evolving situations and changes, a formal review of the policy shall be conducted at least once a year. Any amendments or revisions must be approved solely by the Board of Directors.




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

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## 1. Introduction

PRTR Group Public Company Limited (the “Company”) has a long-standing history in the recruitment and outsourcing business, providing essential support to various business sectors. The Company recognizes that personnel are its most valuable resource and a critical factor in achieving business success. Accordingly, it is imperative to implement continuous management, training, and potential development programs for our workforce to support corporate growth and foster trust, credibility, and confidence among stakeholders and investors. Beyond financial reporting, the Company is committed to building trust through environmental, social, and governance (ESG) responsibility. Therefore, the Company has established this Human Resources Management and Development Policy to serve as a fundamental principle and operational guideline for all related parties. This policy shall be formally reviewed at least once a year to ensure its continued appropriateness to evolving situations and changes.


## 2. Objectives

- 2.1 To establish a comprehensive Human Resources Management and Development Policy for the Company, its subsidiaries, and its associates, ensuring a unified and consistent approach to practical implementation across the group.
- 2.2 To serve as a formal communication tool by providing a written Human Resources Management and Development Policy for personnel of the Company, its subsidiaries, and its associates, fostering a shared and standardized understanding of human resource management principles.

## 3. Scope

This policy applies to the Company, its subsidiaries, and its associates, encompassing the core policies and operational guidelines for practical implementation.


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#### 4. Human Resource Management and Development Policy

The Company recognizes that personnel are the most critical factor in driving business operations to achieve organizational objectives and goals. Consequently, the Company is committed to continuous recruitment, selection, management, and development to ensure our workforce possesses professional knowledge, potential, and capabilities. Furthermore, the Company ensures that compensation and welfare benefits meet or exceed the requirements prescribed by law to retain talent, as follows:

- 1) Personnel shall be recruited and appointed based on the suitability of their knowledge, capabilities, experience, and behavioral history.
  - 2) The Minimum wage rates shall be established at no less than the legal requirement. Remuneration shall be determined by job value, knowledge, skills, and experience, ensuring competitive rates within the same industry.
  - 3) New employee orientation and training programs shall be mandated to provide knowledge, foster understanding, and introduce details regarding the Company, executives, business processes, and various functions.
  - 4) Continuous development shall be promoted for personnel at all levels to enhance multi-dimensional knowledge and capabilities for career advancement.
  - 5) Personnel shall be encouraged to fully utilize their knowledge and demonstrate their skills and capabilities within the Company's operations.
  - 6) The Company shall provide favorable employment conditions and a safe, hygienic work environment in strict compliance with labor laws and other relevant regulations.
  - 7) A compensation management system shall be implemented to provide incentives and rewards based on the value of achievements and performance.
  - 8) Welfare benefits and activities shall be organized to foster positive relationships, unity, and a strong corporate culture among personnel.
  - 9) All employees and personnel shall be treated with fairness, equality, transparency, and mutual respect.
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- 10) The Company respects and upholds fundamental labor rights, with a strict policy against forced labor, child labor, or the employment of individuals below the legal working age.



## 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

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### 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.