




PRTR Group Public Company Limited.

Social and Environmental Responsibility Policy.



	<b>PRTR Group Public Company Limited</b> <b>Social and Environmental Responsibility</b> <b>Policy</b>	Revision	07
		Date of approval	10 Nov 2025
		Page	1 / 9

This Corporate Social and Environmental Responsibility Policy is the exclusive property and copyright of PRTR Group Public Company Limited. The Company places paramount importance on social and environmental responsibility, with a steadfast commitment to developing a corporate governance system that aligns with the principles of good corporate governance, best practices, as well as the laws, regulations, and requirements prescribed by official and regulatory authorities.


The Board of Directors approved this Corporate Social and Environmental Responsibility Policy at Board Meeting No. 1/2020 on February 28, 2020. This is to ensure that the Board of Directors, executives, employees, and related parties of the Company and its subsidiaries strictly adhere to the policy and principles, and remain committed to continuously elevating the standards of social and environmental responsibility in their operations, effective from March 1, 2020, onwards.

To ensure that this policy remains current and appropriate to evolving situations and changes, a review of the Corporate Social and Environmental Responsibility 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.

	<b>PRTR Group Public Company Limited</b> <b>Social and Environmental Responsibility</b> <b>Policy</b>	Revision	07
		Date of approval	10 Nov 2025
		Page	2 / 9

## Table of Contents

1. Introduction	3
2. Objectives	3
3. Scope	3
4. Social and Environmental Responsibility Policy	3
4.1 Environment	4
4.2 Social	5
4.3 Governance	7
5. Revision History	9

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	<b>PRTR Group Public Company Limited</b>	Revision	07
	<b>Social and Environmental Responsibility Policy</b>	Date of approval	10 Nov 2025
		Page	3 / 9

## 1. Introduction

In order to achieve sustainable business growth and foster the faith, trust, and confidence of stakeholders and investors, the Company recognizes that beyond financial reporting, it must build a strong foundation of trust through safety and occupational health, social responsibility, environmental stewardship, and robust governance (ESG: Environmental, Social, and Governance). Consequently, the Company has established this Social and Environmental Responsibility Policy to serve as a core principle and practical guideline for all related parties. To ensure this policy remains appropriate and responsive to evolving situations and changes, it shall be reviewed regularly, at least once a year.

## 2. Objectives

- 2.1 To establish a standardized Social and Environmental Responsibility Policy for the Company and its subsidiaries, ensuring consistent implementation and adherence across the entire organization.
- 2.2 To serve as a formal, written communication tool for the Social and Environmental Responsibility Policy, ensuring a clear and unified understanding among the personnel of the Company, its subsidiaries, and its associates.


## 3. Scope

This policy applies to PRTR Group Public Company Limited, its subsidiaries, and its associates, encompassing all established policies and operational guidelines.

## 4. Social and Environmental Responsibility Policy

PRTR Group Public Company Limited (the “Company”) places paramount importance on social and environmental responsibility, alongside corporate governance, in conjunction with its business operations. The Company firmly believes that sustainable growth can only be achieved through responsible business practices. Accordingly, executives, employees, and all related personnel are required to remain conscious of their responsibilities regarding potential impacts on occupational health and safety, or any

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	<b>PRTR Group Public Company Limited</b>	Revision      07
	<b>Social and Environmental Responsibility</b>	Date of approval      10 Nov 2025
	<b>Policy</b>	Page              4 / 9

actions that may adversely affect society and the environment. Furthermore, they must uphold the principles of honesty and integrity, while striving to create value across all operational processes (ESG in process).

Furthermore, the Company shall support and promote the organization of various activities aimed at fostering positive relationships, faith, trust, and confidence among employees, society, communities, and the environment (ESG after process). Consequently, the following policies and operational guidelines have been established.


#### 4.1 Environment

1. The Company places significant importance on environmental protection, including the efficient use of resources and energy conservation. We actively promote and cultivate environmental awareness among our employees towards society and the community, striving to prevent pollution and ensure the efficient utilization of all resources and energy. Furthermore, the Company is committed to creating and supporting activities that benefit the maintenance, conservation, and sustainable use of natural resources, the environment, and various energy sources on a continuous basis.

Furthermore, the Company actively promotes and engages in collaborative efforts with other social sectors to organize activities aimed at the conservation, preservation, and improvement of environmental quality.

2. Service Development and Innovation with Social and Environmental Responsibility.

The Company supports and promotes creativity in developing innovative services to meet the labor and human resources demands of the system, while balancing corporate value with social and environmental contributions. This includes, but is not limited to, recruitment services, human resources management, outsourcing, and payroll management. Furthermore, the Company has implemented a policy to reduce unnecessary paper consumption and promote the reuse of paper resources (Reuse).

	<b>PRTR Group Public Company Limited</b>	Revision	07
	<b>Social and Environmental Responsibility</b>	Date of approval	10 Nov 2025
	<b>Policy</b>	Page	5 / 9

### 3. Greenhouse Gas Emission Reduction Measures.

The Company has implemented a policy prioritizing the selection of energy-efficient electrical appliances to minimize electricity consumption. Furthermore, the Company is committed to offering services and products that contribute to mitigating global warming, which serves as an integral method of energy conservation. Looking forward, the Company may consider preparing a Greenhouse Gas (GHG) Emissions Report to continuously monitor and track progress in reducing its carbon footprint over time.


## 4.2 Social

1. The Company prioritizes strict compliance with all laws, rules, and official regulations. Its business operations are conducted in full accordance with relevant legislation, including but not limited to the Labor Protection Act and other labor-related laws, the Personal Data Protection Act (PDPA), the Securities and Exchange Act B.E. 2535 (1992), and the Public Limited Companies Act B.E. 2535 (1992). Accordingly, directors, executives, and employees of the Company are duty-bound to strictly adhere to these legal requirements.

Furthermore, the Company has established a Corporate Code of Conduct, as well as a Code of Ethics for executives and employees, to serve as a fundamental standard for professional practice and behavior.

2. The Company conducts its business with full respect for, and non-violation of, human rights. These are fundamental rights to which every individual is entitled with equality, human dignity, rights, freedoms, and parity in both thought and action. Our policy strictly prohibits discrimination or segregation based on race, religion, gender, or physical ability. Furthermore, the Company has established systematic and auditable criteria for the selection and screening of business partners to ensure fair labor practices across our operations.

3. The Company recognizes the immense value of its employees and firmly believes that they are the most vital resource in driving sustainable business growth and long-term stability. Accordingly, the Company places great importance on providing employee welfare and benefits that meet or exceed the standards prescribed by law.

	<b>PRTR Group Public Company Limited</b>	Revision	07
	<b>Social and Environmental Responsibility</b>	Date of approval	10 Nov 2025
	<b>Policy</b>	Page	6 / 9

4. The Company actively promotes and supports continuous learning and self-development among its personnel. We place great emphasis on effective human resources management, encompassing efficient recruitment, comprehensive employee development, fair and equitable compensation, and appropriate welfare benefits. Our objective is to elevate employee performance to a professional standard and foster long-term career excellence.

5. The Company is dedicated to supporting career advancement opportunities for all employees, while fostering a positive work environment and enhancing their quality of life. By promoting both the physical and mental well-being of our workforce, we strive to drive high-performance results and achieve the highest level of organizational effectiveness.


6. The Company is committed to continuous service development to ensure maximum customer satisfaction and benefit. We are dedicated to treating our customers with responsibility, integrity, and attentive care, with a primary focus on service efficiency. Furthermore, the Company adheres to fair marketing practices and is strictly committed to maintaining the confidentiality of customer information, ensuring that such data is protected against any unauthorized or improper use.

#### 7. Community and Social Development Engagement

The Company actively promotes community and social contributions, both directly and indirectly, encompassing education, religion, sports, human resources development, and job creation, including the organization of off-site recruitment projects. Furthermore, the Company supports and engages in collaborative initiatives with universities to provide knowledge and prepare graduating students for a high-quality transition into the labor market. Our goal is to empower these individuals to become a vital force in the sustainable development of the nation's economic sector.

#### 8. Anti-Corruption

1) The Company has established an Anti-Corruption Policy governing the business operations of both the Company and its subsidiaries.

	<b>PRTR Group Public Company Limited</b>	Revision	07
	<b>Social and Environmental Responsibility</b>	Date of approval	10 Nov 2025
	<b>Policy</b>	Page	7 / 9

2) The Company shall not engage in any form of corruption and is committed to upholding moral and ethical standards in accordance with the principles of Good Corporate Governance. Our business is managed with transparency and accountability toward all stakeholders.

3) The Company opposes all forms of corruption and bribery, including the soliciting, accepting, or offering of bribes. Comprehensive behavioral guidelines have been established for the Board of Directors, management, and employees regarding the provision of assets or any other benefits to government officials or any third parties conducting business with the Company.

4) The Company encourages its business partners to operate legally and transparently, with the goal of fostering collaboration to promote sustainable social advancement.


5) The Company shall conduct regular risk assessments related to fraud and corruption.

6) The Company monitors employee compliance with the Anti-Corruption Policy and provides dedicated communication channels for reporting complaints or whistleblowing regarding suspected dishonest or fraudulent activities. Such reports shall be directed to the Chairman of the Audit Committee at the address specified in the Whistleblowing and Complaints Policy.

#### **4.3 Governance**

1. The Company shall strictly adhere to the principles and practical guidelines set forth in its Corporate Governance Policy, ensuring the establishment of robust corporate governance and ethical standards across the organization.

2. The Company recognizes that operating with fairness fosters faith and confidence among its stakeholders, which positively impacts long-term business sustainability. Accordingly, the Company shall not prioritize any benefits derived from practices that are improper, unethical, or inconsistent with righteous conduct.

	<b>PRTR Group Public Company Limited</b> <b>Social and Environmental Responsibility</b> <b>Policy</b>	Revision	07
		Date of approval	10 Nov 2025
		Page	8 / 9

3. The Company shall implement management systems that are efficient, transparent, rigorous, and auditable. Such systems are designed to enhance the trust, confidence, and added value for shareholders, investors, stakeholders, and all related parties.



## 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.