



# **Human Resource Management and Development Policy**

Effective from 4 November 2024



## Table of Contents

1. Key principles.....	3
2. Human Resource Management Policy .....	3
3. Ethics and Anti-Corruption .....	5
4. Local Employment .....	5
5. Policies on fair labor treatment and respect for human rights.....	6

## Human Resource Management and Development Policy

### 1. Key principles

Precise Corporation Public Company Limited and subsidiaries attach great importance to the continuous maintenance and development of human resources in line with the Company's business vision and strategy. We focus on fair treatment of all employees, including employment, promotion, and remuneration, and focus on improving the quality of life of employees.

Human resource management and development focuses on creating knowledgeable personnel and expertise to support business expansion both domestically and internationally. We determine the organizational structure and manpower ratio to meet business goals and can continue to grow in the field to motivate employees to work. We create a balance in your professional and personal life and create a good working environment to be safe and a place to be proud of for work. We also build personnel to be committed to the organization and maintaining personnel to work with the organization continuously.

### 2. Human Resource Management Policy

Precise focuses on building organizational agility—enabling rapid adaptation of management practices and workflows in response to evolving business and social environments.

- 1) The number of workforces is suitable for the Company's workload and growth capacity.
- 2) Provide executive level employees with accountability to be responsible for both administrative and personnel management.
- 3) There is a transparent and verifiable recruitment process that provides equal opportunities for those who have knowledge and abilities, taking into account the qualifications, knowledge, abilities, and skills that are suitable for the job position and the needs of the job at that time.
- 4) The obligations and agreements stipulated in the employment contract must be voluntary on both sides.
- 5) Recognize the importance of human dignity. Equality, fairness, and free from discrimination against stakeholders due to racial differences. Religion, Color, Nationality, Sex, Marital Status, Gender Difference, Age, Pregnancy, Disability, National Origin, Union Membership Political parties, political differences, sexual orientation Illness

- 6) Campaign and cultivate the concept of gender equality in the organization so that all employees have knowledge, conscience, and coexist with respect and respect for human differences appropriately.
- 7) Promoting Recognition and Equality in Human Rights By opening up employment opportunities and creating career opportunities for potential people with disabilities to improve the quality of life of people with disabilities so that they can live in society with pride. It leads to stable self-reliance.
- 8) Establish a clear salary and remuneration structure. Consistent with the value of each job position as defined in the core competency and/or knowledge framework and comparable to other organizations with similar job characteristics.
- 9) Providing legally mandated employee benefits is a duty that we highly value. This is done by considering the realities of the economic and social conditions, the labor market, and the values and social acceptance of employees. Employees should receive benefits that allow them to maintain a dignified and respectable standard in society, comparable to or even better than similar organizations. We provide employees' opportunities to propose improvements to benefits and privileges through annual employee satisfaction and engagement surveys. Furthermore, the company strives to create a fair and appropriate working and living environments for all employees, conducive to their performance.
- 10) Promoting savings channels and create financial security for employees by providing provident funds, Precise Group Saving and Credit Cooperatives, and the project to encourage employees to generate income from the investment of savings (Passive Income).
- 11) We continuously provide training courses to develop and enhance the knowledge, abilities, and skills necessary for employees' work, both currently and in the future.
- 12) We create an environment that stimulates employee learning so that they can perform their current tasks effectively and promote the development of employees' potential to increase their work capacity in the future.
- 13) Focus on developing a fair performance evaluation system that accurately reflects the performance of those being evaluated. Employees must receive a performance evaluation from their supervisor at least once a year.
- 14) We aim to develop a fair performance evaluation system that accurately reflects the performance of those being evaluated, requiring employees to have their performance evaluated by their supervisors at least once a year.

Providing employees with opportunities to participate in the performance evaluation process allows them to see how their past performance compares to mutually agreed-upon goals, as well as providing information that is useful for future work and as a guide for personal development.

- 15) We place great emphasis on employee advancement opportunities, prioritizing qualified internal personnel over external recruitment.
- 16) Promotions will be selected by a committee as defined by Precise, or by the Human Resources Management Committee.
- 17) Preparation for key positions is carried out through a systematic succession planning process. This begins with selecting outstanding individuals with proven track records to replace vacant positions or to fill new, necessary roles, aligning with the organization's future direction.
- 18) Aiming to build positive relationships among employees, management supports various employee activities that promote a positive work attitude, understand each other's reasons and actions, and reduce the likelihood of problems or conflicts through mutual understanding and acceptance.
- 19) Promote workplace safety among employees and support the development of safe work practices to ensure a safe working environment. Relevant departments will provide sufficient safety equipment and tools, motivate employees to be aware of potential risks and hazards that may occur during and at different times of the day, and explain their causes and prevention methods. Regular safety inspections will be conducted to assess the safety standards and security of buildings and premises, and appropriate improvements will be made to identify and address any safety hazards.

### 3. Ethics and Anti-Corruption

Precise has a policy to promote ethical conduct among employees and management in their work and decision-making, focusing on building strong values and ethics within the organization. It also has an anti-corruption policy to prevent and address wrongful behavior and promote transparency and honesty.

### 4. Local Employment

To promote and develop the local economy and share opportunities for the well-being of the local communities where the company is located, under the essence of "Energize Shared Prosperity", the company promotes local employment, supporting and hiring skilled local individuals. This helps to create jobs and income and builds a skilled workforce. Therefore, Precise Corporation Public Company Limited has a policy of hiring employees who are residents of the company's location.

## 5. Policies on fair labor treatment and respect for human rights.

### 5.1 Health and Safety in the Workplace

Precise prioritizes the health and safety of its employees by providing a safe workplace that meets safety standards, and by regularly inspecting and improving safety systems to prevent accidents and reduce workplace risks.

### 5.2 Respect for human rights

Precise places great importance on and promotes respect for the human rights of all employees and will consistently adhere to international human rights standards, such as opposing forced labor, prohibiting child labor, ensuring the right to workplace safety, and protecting employees and related parties from workplace harassment. We have measures in place to prevent our employees from being harassed and sexually abused through verbal abuse, gestures, physical contact, or any other means, including violence. If an employee is harassed and/or sexually abused, the company will strictly enforce disciplinary action against those who violate the company's work regulations.

### 5.3 Equitable treatment of employees

Precise places great importance on treating all employees equally, regardless of race, religion, gender, age, marital status, disability, or political opinion. The company does not discriminate in any process, including hiring, promotion, skill development, wages, and other work-related practices.