



– Translation –

ASIANSEA-017-2021

## Human Resource Management Policy

Asian Sea Corporation Public Company Limited (the “Company”) realizes that employees are an important and valuable factor to success, progress and growth. Therefore, the Company focuses on operation to enhance the capacity of employees of the Company and subsidiaries. Personnel are developed in terms of management, academic affairs, and working culture provided that the Company provides modern and sufficient tools and utensils for work operations, determines returns and welfare at comparable level as other similar businesses and creates a good work environment and atmosphere with the highest safety. The employees are encouraged to perform duties with responsibility, honesty, commitment and compliance with regulations while prioritizing the Company’s interests. The Company has the human resource management policy as follows:

- 1) The Company stabilizes employment for the Company’s employees by recognizing necessity of work positions according to the manpower plan, by giving an opportunity to employees who have the ability and qualifications that fit existing positions first, and recruiting newcomers who have knowledge, ability and good attitude for remaining positions in the Company without discrimination in terms of gender, age, race, religion, political orientation, membership in a trade union or a labor union.
- 2) Knowledge and ability of personnel are developed with support of related training, position circulation and information as well as suitable alternatives based on skills and capabilities of the employees so that they can fully apply their potentials, leading to prosperity and progress of the employees and the Company.
- 3) The Company pays competitive returns and welfare compared with enterprises in the same industry or leading businesses in Thailand. The Company surveys and compares rates regularly, and the different salary of the employees depends on importance of positions and responsibilities. Salary increases are subject to performance of employees and suitability of the Company’s financial position.
- 4) All overtime work will be subject to return payment according to the Company’s regulation and it shall not be less than the rate specified by law.
- 5) The performance is fairly assessed to motivate employees to work to their full effort and ability. Annual salary increase is subject to such performance assessment, and advancement of the employees depends on their performance and capability for future promotion.
- 6) The company provides two-way communication channels especially for discussion with the employees’ agents regarding any problems with their work operation to realize perspectives and opinions of the employees.
- 7) Employees should strictly comply with laws and regulations pertaining to safety; meanwhile the Company considers the implementation of reliable safety management standards above those required by law.
- 8) The commanders at all levels are responsible for taking care of employees’ safety in work by providing a safe workplace, equipment and work procedures.



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- 9) The Company endeavors to prevent any accident, injury and illness from occupational work by asking cooperation from employees, limiting and managing risks to safety from business operation.
- 10) The Company provides personal protective equipment and educates or trains employees to have the required knowledge and understanding about work safety.
- 11) All employees are required to study work safety, follow specified methods, use provided personal protective equipment and notify a supervisor of an unsafe incident that they witness for further correction.
- 12) The supervisors should be respectable among employees, and employees should not disrespect their supervisors.
- 13) After employment termination, the Company will pay rightful benefits as identified in the Company's regulations, but it shall not be less than the benefits specified by laws.

This policy was considered and approved in the Board of Directors Meeting No. 1/2022, dated 24 March 2022, which shall come into effect from 24 March 2022 onwards.

**- Mr. Suriya Prasatbuntitya -**

(Mr. Suriya Prasatbuntitya)

Chairman of the Board

Asian Sea Corporation Public Company Limited