



(Translation)

Announcement No. LIT 013/2024

Human Resource Policy

(Note: This document is an English translation of the original Thai version. In the event of any discrepancy or conflict between the English translation and the Thai original, the Thai version shall prevail in all respects.)

Endorsed by	LIT – Corporate Governance Committee, September 16, 2024
Approved by	LIT – Board of Directors, October 7, 2024
Effective Date	October 18, 2024
Next Review Date	Upon any changes



Revision History

Effective Date	Significant Changes
October 18, 2024	Human Resource Policy - Endorsed by the Corporate Governance Committee on September 16, 2024 - Approved by the Board of Directors on October 7, 2024

Human Resource Policy

Lease IT Public Company Limited and its subsidiaries recognize the importance of our personnel as a key driver in propelling the organization towards success and sustainable growth, in alignment with the established vision, mission, and business strategies. Consequently, the Company has formulated this Human Resources Policy.

The Company requires all supervisors to be responsible for human resources management within their respective units, in accordance with the Company's human resources management systems and guidelines.

The Company requires all personnel to adhere to the following duties and responsibilities:

- (1) Core Values
- (2) Code of Conduct
- (3) The Company's Working Rules and Regulations
- (4) Anti-Corruption Policy

The Company adheres to a merit-based system that prioritizes the knowledge and capabilities of employees. Therefore, career advancement, compensation, and various incentives depend on the following factors:

- (1) Work quality and performance achievements
- (2) Knowledge and capabilities
- (3) Employee attitude and potential in alignment with the Company's requirements.

Scope of the Policy

1. Labor Practices and Human Rights

The Company has a clear policy to respect human rights within the organization and promote fundamental human rights by respecting laws, cultures, traditions, values, and cultural diversity in treating our employees and individuals affected by the business operations of the Company and its subsidiaries. This includes avoiding any involvement in human rights violations. Focusing on systematic human resources management, and treating all personnel equally. Concurrent, the Company prioritizes caring for communities, society, business partners, and the entire supply chain, based on fairness, safety, and the enhancement of quality of life.

2. Employment and Recruitment

The Company maintains a policy to manage manpower in a manner appropriate to the organizational structure by developing recruitment and selection processes to that identify personnel with qualifications, knowledge, capabilities, and potential suitable for positioning and in alignment with the Company's Core Values. This includes overseeing the recruitment and selection system to ensure efficiency and non-discrimination. Equal opportunities are provided regardless of gender, age, race, religion, education, skin color, or status, fully encompassing women, persons with disabilities, or other underprivileged groups. The Company strictly prohibits the use of child labor or illegal labor, and commits to treating employees, applicants, and relevant parties with transparency and fairness throughout every stage of the recruitment and employment processes.

3. Performance Management



The Company and its subsidiaries implement an effective and fair performance management policy by establishing Key Performance Indicators (KPIs) consisting of clear and aligned corporate targets, departmental goals, and individual objectives. In addition to assessing individual performance based on KPIs, the Company and its subsidiaries also consider work consistency and behavioral indicators that align with the Company's Core Values.

4. Compensation and Welfare Benefits

The Company and its subsidiaries prioritize providing appropriate, competitive, and fair compensation and welfare benefits. The determination of such compensation and benefits must be non-discriminatory and must not exploit female employees, persons with disabilities, and other underprivileged groups. Salary increases and adjustments must align with individual performance. The Company conducts surveys and benchmarks its compensation and benefits against comparable business peers to design an appropriate and competitive wage structure. Furthermore, welfare benefits are continuously updated to meet employee needs, thereby fostering long-term security and motivation. The Company and its subsidiaries grant employees the freedom of association or collective bargaining regarding agreements that impact them, allowing them to express opinions, consult, and offer beneficial suggestions regarding welfare arrangements through channels designated and disclosed by the Company.

5. Personnel Development and Career Growth

The Company and its affiliates focus on enhancing work efficiency and developing the potential, knowledge, capabilities, and professional expertise of employees. This is achieved by creating an annual training plan tailored to job requirements, linked to employee performance, and aligned with the annual training development plans of the Company and its subsidiaries. The Company provides equal opportunities for all employees to grow in their career paths regardless of gender, age, race, religion, education, skin color, or status, fully encompassing women, persons with disabilities, or other underprivileged groups, in order to support sustainable business growth.

6. Employee Engagement Surveys for the Company and its Subsidiaries

To foster employee engagement toward the Company and its subsidiaries, a continuous Employee Engagement and satisfaction survey project has been established. The Company has set a minimum target of an 80% engagement score and will analyze the survey results to design and improve policies, organizational structures, and welfare benefits to better meet employee needs. Progress will be properly communicated to employees, and the implementation of improvements based on employee feedback, along with project outcomes, will be continuously monitored.

7. Occupational Health and Safety

The Company and its subsidiaries prioritize Occupational Health, Safety, and Environment. By recognizing the need to prevent and address activities that could impact safety, in compliance with relevant legal requirements. As well as establishing system for inspection, monitoring, evaluation, and operational review. This measures enable employees to prevent and mitigate risks affecting safety, occupational health, and the environment, while also facilitating the continuous improvement of work practices.

8. Anti-Corruption Employees of the Company and its subsidiaries must strictly comply with the Anti-Corruption Policy to counter all forms of corruption, including the offering and accepting of bribes,



fraud, and misconduct. Directors, executives, and employees are prohibited from soliciting, engaging in, or accepting corruption in any public or private sector entity with which the Company associates, whether for the benefit of the Company, themselves, their families, friends, or acquaintances. Together, we are committed to fostering values of honesty, integrity, and accountability to instill them as part of the corporate culture.

The Company will not demote, penalize, or impose any negative consequences on directors, executives, or employees of the Company and its subsidiaries who refuse to give or accept bribes or participate in corruption, even if such action results in lost business opportunities for the Company.

9. Grievance and Suggestion from our employees

The Company and its subsidiaries have established channels for whistleblowing or raising grievances, along with procedures for investigation, reporting, and follow-up, within the Anti-Corruption Policy and the Whistleblowing Policy. Employees can use these channels to file grievances or submit suggestions regarding unfair treatment, human rights violations, non-compliance with the Code of Conduct, illegal acts, behavior indicating corruption, misconduct by personnel, or deficiencies in internal control systems, backed by a robust whistleblower protection mechanism.

10. Succession Planning

The Company and its subsidiaries have established succession planning by developing a Succession Plan for senior executive positions from Chief Officers upward. This prepares designated successors for their roles, facilitates knowledge transfer and onboarding, and ensures smooth leadership transitions.

11. Termination of Employment

The termination of any employee by the Company and its subsidiaries must follow prescribed procedures accurately, treat employees fairly, respect and consider human rights, and strictly adhere to labor laws and relevant regulations.

This Human Resources Management Policy was approved by the Board of Directors of Lease IT Public Company Limited at Meeting No. 8/2024, held on October 7, 2024. The policy shall be effective from the date of announcement onwards.

Announced on October 18, 2024.

Police General Jate Mongkolhutthi
Chairman of the Board
Lease IT Public Company Limited