

# **Human Resource Management Policy**

**Wyncoast Industrial Park Public Company Limited  
and its subsidiaries**

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### **Wyncoast Industrial Park Public Company Limited and its subsidiaries**

Wyncoast Industrial Park Public Company Limited (“the Company”) and its subsidiaries recognize that human resources are a crucial factor in the success of the organization. Capable, ethical, and ethical employees are vital in driving the Company's business towards achieving sustainable development goals. Therefore Human resource management is a key process in attracting and retaining talented personnel, as well as enhancing relationships and improving work efficiency for both employees and the organization.

The Company is committed to efficient human resource management, encompassing recruitment, hiring, benefits and compensation, relationship management, and termination, including physical and mental health care and a positive work environment. This is achieved through systematic management based on human rights principles, fair labor treatment, corporate governance principles, and the Company's code of ethics. The goal is to ensure employees can continuously grow in their careers, enjoy their work, and maintain a strong sense of commitment to the organization, enabling them to perform to their full potential and retaining personnel to support the Company's future business expansion.

### **Responsibilities**

The Company defines the responsibilities of individuals or departments within the organization in order to ensure that human resource management policies are implemented throughout the organization and clear oversight, as follows:

### **The Nomination, Remuneration, and Corporate Governance Committee**

- 1) Oversee business operations to ensure compliance with relevant laws, regulations, policies, and practices, and promote their concrete implementation.
- 2) Oversee and support management in assessing human resource management risks to ensure effective and adequate risk control.
- 3) Consider urgent human resource management issues and oversee timely action.
- 4) Promote and support management's awareness and emphasis on human resource management and cultivate a positive organizational culture and values.

### **Executive**

- 1) Establish appropriate human resource management principles, procedures, and guidelines that are relevant to the company's context and comply with policies, regulations, and laws.
- 2) Establish an organizational structure with clearly defined responsibilities and roles, and allocate appropriate and sufficient resources.
- 3) Define aligned human resource management objectives, goals, strategies, plans, and performance indicators, including succession plans.
- 4) Monitor, review, manage, and support employees in complying with laws, policies, measures, and regulations related to human resource management, and continuously develop and improve best practices for greater effectiveness.

5) Act as a positive role model by avoiding any activities that may lead to situations or recommendations that violate policies.

6) Foster awareness and promote organizational culture and values by continuously communicating to employees at all levels and relevant stakeholders.

### **The agency or individual responsible for human resource management**

1) Develop clear human resource management action plans and measures that are consistent with the business context.

2) Assess and manage human resource management risks, including guidelines for prevention and mitigation.

3) Implement internal controls and monitor operations to ensure they are effective and rigorous, and regularly inform and follow up with relevant departments for improvement.

4) Continuously monitor, review, and evaluate the effectiveness of human resource management.

5) Regularly report significant risks and issues related to human resource management to management, and report any unusual events immediately.

6) Coordinate and integrate cooperation with relevant individuals, departments, or stakeholders to jointly determine management measures, control mechanisms, responses, and solutions.

7) Communicate, build understanding, awareness, cultivate a sense of responsibility, and promote employee participation in human resource management and the creation of a strong organizational culture.

8) Provide initial guidance on policy implementation, and coordinate or discuss with other relevant departments to provide accurate, complete, and clear advice.

9) Report the results of policy implementation to management or relevant departments.

### **Employee**

1) Learn, understand, and comply with all applicable laws, regulations, policies, practices, and standards.

2) Whenever there is the witness of committing an offense or engaging in actions that violate this policy, please report the information or file a complaint through the Company's whistleblowing channels.

### **Organizational structure and workforce**

The organizational structure should have a chain of command and departmental divisions that support operations to effectively achieve organizational objectives and goals, and rapidly respond to changes. It should clearly define the scope, roles, responsibilities, and duties of each unit, aligning with the type and nature of the business, in accordance with corporate governance principles. Furthermore, the workforce should be managed appropriately and adequately for the organizational structure, workload, and nature of the work, in order to manage employee costs efficiently and maximize benefits.

## **Recruitment, selection, and placement of human resources**

- 1) Job advertisements will not contain any discriminatory language.
- 2) Recruitment and selection of personnel, both internal and external, will be conducted according to established procedures. Applicants will be treated equally and with the same standards, without discrimination based on age, gender, race, nationality, disability, religion, or language. Consideration will be given to the required qualifications for the position.
- 3) Human Resources is responsible for reviewing and screening applicants based on the initial qualifications for the position before forwarding them to the relevant department for interview consideration.
- 4) Human Resources is responsible for communication with applicants throughout the recruitment and selection process.
- 5) The Company may rehire former employees who voluntarily resigned, demonstrating a consistently good work history and behavior. This rehire will only be for critical positions requiring specialized skills, and the individual must meet the required qualifications. Applicants must undergo the same recruitment and selection process as other candidates.
- 6) Salaries, benefits, and employment conditions offered to applicants will be equal and standard for the position.
- 7) Job application documents must be kept confidential and not disclosed to unauthorized persons. A designated data controller will be responsible for the use and storage of the information, in accordance with relevant laws.

## **Employee Potential Development**

The Company promotes the comprehensive, equitable, and non-discriminatory development of essential knowledge, skills, and potential of employees and the workforce in line with business direction, taking into account job suitability and career advancement, in order to enhance the organization's competitiveness both now and in the future. This encompasses fundamental knowledge, in-depth professional or job-related knowledge (technical skills), management knowledge (managerial/soft skills), leadership skills, and digital skills, as well as attitudes and behaviors that support the organization's sustainable operation and will be achieved by developing a training and development plan categorized upon the skills and abilities which is expected and aligned with job requirements, allocating sufficient budget for employee development throughout the organization, and implementing training or applying other tools such as coaching, study tours, small group meetings, and feedback. Furthermore, the effectiveness of the training will be continuously monitored and evaluated, and the results will be used to improve the efficiency of the employee skill and potential development plan.

The Company promotes career path opportunities for employees by managing high-potential talent to align with the succession plan for business-critical positions and positions of employees nearing retirement, in order to prepare for future success. The Company has prepared to provide qualified and capable employees with the right skills for higher positions and to fill vacant positions. This includes establishing procedures and criteria for evaluating the competence and potential of executives in line with the business strategy, continuously monitoring and evaluating the progress of successor development, and assessing business

needs and labor market changes in advance. Furthermore, training approvals must not be discriminatory.

### **Communication and Training**

The Company communicates its human resource management policies through training, orientation, meetings, or other appropriate activities to directors, executives, employees, subsidiaries, associated companies, other companies under the company's control, business representatives, and business partners, as well as other relevant stakeholders. The effectiveness of these policies is continuously evaluated and improved.

### **Appointments and Transfers**

The Company established clear, transparent, and fair criteria and processes for appointments, transfers, and promotions, free from discrimination, based on knowledge, ability, and achievement of organizational goals through the performance of employees' roles and responsibilities. These processes must be disclosed to all employees and workers.

### **Building Organizational Commitment**

This involves creating and fostering employee commitment, pride, and a positive work attitude. It emphasizes listening to employee opinions and providing opportunities for their participation in key organizational activities as well as cultivating a strong organizational culture and values, promoting harmony and mutual understanding between employees and management through ongoing employee relations activities, and conducting surveys on employee satisfaction and commitment to develop and improve the effectiveness of human resource management.

### **Performance Management**

The Company establishes clear, transparent, and fair performance evaluation criteria and processes which includes assessing actual performance and reflecting desirable behaviors aligned with organizational values. The employees have allowed to participate in planning their own work with their supervisors, ensuring alignment with departmental and company goals by establishing clear and standardized performance evaluation system and providing opportunities for supervisors and employees to discuss planning, progress monitoring, and development to foster positive relationships. Furthermore, the recognizing and rewarding the employees who meet targets and demonstrate alignment with organizational values, thereby it will boost morale and serving as positive role models.

### **Post-Retirement Employment**

This opens up opportunities for post-retirement employment, taking into account the knowledge and skills of the retiree, as well as their health and the suitability of the work. The work must not pose a health or safety hazard, and the retiree must receive equal and equitable compensation and benefits commensurate with their responsibilities, along with legal protections.

## Termination of Employment

This establishes transparent, fair, and non-discriminatory guidelines and procedures for terminating employees or workers. It respects human rights and strictly adheres to labor laws and related regulations and the process should be fair and transparent, ensuring all employees are treated fairly and equally. Termination decisions should be based on reasonable factors and avoid personal bias. Generally, termination occurs when an employee fails their probationary period within the stipulated timeframe from their initial employment date, resigns in writing of their own free will, or the company terminates them for any other reason.

## Penalties

The Human Resource Management Policy is part of the Company's work discipline guidelines for directors, executives, and employees who fail to comply will be investigated and subject to disciplinary action in accordance with Company regulations, charter, and applicable laws, including termination of employment. In the event of an investigation, all employees must fully cooperate with internal and external agencies. This announcement is made for information and compliance.

Announced on 18 December B.E. 2025



(Mr. Jak Chamikorn)

Chairman of the Board

Wyncoast Industrial Park Public Company Limited

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*It was approved by the Board of Directors Meeting No. 14/2025 on December 18, 2025.*