

Human Resource Policy

of

Jasmine Technology Solution Public Company Limited and its subsidiaries



Effective from November 11, 2025

Human Resource Policy

Jasmine Technology Solution Public Company Limited and its subsidiaries recognize that Human Resources management is a crucial component in driving the organization to achieve its goals efficiently and sustainably, as “**personnel**” are the Company’s most valuable resource in fostering innovation, growth, and competitive advantage. This Human Resources Management Policy has been established to provide a systematic, transparent, and equitable framework that covers all aspects of personnel management from recruitment, development, performance evaluation, and compensation to employee well-being. The Policy is grounded in the principles of good governance, the rule of law, and social sustainability, with the aim of retaining quality personnel, fostering a positive organizational culture, and supporting employees in growing sustainably alongside the Company.

Human Resource Management policy framework is component with

1. Manpower Planning and Recruitment Policy
2. Compensation and Benefits Management Policy
3. Employee Training and Development Policy
4. Performance Evaluation Policy
5. Career Advancement Management Policy
6. Employee Ethics Promotion Policy
7. Fair Labor Practice Policy
8. Children’s Rights and Human Rights Policy
9. Whistleblower Protection Policy

Section 1: Manpower Planning and Recruitment Policy

The policy establishes the organizational structure, manpower planning, employment models, recruitment, appointment, and transfer, in order to acquire personnel with qualifications suitable for specific positions. This supports and drives the company to achieve the expected goals and allows the Company to adapt to social contexts, economic competition, and rapid technological changes.

Operational Guidelines:

1.1 The company shall review the organizational structure, roles, and manpower annually for strategic workforce planning, to ensure readiness in supporting company strategies and plans.

1.2 The Company shall conduct to meet each department's manpower needs. Implement proactive recruitment through all online and offline channels, cooperating with educational institutions. Develop selection processes such as aptitude tests, interviews and presentations including implement probationary periods and performance evaluations.

1.3 The company shall establish clear criteria and practices for employee transfers, promotions and appointments focusing on promoting employee skills and providing opportunities for employees to apply for positions of interest where they possess relevant knowledge, abilities, and qualifications including the selection processes to ensure fairness and transparency, conducted by HR committees in conjunction with management representatives

Section 2 Compensation and Benefits Management Policy

The company operates in accordance with labor laws, providing agreed-upon compensation no less than minimum wage, with performance-based adjustments in line with annual and long-term business goals measured clearly by each department. The Company provides support for security, health, and employee happiness, such as provident funds, life insurance, health and accident insurance, loan benefits, and appropriate occasion-based activities.

Operational Guidelines

Short-term: Conduct annual surveys of competitive compensation and benefits to ensure employees receive suitable compensation no less than legally required by law and to create work motivation or attractive recruitment.

Medium-term: Establish Welfare Committee to monitor and consider appropriate compensation for employees at all levels.

Long-term: Support security, health and happiness through provident funds, life/health/accident insurance, loans, and occasional activities as desired by employees.

Section 3: Employee Training and Development Policy

The company continues its policy of being a “**Learning and Digital Literacy Organization**” by developing employee skills, knowledge, and capabilities as well as cultivating organizational culture and ethics. Employee development approaches include:

- Equal training rights for all personnel subject under supervisor approval within annual department training budgets. Employees can make training and development requests as necessary and propose for approval from supervisor.
- Focus on culture building with emphasis on employee engagement and self-learning to foster continuous improvement on employee capabilities and productivity. Provide in-house training and public training for personnels.
- On-the-job training through hands-on experience and support from supervisor.
- Knowledge sharing from experts through online (JAS Online Learning) and offline (classroom) channels, enabling employees on all levels to share expertise.
- Developing digital learning platforms (e-Learning) and continuous annual improvement.
- Promoting personnel development projects such as innovation contests and correct work procedures video submission to collect knowledge
- Enabling opportunities for coaching and consulting with supervisor and colleagues to allow feedback exchange through meeting and performance evaluation period.

Section 4: Performance Evaluation Policy

Performance evaluation is a crucial organization tool to measure and evaluate employees' performance whether employees have achieved the established goals, taking into consideration both their work results and competencies. The information obtained shall be utilized for employee development, determination of appropriate compensation, career progression planning, and for enhancing the overall operational efficiency of the Company. Operational Guidelines:

4.1 Review past performance against goals/plans to develop a new evaluation system called People Performance Platform (PPP) and improve evaluation criteria and methods by linking:

- Competency Base & Discipline assessment

- KPI establishment on fundamental factors
- Individual performance history collection system

4.2 Use evaluation result to analyze for development, as well as utilizing them to consider for appropriate compensation and advancement, in order to promote awareness on the importance of performance results affecting organization success

4.3 Monitor evaluation systems to ensure that it remains modern, fair, transparent, and aligned with the Company's personnel development objectives. The evaluation results must accurately reflect actual employee performance and shall be utilized to support effective capability development. The Company shall also improve and adjust the evaluation processes to ensure alignment with the organizational goals and strategic direction.

Section 5: Career Advancement Management Policy

Career advancement management is part of both short and long-term HR management plans. The company prioritizes internal personnel, with supervisors promoting and supporting career advancement or transfer an appropriate employee before recruiting from external in accordance with the operational guidelines and conditions as followed:

- Prioritize employee preferences and specialization for career growth, allowing employees to determine self-development approaches with supervisor and HR department.
- Offer growth in both Management Track and Specialist Track.
- Focus on both vertical career movement and skill-building through horizontal career movement
- Implement a succession plan to develop employees' readiness for advancement into key positions and ensure their ability to perform effectively, thereby facilitating operational continuity and seamless project execution across all departmental functions.
- Conduct talent Management programs, identifying employees with potential and high competency and performance results, to foster readiness to advance into key position.

6. Employee Ethics Promotion Policy

This policy promotes employee ethics and code of conduct, ensuring employees are virtuous, maintain high moral standards, and strictly adhere to company regulations and

disciplines, as well as implementing concrete measures and mechanisms with legal frameworks to foster tangible ethical behavior and policy compliance.

Operational Guidelines:

1. Establish relevant regulations to determine correct employee practices
2. Review and improve disciplinary criteria and procedures to align with laws
3. Create and distribute educational media and online tests to promote employees' understanding
4. Provide training regarding ethics, Code of Conduct, and disciplines for new employees
5. Promote projects/activities fostering positive thinking and actions

Section 7: Fair Labor Practices Policy

The company commits to fair labor practices in compliance with labor laws, rules and regulations, ensuring justice, equality, and non-discrimination regardless of physical difference, race, nationality, religion, gender, language, age, education, or other social status which include women, people with disability, and other underprivileged groups. The company firmly believes that its success stems from the creative contributions of each valuable individual and collaborative teamwork. Therefore, all employees must receive equal treatment and opportunities for self-development leading to career advancement, thereby fulfilling corporate business objectives while elevating the quality of life for the employees.

Implementation Plan:

Short-term: The company has established regulations demonstrating equality regardless of difference. All employees should receive equal rights and treatment. Moreover, the company provides information for existing employees as well as training on ethical code of conduct for new recruits.

Medium-term: Promote company culture, organize activities to promote ethical conduct, and provide training to foster respect and understanding among employees

Long-term: Provide channel for employee feedback and complaints about unfair practices and behaviors violating company code of conduct, as well as protecting employees filling complaints.

Section 8: Children's Rights and Human Rights Policy

The company recognizes human rights as fundamental rights of all people. The company puts importance on respecting human dignity, rights, freedom, and equality of individuals, regardless of physical differences, race, nationality, religion, gender, language, age, education, and other social status. Furthermore, the company adheres to labor practice for employees and workers in accordance with labor laws, rules, regulations, and various labor-related provisions, treating both Thai and foreign workers fairly. The company is committed to not engaging in or being associated with any actions that violate human rights principles and human dignity in any form, be it human trafficking, forced labor, and the exploitation of child labor, and opposes human trafficking, force labor, and child labor in all form, both in direct employment and in the operations of business partners and social activities, including direct and indirect detention, intimidation, harassment, and violence.

Implementation Plan:

Short-term: Based on policy regarding respect to human rights and children's rights, the company established clear department guidelines under strict legal controls

Long-term: Monitor and evaluate operation strictly. Set annual audits goals related to human rights and children's rights. Develop policies to be modernized and align with laws and international standards.

Section 9: Whistleblower Protection Policy

The company is committed to encouraging employees at all levels to perform their duties with honesty, uphold ethical principles, and have the courage to do what is right even when under pressure. This policy is established to protect and support employees who perform their duties with integrity, comply with all applicable laws, regulations, and company rules, and refrain from any non-transparent behavior. It also safeguards employees who refuse to engage in actions that are unlawful or unethical.

Operational Guidelines

1. The company shall not intimidate, retaliate against, or penalize employees who act with integrity and uphold what is right.
2. The company shall provide channels for employees to submit feedback or suggestions while in a manner that ensures confidentiality and safety.
3. The company shall conduct investigations of any incidents transparently and fairly, provide necessary support, and take measures to prevent recurrence.
4. The company shall promote knowledge sharing within the organization to cultivate a culture of integrity, transparency, and the courage to act ethically

This policy shall be effective from 11th November 2025 onwards.

Policy Review

The Audit and Corporate Governance committee shall review this policy annually and propose any changes to the Board of Directors for approval.

Policy	No.	Approved by	Effective on
Human Resource Policy	Revised	The resolution of the Board of Directors at the meeting No. 5/2025 convened on November 11, 2025	November 11, 2025