



Announcement of Crop Integration Business

Rice Business Transportation and Service 's

No. SGC 015/2566

Human resource management policy

The company in the integrated agricultural business (Crop Integration Business Rice Business Transportation and Service 's") firmly believes that effective human resource management is crucial to business operations and sustainable growth. Human resources are considered a fundamental asset in driving the business efficiently towards its objectives and organizational sustainability goals. Therefore, having quality human resources allows the organization to operate effectively and productively, aligning with its goals, direction, and business strategies.

The Company has thus established a Human Resource Management Policy ("the Policy") to serve as principles and guidelines for human resource management, ensuring the Company is well-prepared and can achieve sustainable growth in the future. The policy covers the following processes:

1. ****Recruitment, Selection, and Employment****

This approach complements the Human Rights and Labor Practices policy, as well as the Diversity and Inclusion policy. The Company strictly adheres to relevant laws, regulations, and employment rules in every location where it operates. It will conduct recruitment and selection through an efficient and fair system to hire individuals with the knowledge, skills, and qualifications that align with the Six Core Values ("C.P. Six Core Values"). All candidates, regardless of nationality, race, language, religion, or gender, will be treated equally, and applicants' data will be kept confidential throughout the recruitment and selection process. The process is outlined as follows:

1.1) Job advertisements will contain no discriminatory content.

1.2) Recruitment and selection will not discriminate based on age, gender, race, nationality, disability, religion, or language, focusing solely on qualifications required for the position.

1.3) Interviews and tests will assess experience and attitudes aligned with the Company's ethical standards and core values.

1.4) Candidate evaluations will be conducted fairly and transparently.

1.5) Wages, benefits, and employment conditions offered to candidates will meet the standards of the position.

1.6) Applicant data will be kept confidential and only accessible by authorized personnel, in compliance with relevant laws.

2. ****Employment****

2.1) All communications with candidates regarding employment, whether verbal or written, are the responsibility of the Human Resources Department.

2.2) The HR department must compare the data of current employees holding similar positions and consider market wages before offering compensation to ensure fairness.

2.3) The HR department must check candidates' past employment records and conduct background checks, including criminal history and health assessments. If any discrepancies or failure to meet the Company's health standards are found, the employment contract may be terminated.

2.4) Signing of the employment contract must be completed before the employee starts working for the Company.

2.5) New employees must undergo a probationary period as defined by law or as specified in the employment contract to ensure they meet the Company's requirements.

3. ****Orientation****

The Company provides an orientation program for new employees, introducing them to the Company's structure, products, and services, job responsibilities, and other necessary work information. This program includes company policies, regulations, and work rules that must be strictly followed to ensure safe and correct practices. The orientation also introduces communication channels for complaints, helping new employees adjust to the organization and begin their roles effectively.

4. ****Employee Confirmation****

New employees who successfully pass the probationary period, as defined by law or the employment contract, will be confirmed as permanent employees and receive the benefits and entitlements provided by the Company.

5. **Human Resource Development**

Human resource development will be equitable and non-discriminatory, focusing on each employee's needs for professional development and career progression. Training approvals will not be based on discriminatory practices.

6. **Promotion of Ethics and Discipline**

The Company aims to raise awareness and emphasize the importance of ethical work practices. Therefore, it promotes transparency and ethics through the principles of the Charoen Pokphand Group Business Code of Conduct. New employees are introduced to these principles during orientation, and continuous training is provided, including annual ethics knowledge assessments.

The Company's ethical standards include:

- Avoiding conflicts of interest
- Preventing fraud, bribery, and corruption
- Policies on giving and receiving gifts and business hospitality
- Fair competition
- Ensuring transparency
- Promoting respect and fairness in the workplace
- Promoting equal opportunities, diversity, and inclusiveness
- Protecting personal data
- Ensuring workplace safety and occupational health management

7. **Performance Evaluation**

The Company has established an effective, systematic performance evaluation process that follows consistent standards to align individual performance with organizational goals. Key Performance Indicators (KPIs) are used to assess both work performance and adherence to the Company's ethical standards and Six Core Values. Performance results are linked to remuneration as an incentive and reward for achieving set targets.

The Six Core Values are:

- 1) **Three Benefits** – A commitment to acting for the long-term benefit of the country, the people, and the Company.
- 2) **Speed and Quality** – Achieving goals swiftly and with high-quality results.
- 3) **Simplification** – Streamlining work processes for maximum efficiency.

4) ****Innovativeness**** – Continuously innovating to meet customer needs and enhance the Company's competitiveness.

5) ****Adapt to Change**** – Embracing and collaborating on changes for greater efficiency and sustainability.

6) ****Integrity and Honesty**** – Upholding ethical standards and rejecting corruption in any form.

Supervisors are responsible for guiding employees in setting goals, tracking performance, and providing fair and timely feedback.

8. ****Employee Benefits****

The Company ensures that compensation and promotions are transparent, fair, and competitive both within the organization and in the external market. Compensation is linked to performance, considering economic conditions, labor market competitiveness, salary surveys, and the Company's ability to pay.

9. ****Termination of Employment****

Employee terminations must follow the established procedures, be fair, respect human rights, and comply with labor laws and relevant regulations.

The Company's human resource management aligns with its business strategies to ensure sustainability and long-term growth.