



Practices and Responsibilities to Employees

The company recognizes that all employees are the most valuable resources of the company and are a factor in the success of achieving the company's goals. The company therefore provides fair care and treatment in terms of opportunities, compensation, career growth, skills development, and participation in organizational development. The company adheres to the following principles:

1. Committed to recruiting qualified personnel based on merit, without discrimination, regardless of origin, race, religion, status, educational institution, or any other status not related to work performance.
2. Determine fair compensation and benefits for employees based on market conditions, business competition, job characteristics, performance results, and the company's capabilities.
3. The appointment, transfer, reward, and punishment of employees shall be made in good faith, appropriate to their knowledge, abilities, responsibilities, and work performance, and avoid any unfair actions that may affect the job security of employees.
4. Develop skills, enhance knowledge, abilities, instill ethics, and raise awareness among employees to perform their duties with honesty, integrity, transparency, fairness, discipline, and adherence to company regulations through various activities such as training, seminars, and participation in various activities.
5. The company aims to be socially responsible, supporting the community, and participating in promoting social and community development.
6. Treat employees with courtesy, respect for personal rights, fundamental rights, and do not disclose or transmit confidential information or personal data to outsiders or unrelated persons, unless written consent is obtained from the employee.
7. Treat employees within the framework of laws and regulations regarding the Company's work.
8. Provide necessary facilities for work performance, including maintaining a safe and healthy work environment for the life, health, and property of employees, in order to promote and enhance the quality of life of employees.
9. Develop an employee handbook to ensure smooth work operations.
10. Encourage employee participation in setting the direction of operations and the development of the company.

11. Provide employees with channels to communicate, suggest, or complain about work. Such suggestions or complaints will be seriously considered by supervisors, management, or assignees to determine solutions for the benefit of all parties and to build good working relationships.

12. Support and cooperate in the company's operations consistently and perform assigned duties to the best of one's ability for the benefit and progress of the company and employees.

13. Comply with laws, policies, work regulations, and relevant announcements.

14. Comply with lawful orders from supervisors.

15. Perform duties with dedication, honesty, integrity, and do not seek undue benefits for oneself or others by taking advantage of one's position in the company.

16. Perform duties with responsibility, caution, and without negligence that may cause damage to the work or property of the company.

17. Maintain trade secrets and do not disclose the company's internal information to outsiders.

18. Adhere to teamwork, mutual assistance, unity, and respect for the benefit of the company and employees.

19. Treat visitors with courtesy, good manners, and excellent service, maintaining the image and reputation of the company.

20. Treat colleagues with kindness and good interpersonal relationships. Do not slander others with falsehoods, and do not claim the work of others as one's own.

21. Act as a good citizen in accordance with the Constitution and relevant laws by exercising civil rights appropriately and avoiding participation in activities that are unlawful or contrary to public peace and good morals.

22. Prohibited from borrowing money from customers, those related to customers, or those who do business with the company, except for borrowing money from banks or financial institutions.