 Jaymart <small>GROUP</small>	Human Resource Development Policy	
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Human Resource Development Policy



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Preface

Jaymart Group Holdings Public Company Limited recognizes that personnel are key resources and vital drivers of the Company's business success. The Company is committed to continuously managing, training, and developing the potential of its personnel to support sustainable business growth and to ensure the confidence of stakeholders and investors.

Therefore, the Company has established a Human Resource Management and Development Policy to serve as a practice framework and guideline for all relevant parties. This policy is to be reviewed at least once a year.

Objective

1. To establish a unified policy for human resource management and development applicable to the Company and its subsidiaries.
2. To serve as a written communication tool for conveying the Company's and its subsidiaries' human resource management and development policy to all personnel, ensuring a consistent and mutual understanding.


Scope of Work

It is applicable to Jaymart Group Holdings Public Company Limited and its subsidiaries, covering the policies and operational guidelines.

Human Resource Development Policy


Jaymart Group Holdings Public Company Limited has established a Human Resource Management and Development Policy to serve as a framework and guideline for relevant parties to apply in practice. The policy ensures that compensation and employee benefits are provided at a level no less than what is required by law, as follows:

1. Recruitment and hiring of personnel must be based on suitability in terms of knowledge, skills, experience, and background checks in accordance with the Company's regulations.
2. The minimum wage must not be lower than the legal requirement, and compensation is determined based on knowledge, skills, and experience, ensuring competitiveness within the same industry.

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3. New employees must undergo orientation and training to gain knowledge and understanding of the Company's rules and regulations, organizational structure, management, business processes, and those of its subsidiaries.
4. Continuous personnel development is promoted at all levels to equip employees with multi-skills and support their career advancement.
5. The Company encourages and supports employees to fully apply their knowledge, capabilities, and skills in their roles.
6. A good, safe, and hygienic working environment is provided in compliance with occupational health and safety regulations and legal requirements.
7. A compensation management process is established to motivate employees and reward them according to the value of their work achievements.
8. The Company provides welfare and organizes various activities for employees to foster good internal relationships, unity, and a positive organizational culture.
9. All employees are treated with fairness, equality, transparency, respect, and dignity.
10. The Company respects and upholds basic employment rights, strictly prohibits forced labor, and does not support the employment of child labor or individuals under the legal working age.

The policy shall be effective from December 8, 2023 onwards.



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The approver of the Human Resource Development Policy

Mr. Pisnu Pong-Acha
Chairman of the Board of Directors

