



# **HUMAN RESOURCES MANAGEMENT POLICY**

EUROASIA TOTAL LOGISTICS PUBLIC COMPANY LIMITED

REVISION 3

EFFECTIVE DATE 20 FEBRUARY 2025



#### Preparation and Approval History

Document No.	Editor/Controller	Reviewer	Approver
CP-BOD-019-02	Managing Director	Chief Executive Officer	Board of Directors
	3 January 2025	30 January 2025	20 February 2025

#### Revision History

Revision	Revision Date	Effective Date	Revision details
1	10 October 2021	9 November 2021	First issue
2	10 June 2022	6 August 2022	Revise company name after conversion to public limited company
3	3 January 2025	20 February 2025	Annual review

Note: To add or cancel any document, proceed according to the acts set out in the Approval and Implementation Authority.

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## Human Resources Management Policy

### Human Resources Management Policy

Euroasia Total Logistics Public Company Limited (“the Company”) and its subsidiaries have established a human resources management policy to ensure the same level of standards and to increase management efficiency, continuity, and consistency of work, such as the salary structure management system, payroll system, and preliminary data collection of employees. The development to strengthen the basic human resources management system is an important mechanism to increase competitiveness and capabilities to drive the Company’s business to operate efficiently and support the expansion of investment both domestically and internationally for the Company.

Therefore, the Company has planned and formulated an action plan for human resources management to conform with business operations by restructuring the management of various departments. In this respect, the Company focuses on recruiting personnel in the group that are necessary to drive the organization’s strategy to be successful by preparing for the recruitment of employees in terms of management, operations, and others to prepare for retirement and support new businesses. The Company also has a strategic plan to promote its image and reputation to be well known. The Company has set a policy on the performance appraisal system starting from setting annual goals, mid-year performance monitoring, and end-of-year performance appraisal in order to distribute the organization’s goals into individual actions. Accordingly, the Company has set up a process to define goals to be in the same direction (KPIs) of each line. Moreover, to ensure transparency and fairness, the Company has a policy for supervisors and employees to jointly discuss and check the performance periodically. After conducting the mid-year performance appraisal, there will be a standard review procedure for evaluating the performance within each department for the performance appraisal to be in the same standard. The results of review will be used in the procedures of employee performance comparison to benchmark the performance and identify differences of the evaluation results, which results in the annual salary increase according to the Company’s policy.



### Hiring Staff

To meet the diversified characteristics of the business and to maintain the company's culture, the Company uses three competencies as criteria for hiring employees, namely organizational capabilities, ability to work, and leadership abilities together with the consideration of conformance with corporate values. In this regard, the Company has a policy to hire employees with the right professional attitude and abilities and help them develop their potential in order to work with the Company in the long term. The Department of Human Resources is responsible for providing the appropriate tools for recruiting and selecting, but the hiring decision is the responsibility of the executive in that department. The Company has a policy to promote or relocate within the organization in the case of a vacancy. However, the executive and HR are in charge of recruiting competent personnel from outside the organization if deemed appropriate, to maintain a good quality standard of human resources at all times. Employees are required to have skills, abilities, and behaviors that blend in seamlessly with the Company's culture.

### Working with the Company

To promote the standard of good corporate governance, the Company has set up a Code of Conduct to show its commitment to being a good citizen of the society. The criteria must be respected and complied with at all places and occasions. The management team will take various necessary actions to ensure that these guidelines are followed at all levels. The Company has a long-term employment policy. The termination of employment will occur only in the event of a violation of the Company's principles, commitment of business offenses, retirement, voluntary resignation and actions which fall within the scope of resignation as prescribed in the rules and regulations of the company registered with the Ministry of Labor only.

### Performance Appraisal and Staff Development

- **Performance Appraisal**

The employee evaluation takes place every step from recruiting new employees to promotion, developing working knowledge, and planning succession by having assessments in the following aspects, such as knowledge and competency, performance, key performance indicators, leadership, including conformaty



with the corporate values because the creation of personnel values begins with the quality of the personnel who are suitable for the strategy, culture, technology, and environment of the Company.

- **Staff Development**

In order for the organization to grow continuously, developing employees, which are the most important resources, is therefore an important policy of the Company. To create a learning culture, the Company has a policy to support the development of both the needs of the organization and the personal development of the employees themselves in order to achieve sustainable development through continuous self-learning. This learning culture of employees will help the Company develops into a highly efficient organization.

#### Scope of Staff Development Training

1. It shall be considered as the duty and responsibility of the employees to attend self-development training according to the project or course that the Company has set or by any means as appropriate to enhance knowledge, ability, or working skills higher.
2. All employees of the Company are required to undergo self-improvement training according to the Mandatory Training Program as specified by the Company to enhance the knowledge, abilities, or skills necessary to perform a specific job in that position. This shall be in accordance with the joint determination between employees and supervisors as necessary and appropriate to the position, duties, or goals of the Company's operations.
3. The participation in self-development training under projects or courses creating opportunities for self-development for the success of employees in general (Voluntary Training Program) will be in accordance with the employees' needs with the approval of the supervisor to allow employees to participate in that course by taking into account the necessity and opportunity to apply the knowledge gained directly to the work of the company.



### Compensation and Employee Welfare

The Company considers employees to be the most important resource that must be taken care of in terms of health and safety in life for employees to work happily. Therefore, the Company has arranged an annual medical checkup for employees to make them aware of their own health for proper care. The Company also has a good compensation policy, a fair structure, and effective motivation for employees. The Company uses a blended compensation structure to match the nature of the job and labor market demand and supply. Such compensation includes salary, bonuses, fixed and variable incentives, including contributions to the provident fund on the part of the employer, medical expenses, travel expenses, and other welfare benefits.

The Company uses a payroll management system that is comparable to the market. The structure is a combination of classifications and job categories to make the system suitable and adaptable to changing market conditions. The structure of this system is flexible enough to reward professional performance and expertise as well as the potential of both specialists and general employees.

### Human Resources Operation

To strictly comply with labor laws and regulations, any action regarding human resources of the Company with respect to labor laws is consolidated with the Department of Human Resources for proper management. Any human resources policies and/or actions that is contrary to the labor laws of the country will automatically be repealed, including the establishment of procedures in accordance with the new labor laws imposed.

The storage of data records about the Company's employees is in the responsibility of the Department of Human Resources for human resources management at both high and general levels. The transfer or change of status of employees within the Company must be carried out in accordance with the Company's human resources guidelines and practices.

### Occupational Health and Safety

The Company determines the safety, occupational health and environment at work policy and guidelines for implementing safety, occupational health and environment for employees to have safety and good health in their work in accordance with the Occupational Safety, Health and Environment at Work Act B.E. 2554 (2011) and the

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Ministerial Regulations specifying the Standards for the Administration and Management of Safety, occupational Health and Environment at Work B.E. 2540 (1997).

Safety, occupational health and work environment is the responsibility and participation in the work of all employees; therefore, it is imperative that all employees must understand and cooperate with each other to operate properly according to the safe working procedures to reduce the risks that may cause various dangers both for oneself and for others. The Company requires all new employees to learn about accident prevention and safety within the office. Besides this, there is inspection of the workplace and the amount of light in the office and the working environment, and so on.

#### Succession Planning

To prepare a succession plan, the Company prepares a succession plan for the management positions of the current executives of the Company from a manager level up, especially the current management positions that are about to retire to prepare to accept the position and transfer the work smoothly and to be ready and able to be appointed to all retiring positions, including important positions at companies in the group.

#### Corporate Development

The Company has implemented for continuous development and planned enhancement and organized learning programs to develop knowledge and capability to the organization through the development of potential and effectiveness of developing leadership potential by enhancing the organization and personnel at all levels to develop and empower human resources to be able to work at full efficiency. These developments have caused a great change to the organization and led to continuous strategic developments.



This Human Resources Management Policy was considered and approved by the Board of Directors at the Board of Directors' meeting No. 2/2025 on February 20, 2025. It shall be effective from February 20, 2025 onwards.

Note: This English translation is for reference purposes only. In the event of any discrepancy between the Thai original Human Resources Management Policy and this English translation, the Thai original shall prevail.

Mr. Komol Rungruangyot

Chairman of Board of Directors

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