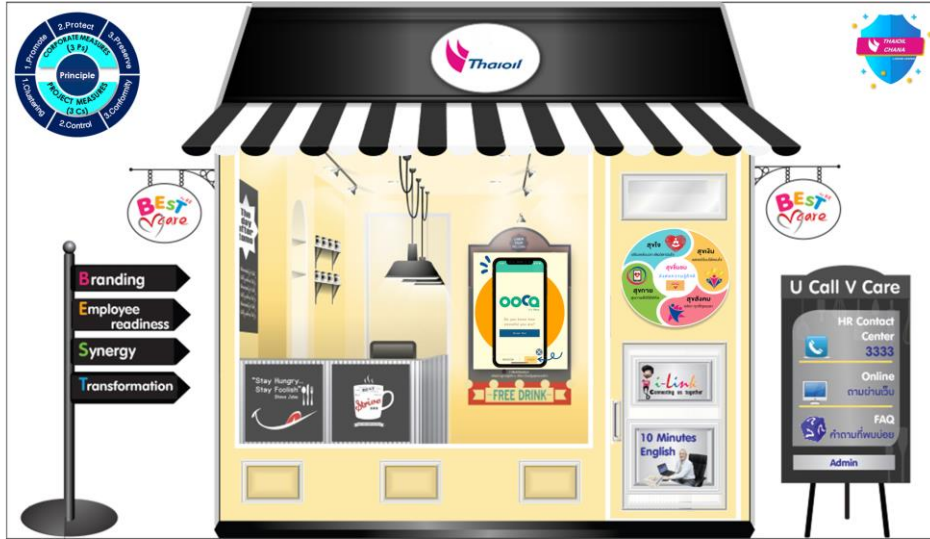




Human Resources Management Policy for Thai Oil Public Company Limited and Its Affiliates B.E. 2566

Thaioil Group will **provide confidential and voluntary assistance** through its employee support program (People First for Employee Support Policy) to all employees and their family members who may be faced with challenges of financial concerns, legal issues, alcohol or drug problems, marital problems, illness of a family member, emotional worries, childcare problems, etc. For the welfare of employees as well as for effective business operations, Thaioil Group encourages its employees to take advantage of this valuable benefit. Employees and their family members can refer themselves to People First for Employee Support. The program may be reached 24 hours a day on weekdays and weekends.

All contacts between an employee and People First for Employee Support are held strictly confidential. In cases where an employee's continued employment is contingent on calling People First for Employee Support, the counselor will only verify whether the employee has contacted People First for Employee Support and, if ongoing treatment is necessary, that the employee is following through on the treatment. Information given to the EAP counselor may be released to Thaioil Group only if requested by the employee in writing. All counselors are guided by a professional code of ethics.

Continuing to 2023, with the commitment to take care and support our employees working happily and efficiently, Thaioil Group has arranged People First for Employee Support as follows:

1. **Flexible working hours** for Shift Staff (Shift Interchange). The Company allows the interchange of shift in necessary cases.
2. **Part-time working options.** Thaioil Group has the employee of special hire contract and fix-term employment contract. This type of employees will receive benefits as stipulated in employment contract.
3. **Work From Home policy and Fitness for Work And Return to Work procedure.** After Covid-19 pandemic, to serve new normal working style, which employees able to work flexibly. As a result, Thaioil established Work From Home policy allowing employees to work from home 1-2 days per week. Thaioil also developed digital infrastructure and IT system to increase and support efficiency and employee performance while they are working as hybrid or work from home.
4. **Childcare facilities and contributions.**
 - 4.1 Thaioil Group has established a club called **"Thaioil Club"**. The club is a place where employees and their family members (spouse, children.) as well as employees' guests can play sports and arrange health activities both indoor and outdoor. The Company sponsors by giving annual subsidy as budget. All employees and family members are entitled to become club members. The club provides the following services for its members: Library service, In-door & Out-door games, Swimming pools for adults and children, children camping, children party, promotion of education, morale and society and charitable and public activities etc. Employees can leave their children at the club and go to work during club activities.
 - 4.2 PTT Group has **PTT Group Day Care** which is childcare service provided to all PTT Group subsidiaries Including Thaioil. As a result, Thaioil group employees are allowed to use **PTT Group Day Care**, located near Thaioil Headquarter in Bangkok. The day care offers children nurturing from professional staff.
 - 4.3 The company has medical benefits for employees' children. (including adoptive children), child tuition subsidy and annual scholarships for employees' children.
 - 4.4 The company also provides breast-feeding/ lactation facility for female employees in the office building.
5. **An office space called "Synergy Space" and "Connex Room"** for employees to occupy for organizing activities, relaxing, working in a comfortable atmosphere along with having a place for sleeping during the day called **" Nap Box"** for short break and napping. Also, the company provides a room for **pumping milk or a lactation room and a refrigerator for storing breast milk.**
6. The female employee who is the primary caregiver has a right to take a **leave for maternity** before and after maternity a pregnancy at max 98 days. The company shall pay wage on the working days to the female employee taking a leave for maternity for all the leave times but not more than 60 days.
7. For male employees who are the non-primary caregiver has the right to **parental leave** to take care of their family for up to 12 working days per child and receive wages on the day of leave.

Our Policy

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8. Employees can request for **necessary leave with-pay** if the subjects' parents or parents of spouse or the subjects' children (including adoptive children), spouse, partner, dependent, sibling, or other designated relation with a physical or mental health condition for up to 6 working days per year and to receive wages on the day of leave.

9. Strengthen **Employee Well-being Program in new normal work** as follows;

- 9.1. Provide all employees with Hygiene Kit (mask, thermometer, gel alcohol) for preliminary self-protection.
- 9.2. Provide shift employees with 6 masks/week/staff to support their health protection.
- 9.3. Proactive employee protection with ATK support for all request.
- 9.4. Provide full medical treatment for COVID-19 infected employees and family members.
- 9.5. 100% hygiene: regular UV care room & equipment sterilized, clean all work areas and provide alcohol gel in all meetings room.
- 9.6. 100% COVID-19 vaccination for all employees, contractors and employees' family members.
- 9.8. Employee Support and Help ;
 - 9.8.1. Prevent infection & contamination with measures of access (In-out) office building and working areas for employees, visitors and contractors.
 - 9.8.2. Employees are able to work from home with company's support in digital infrastructure and medical check if required etc.
 - 9.8.3. Employees can contact support teams form PM4U Call Center 7 days.
 - 9.8.4. Fitness for Work And Return to Work procedure to support employee in health and well-being before returning to workplace.
 - 9.8.5 Employees are able to check-in/ check-out, do work efficiency self assessment in Spark Joy application during WFH or even working at workplace.
 - 9.8.6 Regularly communicate/educate situations and company' s measures to ensure employee safe.

10. **Employee Well-Being via Digital Platform** : 5 Happiness & Learning. Details as follows ;

- 10.1. **Mental Well-being**: Provide OOCA Application for mental health care of employees. Stress test, VDO call with psychologist and psychiatrist on any device, anywhere, anytime to consult mental experts on their own any personal concerns with 100% privacy and confidentiality.
- 10.2. **Financial Well-being**: Provide flexible benefits digital application to transform some granted benefits (annual leave, uniform) to personalized benefits as employees' own choice.
- 10.3. **Social Well-being**: Provide community & communication platform : SAP Jam by engaging "ME" in virtual social community.
- 10.4. **Health Well-being**: Provide Health Meter digital application : Annual health check report with analysis & recommendation, Health record with analysis & recommendation, Health risk assessment and Medical self-service.
- 10.5. **Cultural Well-being**: Provide "Admire" in Spark Joy digital application. to enhance appreciation, praise, admiration and recognition culture in Thail.
- 10.6. **Career and Development Well-being**: Thail Academy digital application (mobile learning) which employees are able to self-learn on 24/7 access.

