



**Recruitment and Human Development Policy
Millennium Group Corporation (Asia) Public Company Limited**

Recruitment and Human Development Policy

Millennium Group Corporation (Asia) Public Company Limited (the "Company") operates in accordance with the Good Corporate Governance for Listed Companies 2017 issued by the Securities and Exchange Commission (SEC). The Company considers human resources to be a vital and valuable factor in driving its business forward. Therefore, the Company has established this Recruitment and Human Development Policy to serve as a framework and guideline for managing human resources, ensuring the efficient use of personnel, fairness, transparency, accountability, and employee satisfaction. The policy is outlined as follows:

1. Improving Organizational Structure and Workforce Management

- 1.1 Planning, Supporting, and Promoting the appropriate organizational structure, work systems, staffing frameworks, and workforce management to ensure sufficient capacity and flexibility for all departments. Additionally, an effective performance evaluation system will be implemented.
- 1.2 Developing Tools for human resource management in areas such as recruitment, promotions, performance evaluations, personnel development planning, and compensation management.
- 1.3 Establishing Career Paths and career advancement tracks within the organization.
- 1.4 Creating Performance Evaluation Systems for each department.
- 1.5 Establishing Succession Plans for key positions.
- 1.6 Implementing Interim Management: When the position of Group Chief Executive Officer (CEO) or departmental CEO becomes vacant or when the current holder is unable to perform their duties, the Company will designate an acting executive from a close or deputy-level position to manage the role until a permanent candidate is recruited and selected according to the Company's criteria.

2. Recruitment of Personnel

- 2.1 Selecting Personnel who possess the necessary knowledge, skills, and experience required for specific departments and roles.
- 2.2 Coordinating with Educational Institutions, such as colleges and universities, to recruit students approaching graduation.
- 2.3 The Company will hire employees based on job necessity and suitability. Employees must have qualifications matching the job requirements and the Company's regulations.
- 2.4 For the recruitment of senior executives such as the Group CEO and Department Heads, the Nomination and Remuneration Committee will set the framework, criteria, and methods for selection, and the proposed candidates will be submitted to the Board of Directors for approval. For executives from the Director level upwards, the Human Resources and Organizational Development Department will identify suitable internal candidates. If no suitable candidates are found internally, external recruitment will proceed.

3. Employee Development

- 3.1 Promoting Systematic, Comprehensive, and Continuous Development by enhancing employees' knowledge, skills, potential, and work competencies to ensure effective operations and achievement of the Company's goals. The development will also include promoting ethics and values based on the employee's role.
- 3.2 Developing Individual Development Plans (IDPs) for employees based on their specific roles and positions.
- 3.3 Enhancing Executive Capacity by continuously improving the capabilities of employees at all levels, ensuring ongoing leadership development.
- 3.4 Encouraging Commitment to the organizational culture, adhering to ethical standards, demonstrating moral integrity, working as a team, and dedicating oneself to the Company and the community.
- 3.5 Developing Knowledge Management to foster a culture of learning, knowledge exchange, and the continuous sharing of work experiences.
- 3.6 Supporting Training and Development for Directors and Executives in Good Corporate Governance to ensure continuous improvement in their performance. The Company encourages directors to participate in relevant training programs, such as those offered by the Thai Institute of Directors Association (IOD), including the Director Accreditation Program (DAP), Director Certification Program (DCP), and Advanced Audit Committee Program (AACP).

4. Employee Retention

- 4.1 Evaluating Departmental Performance using Key Performance Indicators (KPIs) as the primary factor in assessment.
- 4.2 Creating Individual Development Plans under the Succession Planning Policy to provide employees with opportunities for career advancement into higher positions.
- 4.3 Implementing Information Technology (IT) in human resource management to reduce work steps, workload, and paperwork.
- 4.4 Establishing Competitive Compensation for each position, considering responsibilities, economic conditions, cost of living, labor market wage rates, industry competition, and comparison with similar businesses.
- 4.5 Organizing Team-building Activities between executives and employees to foster teamwork and unity.
- 4.6 Listening to Employee Feedback and addressing employee complaints swiftly and effectively.

5. Development of Information Systems

- 5.1 Promoting the Use of Information Technology in human resource management to ensure accurate, complete, timely, and up-to-date data, helping reduce paperwork and enabling more efficient decision-making.
 - 5.1.1 Developing a Personnel Database System.

5.1.2 Improving Human Resource Management Information Systems to enhance personnel management processes.

5.2 Enhancing Knowledge of Information Systems for human resource management to prepare employees for future system developments and improve their capabilities.

6. Employee Welfare and Labor Relations

6.1 Improving Work Incentives to enhance employee morale and job satisfaction.

6.2 Improving Workplace Safety, Occupational Health, and Environmental Conditions to ensure a safe and comfortable working environment for employees.

6.3 Recognizing Outstanding Employees who contribute positively to the Company and provide value.

6.4 Enhancing Benefits and Special Compensation for employees based on their contribution.

6.5 Improving Communication Channels related to human resource management.

6.6 Promoting Labor Relations Activities to foster good relationships between employees and management at all levels.

The Nomination and Remuneration Committee will regularly review this Recruitment and Human Development Policy annually or as necessary. Any amendments or termination of this policy must be approved in writing by the Board of Directors.

Recruitment and Human Development Policy was approved by the Board of Directors at its Meeting No. 1/2022 held on 20 June 2022 and has been effective from 20 June 2022 onwards.

- Sign -

(Mr. Pachara Yutidhammadamrong)
Chairman of the Board of Directors