

Zen Corporation Group Public Company Limited and its subsidiaries

(Translation)

Employment Policy and Labor Management

1. Principle

ZEN Corporation Group Public Company Limited recognizes that employees are valuable personnel and are the key driving the organization to success and sustainable growth. The Company gives importance to caring for and treating employees fairly based on respect for human rights.

The company emphasizes the promotion of participation and the value of differences to create value for employees and inspire them to work to their full potential.

The Company's employment and labor management policies are in line with International human rights guidelines and standards. These include the United Nations Universal Declaration of Human Rights (UNDHR) and the International Labor Organization (ILO) Declaration on Fundamental Principles and Rights at Work including the labor laws of the countries in which the company does business, with criteria based on international standards and the company's management policy, including the company's work practices (Code of Conduct).

2. Scope

This policy applies to the business operations of Zen Corporation Group Public Company Limited and its subsidiaries, as well as to the Company's business partners, to be applied in business operations, and to promote the participation of stakeholders in the supply chain.

3. Definition

The Company means Zen Corporation Group Public Company Limited and its subsidiaries.

(Subsidiary means a company in which the Group holds more than 50% of the shares and has management authority.)

Employee means all employees of the Group who perform their duties under the employment contract in all positions.

Business Partner means a supplier of goods and services, including labor and service contractors.

Youth Labor means workers under the age of 18 but above the minimum age for employment.

Forced labor refers to work in which a person works involuntarily by means or under the pretext of punishment or coercion, intimidation, coercion to work or provide services, as a result of which the person works unwillingly or by putting the person in a state of inability to resist.

4. Guidelines

In order to enhance the good quality of life and the commitment to the Company of employees on the basis of fair treatment and mutual respect, the Company has established the following guidelines:

- 4.1 **Child labour** The Company will comply with the Minimum Age of Employment law and the Company will not hire or encourage the employment of children under the age of majority. It will also take action against the use of child labor under 15 years old in the supply chain, and will not allow child labor to work that is harmful to health and development, as well as affect compulsory education.
- 4.2 **Forced labor** The Company will not engage in or encourage any form of forced labor and will not charge or withhold any employee identification documents unless it is done in a manner that is not contrary to the law.
- 4.3 **Non-discrimination** The Company will respect differences and treat employees equally without unfairly benefiting or depriving employees of their rights on the basis of race, nationality, color, ancestry, religion, social status, gender, age, disability or disability. Political ideas and status related to marriage In addition, the Company will establish measures to prevent and solve problems related to sexual harassment. The company will support the community by employing people in the community, including socially disadvantaged individuals.
- 4.4 **Compensation** The Company will pay wages, remuneration, living expenses, and other benefits in accordance with labor laws on time without deducting employee wages, unless it is an action that is not contrary to the law. In addition, the company will adhere to the concept of equal pay for equal work between males and females.
- 4.5 **Working Hours** The Company will set normal working hours not exceeding those prescribed by law and will ensure that the overtime working hours of employees comply with the law.
- 4.6 **Freedom of association and negotiation** The Company will respect the right of employees to associate or assemble in any form that is not contrary to the law, including participation in the negotiation process in accordance with the procedures of the law.

4.7 Occupational Safety and Health Environment and Facilities

The Company will continue to promote, support, maintain and improve a safe working environment. Prevent the impact on the health of employees and related parties, as well as focus on maintenance. Prevent and reduce environmental impacts caused by the activities of the Company and related parties by complying with the law. In addition, the company will provide hygienic toilets, hygienic drinking water, First Aid Tools, places to eat and adequately cleaned sanitized food storing.

4.8 Promotion of women's rights, non-discrimination or exclusion and equality in the workplace, non-discrimination in gender differences in recruitment and hiring, promotion and transfer, training and career development, benefits and remuneration.

4.9 Protection of Pregnant Women The Company will provide pregnant female employees with safe work at a time that is suitable and does not endanger the pregnancy or the unborn child.

4.10 Discipline and Punishment The Company will not use inappropriate verbal punishment and no physical punishment, including coercive intimidation and physical assault of employees.

Note: In the event that the international standards that the Company adheres to or the requirements of customers are higher than the above guidelines, the international standards adopted by the Company or the requirements of customers shall be considered and determined as relevant guidelines as appropriate. and does not violate the laws of the countries in which the Company does business.

This policy is effective from March 28, 2024 with the approval of the Board of Directors at the 3rd meeting of 2024.

Mr. Paitoon Taveebhol
Chairman of the Board of Directors