



Policy and Guidelines on the Development of Directors,
Executives, and Employees

Pinthong Industrial Park Public Company Limited

13 August 2025

Policy and Guidelines on the Development of Directors, Executives, and Employees

Pinthong Industrial Park Public Company Limited and its subsidiaries (the “Company”) recognize the importance of human resources as a valuable asset in driving sustainable organizational growth. The Company has therefore established policies and guidelines for the development of directors, executives, and employees to enhance the capabilities of personnel at all levels, promote career advancement, and foster employee well-being in the workplace.

Principles and Rationale for Director Development

The Company is committed to promoting and facilitating training and knowledge development for persons involved in the Company’s corporate governance framework, including directors, audit committee members, sub-committee members, the Company Secretary, secretaries to sub-committees, and employees. Such initiatives aim to ensure that relevant persons remain up to date with current developments and continuously improve their performance through training programs and knowledge-sharing activities, which may be conducted internally or through external institutions.

Director Development Guidelines

1. Existing Directors

Preparation of Board Skill Matrix: the Company prepares a Board Skill Matrix for each director in order to support the planning of director development based on relevant skills, knowledge, and competencies. Such development is intended to enhance the effectiveness of directors in the discharge of their duties, ensure the achievement of the Company’s objectives and goals, and maximize benefits to the organization.

- **Continuous Development of Directors’ Knowledge:** The Board of Directors, the Audit Committee, the Nomination and Remuneration Committee, the Executive Committee, and other committees should regularly participate in training programs or seminars that are relevant and beneficial to the performance of their duties, including those relating to good corporate governance, laws, rules, regulations, and applicable

requirements. Such programs may be organized by the Thai Institute of Directors Association (IOD), the Securities and Exchange Commission, the Stock Exchange of Thailand, the Capital Market Supervisory Board, or other relevant institutions. In addition, directors should attend training programs covering key topics such as industry conditions, business trends, technology, and emerging innovations, in order to enhance their capabilities, improve the effectiveness of their duties, and enable them to respond appropriately to changing circumstances.

- **Training Targets:** The Company requires that each director attend at least one (1) relevant training program or seminar per year and/or undertake self-development for not less than six (6) hours per year in order to enhance their effectiveness in performing their duties. Directors who attend such training shall share the knowledge gained with all directors at the next meeting of the Board of Directors.

2. Newly Appointed Directors

- **Induction of Newly Appointed Directors:** Newly appointed directors shall receive an induction program covering key information regarding the Company's business structure and operations, including its objectives, key goals, vision, mission, and corporate values. Such induction shall also include guidance on applicable laws, rules, regulations, and requirements relating to directorship in a listed company on the Stock Exchange of Thailand, including relevant notifications, regulations, applicable laws, and the Company's Articles of Association, provided by the Board of Directors prior to the commencement of their duties. The induction program shall be conducted in accordance with the Board Orientation Guidelines of the Stock Exchange of Thailand, and the Company Secretary and/or designated persons shall be responsible for coordinating and arranging such induction for newly appointed directors.
- **Support for Additional Training:** The Board of Directors promotes and supports newly appointed directors in attending training programs relevant to the performance of their duties, including programs organized by the Thai Institute of Directors Association (IOD), in particular the Director Certification

Program (DCP) and the Director Accreditation Program (DAP), as well as programs offered by the Securities and Exchange Commission, the Stock Exchange of Thailand, and other relevant institutions. Such training is intended to enhance directors' knowledge, capabilities, and skills in accordance with the ongoing director development plan, and to ensure that directors perform their duties in compliance with applicable laws, regulations, and requirements.

3. Company Secretary and Secretaries to Sub-Committees

The Board of Directors promotes and supports the Company Secretary and secretaries to sub-committees in attending training programs on a continuous basis in courses that are necessary and beneficial to the performance of their duties, in order to enhance their professional skills on an annual basis. Such training includes programs relating to legal, accounting, regulatory, and compliance matters. Such programs may be organized by the Thai Institute of Directors Association (IOD), including the Company Secretary Program (CSP) or programs of the Thai Company Secretary Club, the Thai Listed Companies Association, and/or the Securities and Exchange Commission, the Stock Exchange of Thailand, the Thai Investors Association (TIA), the Corporate Social Responsibility Institute (CSRI), the Thaipat Institute, the Thai Company Secretary Club (TCSC), the Market for Alternative Investment Listed Company Association, or any other relevant institutions, on a regular basis, in order to enhance the capability to perform duties in compliance with applicable rules, regulations, and laws, and to disseminate such information to the Board of Directors, the Managing Director, executives, employees, or relevant departments.

Principles and Rationale for Executive and Employee Development

The Company places importance on the development of the knowledge and capabilities of executives and employees by providing equal and continuous opportunities through its training and development policy for personnel at all levels. Such development encompasses academic knowledge, personality development, and the cultivation of positive attitudes. The objective is to ensure that executives and employees possess competencies aligned with job requirements, are well prepared to assume higher roles and responsibilities in the future, and are able to progress along their respective career paths. The Company

supports training and seminars, both internally and externally, delivered by specialized institutions or experts, as appropriate.

Guidelines for Executive and Employee Development

The Company's Human Resources Department shall conduct an annual training needs assessment and prepare an annual training plan. The Company requires that training be implemented at not less than sixty percent (60%) of the total annual training plan. This is to ensure alignment with the needs of each function and to promote the development of skills and competencies necessary for the future growth of personnel.

The Company is committed to continuous development and shall maintain records of training hours for monitoring and evaluating both the quality and quantity of training. Such information shall be disclosed annually in the Company's annual report. Training and seminars are categorized as follows:

1. Internal Training

The Company's Human Resources Department shall be responsible for organizing training programs that are necessary for the Company's business operations and for the performance of duties of personnel in each function, as set out in the annual development plan and training curriculum. The Company may also engage external experts to provide training and knowledge-sharing sessions to enhance the knowledge, capabilities, and skills required for both current and future roles of executives and employees.

2. External Training

The Company supports executives and employees in attending training programs conducted by recognized and reputable external institutions, including those with internationally accepted standards, in order to keep pace with changing circumstances and developments. Such training is intended to equip executives and employees with the knowledge and skills necessary for the performance of their duties, both in the present and in the future.

The selection of external training programs for executives and employees shall take into consideration integrity, the effectiveness and credibility of the training providers, and the overall benefits to be derived.

In addition, the Human Resources Department has established training evaluation forms to provide executives and employees with the opportunity to express their opinions and propose recommendations for continuous development, in alignment with the Company's business plans and organizational development plans. This approach supports the sustainable development of personnel capabilities and enhances operational efficiency across all functions.

Review and Update of Development Plans

The Company designates the Company Secretary function as the responsible unit, working in coordination with the Nomination and Remuneration Committee and the Human Resources Department, to review and update the director development plan. The Company also requires that this Policy be reviewed on a regular basis, at least annually, or whenever there are significant changes, to ensure that it remains up to date, aligned with the Company's operations, and responsive to changes in the Company's business environment.

This Policy on the Development of Directors, Executives, and Employees Revision No. 1 shall be effective from 13 August 2025, by the approval of the Board of Directors at its Meeting No. 3/2025.

- Mr. Prasan Tanprasert -

Chairman of the Board of Directors

Pinthong Industrial Park Public Company Limited