



Human Resource Management Policy

Maintain Community Participation: The company encourages employees to participate in social and community activities. This helps to strengthen positive relationships between the organization and society, fostering corporate social responsibility and community engagement.

This policy serves as the foundation for human resource management at Thai Poly Acrylic Public Company Limited. Its goal is to achieve maximum efficiency within the organization while fostering strong relationships both internally among employees and externally with the community and stakeholders. Through these guidelines, the company aims to create a supportive and productive work environment that contributes to overall success and sustainability. And the above policies will support the preservation of our organizational culture and principles

Compliance with Labor Protection Laws: The company's human resource management policies are aligned with labor laws and relevant regulations, ensuring that employment practices and welfare provisions are accurate, fair, and transparent. This ensures that the company maintains legal compliance while providing a work environment that supports employee rights and well-being.

Present Compensation and Benefits: The company manages compensation and benefits to ensure they are both appropriate and competitive. This approach aims to enhance employee satisfaction and attract high-quality talent, ensuring that the organization remains competitive in the job market while maintaining a motivated workforce.

Cary out Evaluation: The company establishes and manages performance evaluations in a transparent and verifiable manner. The goal is to identify the efficiency and potential of employees at every level. These evaluations are directly linked to training and skill development plans, ensuring continuous improvement and growth for both the employees and the organization.

Determine Training and Development: The company places great importance on the training and development of all personnel groups. The objective is to enhance the skills and knowledge necessary for their work, ensuring that employees are well-equipped to perform effectively and contribute to the organization's success.



Raise up Recruit, Hiring, Transfer and Promote: The company recruits and hire employees with the appropriate qualifications that align with the needs of the organization. From Organizational Needs Analysis>Job Advertisement>Application Screening>Job Interviews>Background and Reference Check>Selection and Job Offer>Orientation and Onboarding. An effective to process help organizations attract qualified and suitable personnel for the job and supports the seamless and efficient continuity of organizational operations.

Provide Succession plan in place to ensure the smooth transition of roles and maintain organizational stability and growth. The key process in creating continuity and stability for the organization, especially when there is a change in key positions or when experienced employees leave or retire. Additionally, there is a continuous job. For the job and supports the seamless and efficient continuity of organizational operations.

Promote Employee Participation: The company encourages employees at all levels to actively participate in organizational activities. This is aimed at fostering a positive, open, and collaborative working atmosphere, promoting teamwork, and enhancing overall employee engagement.

Sturdy Equality and Human Rights: The company upholds respect and dignity for all employees, supporting open communication about laws related to equality, human rights, and personal data management. This ensures a respectful and inclusive workplace where everyone's rights are acknowledged and protected. Diversity and Inclusion: The company does not discriminate against employees based on differences or diversity. It actively promotes mutual understanding and inclusiveness, ensuring that all employees are treated fairly and valued for their unique perspectives and contributions.

Retain Personal Data Protection refers to the policies and measures put in place to ensure the privacy, confidentiality, and security of individuals' personal information. This process involves managing how personal data is collected, stored, processed, shared, and disposed of, in compliance with legal and regulatory standards, such as the General Data Protection Regulation (GDPR) or Thailand's Personal Data Protection Act (PDPA)

In addition to this This policy also supports the company's culture, good principles and sustainability policy.



Maintaining the Company Culture consists of four important principles as follows:

SAFETY: Prioritizing occupational health and safety by creating a safe working environment. This includes ensuring the well-being of employees and preventing accidents while promoting good health within the organization.

QUALITY: Committing to high-quality production and outcomes that meet customer satisfaction. The company continuously develops and improves its production processes to ensure excellence in its products and services.

PRODUCTIVITY: Encouraging efficient work practices to produce valuable outcomes. This involves maximizing resource use and optimizing workflows to achieve organizational goals effectively.


INNOVATION: Fostering innovation through new ideas and practices that enhance work processes and productivity. The company emphasizes continuous improvement and development to remain competitive and forward-thinking.

By upholding these principles, Thai Poly Acrylic Public Company Limited aims to create a sustainable and competitive organization that thrives in the marketplace.

“Our Way”

At Thai Poly Acrylic Public Company Limited, our guiding principles serve as a fundamental framework for achieving success and fostering a productive work environment across all departments and levels of staff. These principles are essential for creating effective operations and ensuring that everyone in the organization is aligned towards common goals. For Deliver results; Persistence, taking ownership, Delivering new value to stakeholders, Being responsible for the future.

Our Way

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| Basic stance as individuals  | Stance toward those around us  | Step forward  | Collaborate to create  | Deliver results  |
| Integrity | Respect | Bravery | Collaboration | Persistence |
| Prioritizing safety | Showing appreciation | Thinking flexibly | Amplifying strengths | Taking ownership |
| Doing the right thing | Valuing diversity | Being agile | Building trust | Delivering new value to stakeholders |
| Doing work, we're proud of | Caring for people and the planet | Embracing challenges | Celebrating teamwork | Being responsible for the future |

Strategies and Implementation Guidelines

Comply with labor protection law, all actions must comply with labor protection laws, ensuring there is no violation or contradiction to such laws. This includes avoiding the use of forced labor, child labor, migrant labor, and female labor exploitation, as outlined by the law.

Short-term: Comply with laws and regulations according to standards, with audits conducted by internal auditors and the welfare committee.

Medium-term: Declare intent and undergo inspections by labor protection officers.

Long-term: Promote the Thai Labor Standards (TLS) with audits conducted by the Labor Standards Committee.

Welfare and Compensation Management: this refers to the process of managing employee compensation and benefits within the organization. The goal is to enhance job satisfaction, motivation, and to attract and retain talented employees for long-term sustainability. Typically, welfare and compensation management can be divided into two main areas:

B&C Management Basic wages, Performance-based compensation, Rewards for work achievements, Salary adjustments, Fairness based on employee needs and the organization's capabilities, Competitiveness in the external market, Flexibility

Effective management of welfare and compensation boosts employee morale and fosters a positive organizational culture.

Short-term: Manage wage and benefits administration to ensure competitiveness compared to similar businesses and within the same geographical area, using data from wage and benefits survey organizations.

Medium-term: Adjust wage and benefits management to be appropriate for comparison with affiliated companies, utilizing survey data from those companies.

Long-term: Administer salaries to align with affiliated companies and the chemical group, using data from chemical industry surveys.

Training and Development: the company is committed to implementing a comprehensive training and development plan for employees at all levels and across all roles. Each employee is viewed as a valuable asset, and the company supports their continuous growth. The focus is on developing employees' knowledge and enhancing their potential, enabling them to apply these improvements to their work in a sustainable way.

To this end, the company provides ongoing training to all employees, emphasizing their responsibility in improving product and service quality to meet customer satisfaction. An annual training plan is established, covering training that meets business needs and keeps pace with new production methods or technologies. The goal is to enhance employees' capabilities and align their development with the organization's overall growth.

Establish Positions at Risk and Necessity for Succession Planning and Matrix (Knowledge, Experience, Potential)

Identify Critical Positions: determine job roles that carry significant risk and necessity for succession planning based on responsibilities, tenure, and age of personnel.

Create a Matrix: develop a matrix that includes categories for Knowledge, Experience, and Potential to evaluate the suitability of internal and external candidates for these positions.

Analyze Development Needs: assess the training and development needs of identified personnel, considering the feasibility of developing these individuals.

Define Development Topics

Outline development topics in the following formats:

Short-term: Focus on immediate skill gaps through workshops, training sessions, and mentorship programs.

Medium-term: Implement cross-training and job rotation to enhance experience and exposure to various functions.

Long-term: Develop comprehensive leadership programs that include hands-on projects, advanced training, and formal education opportunities.

Implementation Plan: schedule and execute the training programs, ensuring regular assessments of progress and adjustments based on individual needs and organizational goals.

Monitor and Evaluate: continuously monitor the development process, evaluate the effectiveness of training initiatives, and adjust the succession planning strategy as necessary to ensure a robust pipeline of talent for critical positions.

Succession Planning is a crucial process for ensuring continuity and stability within an organization, especially during transitions in key positions or when experienced employees retire or leave. This plan can be implemented through the following steps:

- Job Analysis: Identify key positions within the organization and assess the importance of each role. Analyze the necessary skills and qualifications required for each position.

- Identifying Successors: select potential employees based on their skills, capabilities, and experience. Utilize assessment tools such as interviews and performance evaluations to identify the most suitable candidates.
- Development and Training: create tailored skill development programs to prepare successors. Provide training, mentoring, and job rotations to ensure successors gain diverse experience.
- Building Relationships and Engagement Encourage successors to work closely with senior management to understand the organization's vision and strategies. Foster a work environment conducive to learning and development.
- Monitoring and Evaluation: regularly review and assess the progress of potential successors. Adjust the plan as necessary, based on periodic feedback.
- Clear Communication: communicate the succession plan clearly to the team and stakeholders to ensure understanding and cooperation. A well-defined succession plan helps an organization prepare for changes and maintain operational continuity effectively.

Short-term: Develop a training plan that aligns with current job roles and future development needs by analyzing training requirements from each department in conjunction with the organization's direction. Additionally, create training programs for employees performing below standard to enhance their skills.

Medium-term: Focus on developing personnel with outstanding performance and potential, promoting their growth into higher-level positions through effective management of individual employee capabilities.

Long-term: Establish a matrix (Knowledge, Experience, Potential) for career growth across different roles to expand the work efficiency of personnel.

Employee performance evaluation is a key process in human resource management. It is used to assess employees' abilities, performance, and behavior within the organization. The goal is to help both management and employees understand their true potential, successes, and areas for improvement. This leads to better training, career development, and long-term performance improvements. The steps involved in employee performance evaluation include:

- Defining Evaluation Criteria: the criteria used for evaluation should be clear and aligned with organizational goals. This can include business outcomes, work behaviors, skills, and competencies.
- Collecting Performance Data: evaluators can gather performance data through various methods such as observation, interviews, and assessments from supervisors, peers, and self-assessments.
- Analyzing Results: evaluators analyze the collected data to assess the employee's performance based on the set criteria.
- Providing Feedback: constructive feedback is given to highlight strengths and areas for improvement. Employees should receive actionable insights to help them develop further.

Key Factors to Consider in Performance Evaluation.

Fairness: The evaluation must be fair and transparent, without bias or prejudice.

Consistency: Feedback should be provided regularly, enabling employees to continuously improve.

Objective Data: Referencing clear data, such as performance outcomes, sales figures, or measurable goals, is crucial for accurate evaluations.

Effective performance evaluations lead to promotions, career planning, motivation, and increased efficiency and potential, benefiting both the employees and the organization.

Short-term: Evaluate individual employee performance using KPIs that are aligned with the organization's, department's, and personnel's operational outcomes, focusing on performance, capability, effectiveness, and potential.

Medium-term: Assess individual employee performance based on OKRs (Objectives and Key Results), utilizing KPIs that are connected to the operational activities of the organization, department, and individual personnel in terms of performance, capability, effectiveness, and potential.

Long-term: Incorporate individual development potential and capability into the evaluation process by integrating it into the Matrix (Knowledge, Experience, Potential) framework for a comprehensive assessment.

Strict Compliance with Equality Opportunity Human Rights and Diversity Respect: The company strictly adheres to respecting and not violating human rights. Employment practices and the provision of appropriate facilities for disabled employees, as well as employees requiring assistive devices in the workplace, are ensured. Respect and understanding are given to employees and stakeholders, particularly regarding diversity, equality, and non-discrimination based on gender, age, appearance, race, religion, beliefs, background, disability, etc.

The company prohibits any form of communication, expression, or actions that violate or cause negative feelings, which may be considered human rights violations or disrespect of individual diversity. Appropriate actions will be taken to address any such violations if they are found to occur.

Short-term: Establish policies and procedures related to human rights, with audits conducted by internal auditors and the welfare committee.

Medium-term: Conduct a risk assessment and develop a risk mitigation plan addressing stakeholder concern and supply chain needs by surveying representatives from each sector of stakeholders and the supply chain.

Long-term: Perform audits and assessments to analyze the company's status regarding respect for human rights in alignment with stakeholders and the supply chain. The company will use the analysis of deficiencies and opportunities for improvement to enhance practices related to respecting human rights.

Personal Data Protection Policy (PDPA) to ensure its operations comply with legal and international standards for protecting personal data. This policy outlines guidelines for safeguarding personal data and effective management measures to handle data breaches. It includes controls on data collection, retention periods, usage, security, access, disclosure, updates, and data sharing, with a focus on both the necessity and privacy of individuals, as well as the protection of critical organizational information.

Short-term: The company complies with laws regarding personal data management, with both internal and external auditors ensuring accurate and proper management practices.

Medium-term: Develop comprehensive policies and procedures covering company data at different levels, with oversight from both internal and external auditors to ensure compliance and accuracy in management.

Long-term: The company will have established policies and practices to minimize risks related to personal and company data storage, including obtaining certification from external organizations.

Additionally, conduct audits, assessments, and analyses of the company's status in respecting human rights in alignment with stakeholders and the supply chain. The company will utilize the analysis of deficiencies and opportunities for development to enhance its practices related to respecting human rights.

Freedom of Communication: the company promotes and fosters open communication, encouraging employees to recognize the importance of good governance, operational transparency, and the establishment of fair and appropriate complaint mechanisms. This enables both complainants and those complained about to be treated fairly. The company provides multiple channels for the public to report any misconduct by directors, executives, or employees that may violate the company's business ethics. These channels include:

- Audit Committee Email: Audit.Committee@thaipolyacrylic.com
- Secretary to the Managing Director (by mail) 60-61 Moo 9, Phutthamonthon Sai 4 Road, Krathum Lom, Sam Phran District, Nakhon Pathom 73220, Thailand
- Company Website: www.thaipolyacrylic.com
- Whistleblower Hotline: https://www.pfa-japan.net/mcgap_whistleblow Password: Apkaiteki
- Town Hall Activities
- Tea Talk with MD Project

The company listens to all complaints equally, ensuring transparency, attentiveness, and confidentiality for the complainant, while maintaining fairness for all parties involved. Actions are taken within a specified timeframe.

Employees participate in the annual employee enhancement survey.

Short-term: 90 percent of the number of employees



Medium-term: 95 percent of employees

Long-term: 100 percent of the number of employees

Commitment to Social and Community Responsibility: the company is committed to conducting its business with a strong sense of responsibility toward society and the community. It strives to raise awareness and accountability, focusing on supporting activities that promote education, understanding, and the development of positive relationships within the community. Particular emphasis is placed on increasing educational opportunities and enhancing the potential of youth. Additionally, the company collaborates with local communities and government agencies to prevent actions that may be harmful or have negative impacts on society and the community.

Short-term: Organize activities that help develop the community, including initiatives to promote the surrounding area and collaborating with local governmental agencies within the community.

Medium-term: Restore and develop regional areas by promoting and supporting various activities outside the organization that benefit society.

Long-term: Operate environmentally friendly businesses by transitioning from traditional energy sources to clean, renewable energy to reduce pollution released into the atmosphere, supporting government policies and initiatives.

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(Mr. Surajin Tappanchai)

Managing Director