TCM Corporation Public Company Limited

Guidelines for Hiring Government Officers

The Company has established guidelines for practices regarding the hiring of government officers to align with good corporate governance principles and the Anti-Corruption Policy prescribed by the Board of Directors. To ensure that operations meet their objectives with orderliness and transparency, the following guidelines have been established:

(1) Definitions

(1.1) Company refers to TCM Corporation Public Company Limited and its subsidiaries.

(1.2) Hiring Government Officers refers to the employment of individuals from the public sector in various roles within the private sector, which may involve conflicts of interest or influence decision-making, leading to a lack of credibility and risks of corruption.

(1.3) Government Officers refers to individuals with the authority to perform duties for the state or state agencies, such as civil servants, employees, staff of public organizations, state enterprise employees, political office holders, or those who previously held such positions and have vacated them for less than 2 years. This includes retired government employees, family members, or relatives of government officers who may influence the provision of benefits.

(2) The Company establishes these guidelines for hiring government officers to positions of director, executive, employee, or advisor. There must be a selection process, employment approval, remuneration setting, and control processes to ensure that hiring is not a reward for obtaining improper benefits for the Company, which would damage the Company's image and credibility and pose risks of corruption and conflicts of interest.

(3) Operating Measures

(3.1) Manager Level and Below: The selection, employment approval, and remuneration setting for hiring government officers to positions from Department Manager downwards must be reviewed for reasons and necessity, and receive approval from the Chief Executive Officer prior to employment.

(3.2) Senior Manager Level and Above: The selection, employment approval, and remuneration setting for hiring government officers to positions from Senior Department Manager upwards must be reviewed for reasons, necessity, and remuneration by the Executive Committee, and receive approval from the Board of Directors before employment only.

(3.3) Prohibitions: The Company will not hire government officers if it is found that such hiring facilitates benefits for the Company, involves reciprocal interests, or results in a conflict of interest.

(3.4) Transparency: Information regarding the hiring of government officers shall be disclosed in the Company's annual report to ensure transparency.

(3.5) HR Responsibilities: Human Resources personnel must acknowledge the procedures for hiring government officers. If a government officer is hired, approval must be obtained before proceeding, and information must be disclosed according to the approval and reporting steps mentioned above.

(4) Audit and Review: The Internal Audit Department is responsible for strictly reviewing compliance with these guidelines and reporting the review results to the Audit Committee for acknowledgement and subsequently to the Board of Directors.

(5) Disciplinary Action: If any director, executive, employee, or staff of the Company is found to have violated, neglected, omitted, or intentionally failed to comply with these guidelines, it shall be

considered a disciplinary offense subject to punishment as prescribed by the Company. Furthermore, legal penalties may apply if the action is illegal.

(6) Policy Review: The Company may review or improve these guidelines at least once a year or upon any significant changes.

This document is effective from May 30, 2022, onwards.

By the resolution of the Board of Directors No. 3/2022 on May 30, 2022

(Mr. Pimol Srivikorn)
Chairman
TCM Corporation Public Company Limited