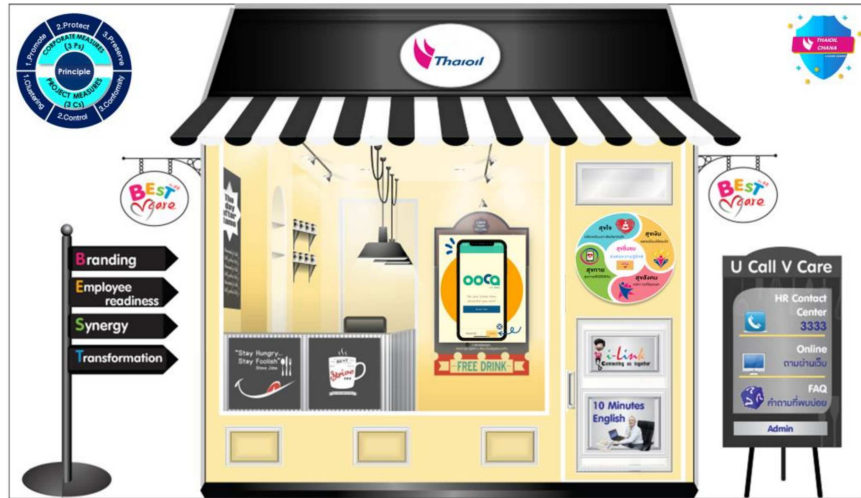


Our Policy

People First for Employee Support Policy



Human Resources Management Policy for Thai Oil Public Company Limited and Its Affiliates B.E. 2565

Thaioil Group will **provide confidential and voluntary assistance** through its employee support program (People First for Employee Support Policy) to all employees and their family members who may be faced with challenges of financial concerns, legal issues, alcohol or drug problems, marital problems, illness of a family member, emotional worries, childcare problems, etc. For the welfare of employees as well as for effective business operations, Thaioil Group encourages its employees to take advantage of this valuable benefit. Employees and their family members can refer themselves to People First for Employee Support. The program may be reached 24 hours a day on weekdays and weekends.

All contacts between an employee and People First for Employee Support are held strictly confidential. In cases where an employee's continued employment is contingent on calling People First for Employee Support, the counselor will only verify whether the employee has contacted People First for Employee Support and, if ongoing treatment is necessary, that the employee is following through on the treatment. Information given to the EAP counselor may be released to Thaioil Group only if requested by the employee in writing. All counselors are guided by a professional code of ethics.

Continuing to 2022, with the commitment to take care and support our employees working happily and efficiently, Thaioil Group has arranged People First for Employee Support as follows:

- 1. Flexible working hours** for Shift Staff (Shift Interchange). The Company allows the interchange of shift in necessary cases.
- 2. Work From Home policy and Fitness for Work And Return to Work procedure**, as well as enforce Self Protection Measures : THAM-D to prevent infection during COVID-19 pandemic in New Normal circumstance.
- 3. Part-time working options.** Thaioil Group has the employee of special hire contract and fix-term employment contract. This type of employee will receive benefits as stipulated in employment contract.
- 4. Childcare facilities and contributions.** Thaioil Group has a club called "Thai Oil Refinery Club" has been established. The club is a place where employees can play sport and health activities both indoor and outdoor games, which is run by Club Committee elected by members. The Company sponsors by giving annual subsidy toward club's expenses. All employees and family are entitled to become club members. The club provides the following services for its members: Library service, In-door & Out-door games, Swimming pools for adults and children, children camping, children party, promotion of education, morale and society and charitable and public activities etc. In addition, the company also has medical benefits for employees' children. (including adoptive children), child tuition subsidy and annual scholarships for employees' children.
- 5. An office space called "Synergy Space" and "Connex Room"** for employees to use in organizing activities, relaxing, working in a comfortable atmosphere along with having a place for sleeping during the day called "Nap Box". Also, the company provides a room for pumping milk or a lactation room and a refrigerator for storing breast milk.
- The female employee who is the primary caregiver has a right to take a **leave for maternity** before and after maternity a pregnancy not more than 98 days. The company shall pay wage on the working days to the female employee taking a leave for maternity for all the leave times but not more than 60 days.
- For male employees who is the non-primary caregiver has the right to **parental leave** for take care of their family for up to 12 working days per child and to receive wages on the day of leave.
- Employees can request for **necessary leave with-pay** if the subjects' parents or parents of spouse or the subjects' children (including adoptive children), spouse, partner, dependent, sibling, or other designated relation with a physical or mental health condition for up to 6 working days per year and to receive wages on the day of leave.

Our Policy

BACK TO THE OFFICE
WELCOME BACK TO THE WORKPLACE AND OFFICE BUILDINGS

ด้วยสถานการณ์ระบาดของ COVID-19 ของประเทศไทยเป็นวัฏจักรที่ต่อเนื่อง รวมถึงมีกรณีการระบาดในบริษัทที่เพิ่มขึ้น และการเตรียมประกาศให้เป็นประจำกัน บริษัทฯ จึงมีมาตรการตามมาตรฐานของภาครัฐ เพื่อเตรียมพร้อมกลับเข้า Office

มาตรการระดับสีเขียว

- ปฏิบัติตามมาตรการ THAM-D+
- ผู้ตรวจ ATK ตามกำหนด
- ปฏิบัติตามพื้นที่ของอังกฤษ ตามหลัก
- พิจารณาจำนวน 500 ที่นั่งของสถานที่, พบผู้กักตุนมาตรการที่ต่างกัน และ
- การมีพื้นที่ของสถานที่ของ Mission Critical Activities (MCAs): Engineering, Operations R&D Lab. รวมถึงงานของสายอาชีพ ADVP ให้ปฏิบัติตามมาตรการทั้งหมดของหน่วยงาน

REVERT BACK TO "NOW NORMAL" WORK LIFE

เพื่อสนับสนุนพนักงานกลับทำงานอย่าง Self Awareness ในการดูแลตนเอง และผู้อื่น รวมถึงขอความช่วยเหลือจากทีมที่ทำงานร่วมกันผ่านช่องทางออนไลน์ ที่ทำให้อุปกรณ์ยังคงดำเนินการได้อย่างต่อเนื่อง

Grating staff
@ TBK & TSR

Hygiene Gift Set
to encourage self awareness

Site Visit all staff
"Thank you for collaboration to safe business"
(MCAs, CFP, Support Function)

P A N D E M I C **E N D E M I C**

People First for Employee Support Policy



- Strengthen **Employee Well-being Program in new normal work** as follows;
 - Provide all employees with Hygiene Kit (mask, thermometer, gel alcohol) for preliminary self-protection.
 - Provide shift employees with 6 masks/week/staff to support their health protection.
 - Supply 8 Thermoscan and 47 Infrared forehead for all entrances & check points.
 - Proactive employee protection with ATK 100% and random 25% per week as well as subject to the employee's request in case of infection risk.
 - 100% hygiene: regular UV care room & equipment sterilized, clean all work areas and provide alcohol gel in all meetings room.
 - 100% Vaccination (5,000 people) 1st and 2nd Doses to employees, contractors and employees' families (3 tiers; employee and family, Contractors and CFP Sub-Contractors). And provide vaccinate booster dose for requested employees and family in 2022.
 - Employee Support and Help such as ;
 - Prevent infection & contamination with measures of access (In-out) office building and working areas for employees, visitors, contractors.
 - Employees are able to work from home with company's support in digital infrastructure and medical check if required etc.
 - Employees can contact support teams of I-COVID Center 7 day/ 24hr.
 - Fitness for Work And Return to Work procedure to support employee in health and well-being before returning to workplace.
 - Employees are able to check-in/ check-out, do work efficiency self assessment in Spark Joy application during WFH or even working at workplace.
 - Regularly communicate/educate COVID-19 situation and company' s measures to ensure employee safe.
- Employee Well-Being via Digital Platform** : 5 Happiness & Learning. Details as follows ;
 - Mental Well-being**: Provide OOCA Application for mental health care of employees. Stress test, VDO call with psychologist and psychiatrist on any device, anywhere, anytime to consult mental experts on their own any personal concerns with 100% privacy and confidentiality.
 - Financial Well-being**: Provide flexible benefits digital application to transform some granted benefits (annual leave, uniform) to personalized benefits as employees' own choice.
 - Social Well-being**: Provide community & communication platform : SAP Jam by engaging "ME" in virtual social community.
 - Health Well-being**: Provide Health Meter digital application : Annual health check report with analysis & recommendation, Health record with analysis & recommendation, Health risk assessment and Medical self-service.
 - Cultural Well-being**: Provide "Admire" in Spark Joy digital application. to enhance appreciation, praise, admiration and recognition culture in Thaioil.
 - Career and Development Well-being**: Thaioil Academy digital application (mobile learning) which employees are able to self-learn on 24/7 access.

