

	Guidelines for Resource Use within the Organization	
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Introduction

The Company recognizes the importance of managing resources within the organization efficiently while conducting business responsibly toward the environment, society and all stakeholders. It believes that using resources wisely and appropriately is fundamental to reducing environmental impacts, improving operational efficiency and supporting the sustainable development of the organization.

These Guidelines for Resource Use within the Company provide direction for personnel at all levels to use resources within the Company's offices economically, efficiently and to the greatest benefit. They cover electricity, water, fuel, paper and office supplies, as well as waste management and the collection of resource use data. The Guidelines encourage employees to participate in building an environmentally responsible organizational culture and advancing the Group's long-term sustainability goals.

Objectives

These Guidelines support the Group's Environmental Policy by encouraging personnel at all levels to understand and participate in the efficient management of resources within the organization and to reduce unnecessary resource loss. The Company believes that using resources wisely is a shared duty and responsibility of all employees, rather than the responsibility of any one department. Using resources wisely and appropriately helps improve cost management efficiency and plays an important role in advancing the organization toward its goals of sustainable social and environmental responsibility. To ensure consistent implementation, these Guidelines cover five main areas of resource management:

1. Electricity: Appropriate management of lighting, air conditioning systems and office equipment.
2. Water: Economical use of water in work areas and common areas.
3. Fuel and Vehicles: Efficient planning of company vehicle use and business travel.
4. Paper and Office Supplies: Reducing the use of paper and consumables through reuse or digital work processes.
5. Waste Management: Sorting waste at the source and disposing of it properly to reduce environmental impacts.

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Scope of Application

These Guidelines apply to directors, executives, employees, workers and all personnel of the Group, as well as external personnel working on Company premises, as appropriate. They are to be followed when using resources within the Company's offices efficiently and with due regard for environmental impacts.

Good Practices

1) Guidelines for Electricity Management

Electricity is a key resource that affects operating costs and the environment. The Group therefore focuses on improving energy efficiency through the "Start with Ourselves" approach to build an organizational culture that uses energy responsibly. The practices are as follows:

1.1. Air Conditioning Systems

- Temperature Control: Set and maintain the air conditioning temperature at no lower than 25 degrees Celsius for optimal energy efficiency.
- Space Management: Do not operate air conditioning in unoccupied areas or areas with sufficient natural ventilation.
- Maintenance: If any system abnormality is found, such as reduced cooling efficiency, unusual noise or water leakage, promptly notify the relevant department for immediate maintenance to prevent unnecessary energy loss.

1.2. Lighting Systems

- Natural Light: Between 8:30 a.m. and 5:30 p.m., consider using natural light as the primary source in areas where it is sufficient for work.
- Turn off lights whenever they are no longer needed or when leaving an area, including unused meeting rooms.
- Equipment Replacement and Improvement: If a light bulb is defective, coordinate with the Facilities Department to consider replacing it with an energy-saving LED bulb for effective lighting and long-term value.

1.3. Computers and Electrical Appliances

- Set the energy-saving mode on computers and monitors to activate after more than 15 consecutive minutes of inactivity.
- Disconnecting Power: Turn off and unplug unnecessary electrical equipment after working hours or before consecutive holidays.

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- Green Procurement: When procuring new electrical equipment, give priority to equipment bearing the No. 5 Energy Efficiency Label or meeting internationally recognized energy-efficiency standards.

2) Guidelines for Water Resource Management

Water is a natural resource that is important to operations. The Company therefore emphasizes efficient and appropriate water use to reduce unnecessary consumption and potential losses and to make the most of water resources. The practices are as follows:

2.1. Efficient Water Use

- Responsible Resource Use: Close water valves or taps completely after every use.
- Using Only the Water Needed: Avoid leaving water running while washing hands or cleaning items. Turn on the water only when it is needed for the task.
- Using an Appropriate Amount of Water: Use only the amount of water needed to clean work areas, common areas and equipment.

2.2. Maintenance and Leak Prevention

- Prompt Reporting: If a damaged tap, leaking pipe or water leak is found in restrooms or common areas, promptly notify the relevant department so that it can be repaired immediately.
- Monitoring for Abnormalities: Help monitor the water supply system for abnormalities, such as water that continues to run or unusual noises in pipes, to prevent unnecessary water loss.

3) Guidelines for Fuel and Vehicle Management

Business travel involves significant costs in both money and time. The Group therefore focuses on efficient travel planning to reduce operating expenses while reducing emissions to the environment. The practices are as follows:

3.1. Travel Planning

- Route Planning: Plan travel in advance and consider combining tasks along the same route or in nearby areas into one trip to reduce the number of trips and unnecessary fuel use.
- Reducing Travel through Technology: Consider video conferences or digital work methods instead of travel when the work can be carried out without an in-person meeting.

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- Shared Travel (Carpooling): Consider traveling together with personnel going to the same destination or along the same route to reduce the number of vehicles and unnecessary fuel use.
- Public Transport: Consider using public transport for work-related travel where suitable, convenient routes are available and appropriate for the nature of the work.

3.2. Vehicle Use and Maintenance

- Scheduled Maintenance: Keep vehicles in good working condition and operating efficiently in accordance with the Company's inspection schedule.
- Reporting Abnormalities: If any vehicle abnormality is found during use, such as unusual noises, warning lights or abnormal system operation, notify the responsible department for prompt inspection and correction.
- Efficient Driving: Drive at a suitable and consistent speed. Avoid sudden acceleration or braking to reduce unnecessary fuel use and improve travel safety.
- Basic Vehicle Checks: Check that tire pressure is at an appropriate level before travel for safety and to reduce fuel consumption.
- Reducing Emissions: Turn off the engine when parked for an extended period to avoid unnecessary fuel consumption and emissions.

4) Guidelines for Paper and Office Supplies Management

All office supplies entail procurement costs and have environmental impacts during production and disposal. Managing them responsibly and using them only when necessary helps reduce the organization's expenses and waste. The practices are as follows:

4.1. Reducing Paper Use

- Supplies Management: Plan purchases of paper and office supplies according to actual needs and store them appropriately to prevent deterioration and unnecessary loss.
- Using Digital Documents: Encourage electronic communication, transmission and storage of documents to reduce unnecessary paper use.
- Printing Only When Necessary: Assess the need before printing and use electronic documents or on-screen viewing instead when appropriate.
- Double-Sided Printing: Set double-sided printing as the default for general documents that do not contain personal data or confidential information, to reduce paper use.

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- Information Security: Documents containing personal data under the Personal Data Protection Act (PDPA) or Company confidential information must not be reused as draft paper or for other purposes, to prevent the risk of unauthorized disclosure or information leaks.

4.2. Environmentally Friendly Procurement

- Selecting Supplies: Give priority to office supplies with a long service life, environmental certification or recycled content.
- Supplies Inventory Management: Plan purchases of office supplies according to actual needs and store them appropriately to prevent deterioration before use.

5) Guidelines for Waste Management

The Group is committed to reducing waste and maximizing the value of resources through the 7Rs (Reduce, Reuse, Refill, Return, Repair, Replace, Recycle), to reduce impacts on ecosystems and promote sustainable resource circulation. The practices are as follows:

5.1. Reducing Waste at the Source (Reduce / Replace)

- Choose products and office supplies with minimal packaging or reusable packaging, and avoid products with multiple layers of packaging that are difficult to sort or recycle.
- Avoid or minimize single-use packaging and items, such as plastic cups, plastic bags and plastic cutlery. Choose reusable containers or items instead to reduce waste.
- Purchase or request supplies in quantities that will actually be used to prevent them from expiring or deteriorating before use.
- Reducing Food Waste: Plan and prepare an appropriate amount of food for internal events or meetings based on the number of participants, to reduce surplus food and unnecessary food waste.

5.2. Managing Reusable Resources (Reuse / Refill / Repair)

- Return and Reallocation: If supplies or equipment remain usable but are no longer needed by the original department, return them to the responsible department for collection and appropriate reallocation to other departments in need. This helps maximize the efficient use of organizational assets and reduce unnecessary new purchases.

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- Extending Service Life: Consider repairing items with minor damage instead of discarding and replacing them. Choose refill products instead of replacing the entire container when a suitable option is available.

5.3. Sorting and Proper Disposal (Recycle / Return)

- Waste Sorting: Sort waste according to the categories specified by the Company, namely recyclable waste, general waste, organic waste and hazardous waste, so that each type of material enters the appropriate management process.
- Electronic Waste Management: Return obsolete information technology equipment and electrical appliances to the responsible department for disposal through legally authorized service providers, to prevent heavy metals from leaking into the environment.
- Maintaining Cleanliness: If a waste collection point is disorganized or has insufficient waste-sorting equipment, notify the responsible department so that it can promptly make improvements.

6) Guidelines for Collecting and Reporting Resource Use Data

Accurate, complete and verifiable resource use data are essential for the Group to monitor, evaluate and plan resource management effectively. All personnel therefore have an important role in supporting the collection of factual data. The practices are as follows:

6.1. Reporting Abnormalities and Incidents

- Detection and Reporting: If an abnormality is found in a system or in resource use, such as defective equipment, water leakage or an unusual increase or decrease in resource consumption, promptly notify the responsible department through the channels designated by the Company (such as an online repair request system or the Facilities Department) so that the issue can be addressed quickly and losses can be reduced.

6.2. Cooperation in Data Collection

- Supporting Data Collection: Cooperate with the central department in surveying, checking or collecting data on resource use and environmental practices within the organization, for analysis and improvement of sustainability action plans.

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6.3. Data Accuracy

- Recording Factual Data: When assigned to record resource use data, such as travel distances, fuel consumption, electricity and water use, waste quantities by type or other relevant information, personnel must record the facts accurately and verify the information before each submission, so that the Company can use it as a reference and prepare transparent public reports.

Monitoring and Review of the Guidelines

The responsible department will review these Guidelines at least once a year or when the Environmental Policy or relevant legal requirements change, to ensure that the Guidelines remain appropriate and effective.

Communication and Awareness

The Company will communicate these Guidelines to personnel at all levels through appropriate and accessible internal communication channels. It will focus on activities that build knowledge, understanding and a positive attitude toward using resources wisely, with the aim of making these Guidelines a lasting part of the organizational culture.

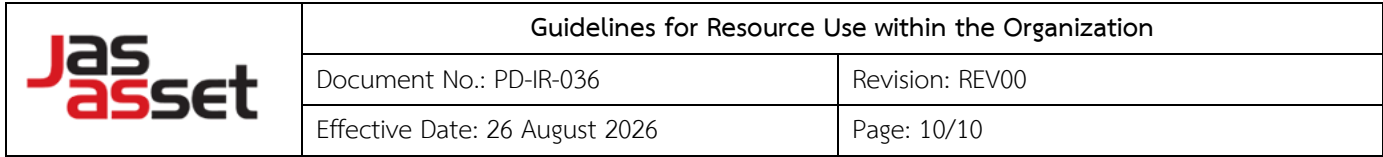
Effective from 26 August 2026 onward.



Guidelines for Resource Use within the Company Approved by

Mr. Sukon Kanjanahattakit

Chairman of the Board of Directors



Revision History

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