Guidelines

on the Use of Resources within the Organization

Table of Contents

Topic	Page
Introduction	3
Objectives	3-4
Scope of Application	4
Guidelines on Electricity Management	4-5
Guidelines on Water Resource Management	5-6
Guidelines on Fuel and Vehicle Management	6-7
Guidelines on Paper and Office Supplies Management	7
Guidelines on Waste Management	8-9
Guidelines on Resource Data Collection and Reporting	9
Monitoring and Review of the Guidelines	10
Communication and Awareness Building	10
Revision History	11

Introduction

The Company recognizes the importance of managing resources within the organization efficiently, alongside conducting business in a manner that is responsible towards the environment, society, and all groups of stakeholders. The Company believes that using resources wisely and appropriately is a key foundation for reducing environmental impacts, improving operational efficiency, and supporting the sustainable development of the organization.

These Guidelines on the Use of Resources within the Organization have been prepared to serve as a framework for personnel at all levels to use the Company's resources in a worthwhile, efficient, and beneficial manner. They cover the use of electricity, water, fuel, paper, and office supplies, as well as waste management and the collection of resource usage data. The purpose is to encourage employee participation in building an organizational culture that cares for the environment, and to jointly drive the long-term sustainability goals of the Group.

Objectives

These Guidelines have been prepared to support the Group's environmental policy, with an emphasis on encouraging personnel at all levels to have knowledge and understanding of, and to take part in, managing the organization's resources with the highest efficiency, as well as reducing unnecessary resource loss. The Company is confident that the worthwhile use of resources is a shared duty and responsibility of every employee, and not the burden of any single unit. Using resources mindfully not only improves the efficiency of cost management, but is also an important driver in moving the organization towards its goals of sustainable social and environmental responsibility. To ensure that these Guidelines are applied in the same direction throughout the organization, they cover the management of five key resource areas as follows:

- **Electricity:** appropriate management of lighting, air conditioning systems, and office equipment.
- **Water:** economical use of water in work areas and common areas.
- **Fuel and vehicles:** planning the use of pool vehicles and business travel for maximum efficiency.

- **Office materials and equipment:** reducing the use of paper and consumables through reuse or digital ways of working.
- **Waste management:** separating waste at source and disposing of it correctly in order to reduce environmental impacts.

Scope of Application

These Guidelines apply to the directors, executives, employees, workers, and all personnel of the Group, as well as to external parties who work within the Company's premises, as appropriate. All are required to jointly comply with these Guidelines in using the organization's resources efficiently and with due regard for environmental impacts.

Good Practices

1. Guidelines on Electricity Management

Electricity is a key resource that affects both operating costs and environmental impacts. The Group therefore focuses on improving energy efficiency through the "Start with Ourselves" approach, in order to build a sustainable organizational culture, with the following practices:

1.1. Air Conditioning Systems

- Temperature control: set and maintain the air conditioning temperature at not lower than 25 degrees Celsius for the highest energy efficiency.
- Area management: refrain from switching on air conditioning in areas where no one is working, or in areas with sufficient natural ventilation.
- Maintenance: if any abnormality of the system is found, such as reduced cooling performance, unusual noise, or water leakage, promptly notify the responsible unit for immediate repair, in order to prevent unnecessary energy loss.

1.2. Lighting Systems

- Use of natural light: during 08.30 – 17.30 hrs., natural light should be used as the primary source of lighting in areas where the light intensity is sufficient for work.
- Energy-saving discipline: always switch off the lights after use or when leaving an area, including meeting rooms that are not in use.
- Equipment replacement and improvement: in the event that a light bulb is damaged, coordinate with the Building and Premises Unit to consider replacing it with an energy-saving LED bulb, for better lighting efficiency and long-term value.

1.3. Computer Equipment and Electrical Appliances

- Energy-saving mode: set the "power saving mode" on computers and monitors, and switch off the screen immediately when it is not in continuous use for more than 15 minutes.
- Disconnecting power: always switch off and unplug unnecessary electrical equipment after working hours or before consecutive holidays.
- Green procurement: when procuring new electrical equipment, give first priority to equipment carrying the Energy Saving Label No. 5 or certified to international energy efficiency standards.

2. Guidelines on Water Resource Management

Water is a valuable natural resource that also carries a management cost. Using water wisely and carefully in every daily task is therefore an important mechanism for reducing loss and making the most of resources, with the following practices:

2.1. Water Use in General Tasks

- Resource discipline: always close water valves or taps tightly after use.
- Reducing loss: refrain from letting water run while washing hands or cleaning items; turn on the water only at the step where it is genuinely needed.
- Use in appropriate quantities: be mindful of using only the amount of water necessary for cleaning work areas, common areas, and equipment.

2.2. Maintenance and Leak Prevention

- Immediate notification: if a damaged tap, a leaking pipe, or a water leak is found in restrooms or common areas, promptly notify the responsible unit for immediate repair.
- Observing abnormalities: jointly monitor abnormalities in the plumbing system, such as water that does not stop running or unusual noise within the pipes, in order to prevent unnecessary water loss.

3. Guidelines on Fuel and Vehicle Management

Travel for work carries significant costs in terms of both expenses and time. The Group therefore focuses on efficient travel planning in order to reduce operating expenses while also reducing the release of pollution into the environment, with the following practices:

3.1. Travel Planning

- Route optimization: plan travel in advance by combining tasks along the same route or in nearby areas, in order to reduce the number of trips.
- Use of alternative technology: consider using video conferencing systems or digital ways of working instead of traveling, in cases where meeting in person is not necessary.
- Carpooling: promote shared travel arrangements for personnel who have the same destination or travel along the same route.
- Use of public transport: consider using public transport instead of the Company's pool vehicles, in cases where the route is served by public transport and it is convenient and appropriate to do so.

3.2. Vehicle Use and Maintenance

- Scheduled maintenance: maintain vehicles so that they remain ready for use and operate at maximum efficiency, in accordance with the Company's inspection schedule.
- Fuel-efficient driving behavior: drive at an appropriate and steady speed, and avoid sudden acceleration or sudden braking, which cause unnecessary fuel consumption.
- Basic performance checks: check that tire pressure meets the standard before every trip, for safety and for efficient fuel combustion.
- Reducing emissions: always switch off the engine when parking and waiting for a long period, in order to reduce unnecessary fuel combustion and emissions.

- Reporting abnormalities: immediately notify the responsible unit when an abnormality of a vehicle is found, or when the vehicle reaches the maintenance interval based on the mileage of the Company's vehicles.

4. Guidelines on Paper and Office Supplies Management

All types of office supplies carry a procurement cost and have environmental impacts in their production and disposal processes. Managing them wisely and using them only as necessary is therefore an effective way to reduce the organization's expenses and the amount of waste it generates, with the following practices:

4.1. Reducing Paper Consumption

- Supplies inventory management: plan purchases in quantities consistent with actual usage requirements, and store supplies hygienically to prevent premature deterioration.
- Transition to digital systems: promote communication and document storage in electronic form in order to reduce paper consumption.
- Producing documents only as necessary: check the necessity before every print, and avoid printing documents if the information can be displayed on screen instead.
- Double-sided printing: for general documents that do not contain confidential information, set double-sided printing as the default in order to halve paper consumption.
- Information security: documents containing personal data under the Personal Data Protection Act (PDPA), or classified as confidential by the Company, are "prohibited" from being reused as single-sided paper or draft paper, in order to prevent unintentional information leakage.

4.2. Environmentally Friendly Procurement

- Selection of materials: give first priority to office supplies with a long service life, bearing environmental certification marks, or produced from renewable materials.
- Supplies inventory management: plan purchases in quantities consistent with actual usage requirements, and store supplies hygienically to prevent premature deterioration, as well as ensuring proper separation and recycling at disposal.

5. Guidelines on Waste Management

The Group is committed to reducing the amount of waste and making the most of resources through the 7Rs principle (Reduce, Reuse, Refill, Return, Repair, Replace, and Recycle), in order to reduce impacts on the ecosystem and promote the sustainable circulation of resources, with the following practices:

5.1. Reducing Waste at Source (Reduce / Replace)

- Choose products and office supplies with minimal packaging or that can be reused, and avoid products with multi-layered packaging that is difficult to separate or recycle.
- Refrain from the unnecessary use of single-use packaging and utensils, such as plastic cups, plastic bags, and plastic cutlery, and switch to personal containers that can be washed and reused instead.
- Order or requisition supplies according to actual usage, in order to prevent them from expiring or deteriorating before they can be used.
- Do not order more food than needed for internal activities and meetings, and consider passing on surplus food that is still edible to others before discarding it, in order to reduce food waste.

5.2. Circular Resource Management (Reuse / Refill / Repair)

- Return and reallocation: where materials or equipment remain in usable condition but are no longer needed by the original unit, they shall be returned to the responsible unit so that they can be collected and reallocated to other units that need them, as appropriate. This ensures the most efficient use of the organization's assets and reduces unnecessary new purchases.
- Extending service life: consider repairing items with minor damage instead of discarding them and purchasing new ones, and choose refillable products instead of replacing the entire package where a suitable option is available.

5.3. Separation and Hygienic Disposal (Recycle / Return)

- Waste separation discipline: strictly separate waste according to the categories specified by the Company, namely recyclable waste (glass, metal, and plastic), general waste, organic waste, and hazardous waste, so that each type of material enters the correct management process.
- Management of electronic waste: obsolete information technology equipment and electrical appliances shall be returned to the responsible unit for disposal through service providers licensed under the law, in order to prevent the leakage of heavy metals into the environment.

- Hygiene care: if a waste collection point is found to be untidy, or if there are insufficient waste separation facilities, notify the responsible unit for immediate improvement.

6. Guidelines on Resource Data Collection and Reporting

Accurate, complete, and verifiable resource usage data is a key factor enabling the Group to monitor, evaluate, and plan resource management effectively. All personnel therefore play an important role in supporting the collection of data that reflects the facts, with the following practices:

6.1. Reporting Abnormalities and Incidents

Detection and reporting: if an abnormality in the usage system is found, such as damaged equipment, water leakage, or an unusual increase or decrease in the rate of resource consumption, immediately notify the responsible unit through the channels specified by the Company (for example, the online repair request system or the building management unit), so that the issue can be resolved quickly and losses reduced.

6.2. Cooperation in Data Surveys

Supporting statistical work: cooperate with the central unit in surveying, verifying, or collecting data on resource usage and environmental behavior within the organization, so that the data can be analyzed and used to improve the sustainability action plan.

6.3. Accuracy of Data

Recording data in accordance with the facts: where personnel are assigned to record resource usage data, such as travel distance, fuel consumption, electricity and water consumption, the volume of separated waste, or other related data, they shall strictly record the data in accordance with the facts and verify its accuracy before every submission, so that the Company can use it for reference and for preparing public reports in a transparent manner.

Monitoring and Review of the Guidelines

The responsible unit shall review the content of these Guidelines regularly, at least once a year, or whenever there is a change in the environmental policy or in relevant legal requirements, in order to ensure that the Guidelines remain appropriate and effective.

Communication and Awareness Building

The Company shall disseminate these Guidelines to personnel at all levels thoroughly, through appropriate and easily accessible internal communication channels. Emphasis is placed on organizing knowledge-promoting activities in order to build understanding and a positive attitude towards using resources wisely, with the aim that these Guidelines become a lasting part of the organizational culture.

These Guidelines shall come into effect from 18 May 2026 onwards.

.....

Approver of the Guidelines on the Use of Resources within the Organization

Mr. Pisnu Pong-acha

Chairman of the Board of Directors

Revision History

Revision	Responsible Unit	Review Date	Effective Date	Details of Revision
REV00	Investor Relations	Board of Directors Meeting No. 2/2026 on 14 May 2026	18 May 2026	First issue of the Guidelines