



## Supalai Public Company Limited Policy on Responsible Termination

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Supalai Public Company Limited recognizes the importance of fair human resource management and respects labor rights. Therefore, the termination of employees shall be conducted responsibly, transparently, and with consideration of the social and economic impacts on the employees.

### 1. Principles of the Policy

The Company is committed to ensuring that the termination process is fair and minimizes the impact on employees through the following guidelines.

#### 1.1 Fair & Transparent Process

- Terminations will be based on valid and clear reasons, such as organizational restructuring or documented inappropriate behavior.
- Employees will receive a clear explanation of the reasons for their termination.

#### 1.2 Legal Compliance

- All termination cases shall comply with Thai labor laws and international labor standards.
- Terminations shall be conducted without bias or prejudice based on gender, race, age, disability, or any other protected characteristic.

#### 1.3 Transition Support

- Employees will receive a notice period in accordance with legal requirements.
- The Company will provide outplacement support, such as skill development programs or job search assistance.

#### 1.4 Fair Severance Pay

- The Company will provide severance pay in compliance with or exceeding legal standards to help employees transition smoothly.
- Relevant benefits, such as savings or provident funds, will be paid according to the applicable conditions.

#### 1.5 Appeal & Grievance Mechanism

- Employees have the right to file complaints or appeals if they believe they have been unfairly terminated.
- The Company will establish a Termination Review Committee to review the fairness of the termination process.

#### 1.6 Non-Retaliation Policy

- The Company assures that no retaliation will be taken against employees who raise concerns regarding termination.
- In cases of unfair termination, the Company has a plan for remediation, including reinstatement or compensation.

### 2. Implementation and Monitoring

- 2.1 The Human Resources Department is responsible for implementing this policy.
- 2.2 Management and supervisors must provide guidance and carry out terminations in accordance with the established guidelines.
- 2.3 The Company will regularly evaluate the termination process to ensure continued compliance with human rights standards.

Please be informed for your acknowledgement.

Notified on this 25<sup>th</sup> day of February 2025

*Prateep Tangmatitham*

(Dr.Prateep Tangmatitham)  
Chairman of the Board of Directors