

## **Labor Management Policy**

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**Leo Global Logistics Public Company Limited**

## Labor Management Policy

Leo Global Logistics Public Company Limited (“**the Company**”) realizes the importance of human resource development and treats employees fairly, equally, and responsibly, adhering to national and international labor laws and standards. This Labor Management Policy has been formulated to specify the framework, principles, and guidelines for fair and transparent labor management within the Company. This will ultimately be a key factor to enhance business value and strengthen the Company’s competitive capabilities and sustainable growth in the future.

### **1. Definition**

- **Child Labor:** The employment of individuals below the legal age or below the Company's specified standard (whichever is higher), including work that is hazardous to children
- **Forced labor:** The use of labor through threat, coercion, seizure of identification documents, charging inappropriate recruitment fees, detention, or restriction of freedom to resign or change jobs
- **Minimum wage:** The minimum wage rate according to applicable law
- **Living wage:** Compensation sufficient to provide an appropriate standard of living for the employee and their family based on the local context covering food, housing, transportation, health, education, and minimum savings
- **Excessive working hours:** Working hours and/or overtime that exceed the legal limit or the Company's internal standards, set to prevent accumulated fatigue and accidents
- **Harassment:** Undesirable verbal, physical, or other behavior that causes shame, threatens, diminishes dignity, or creates unsafe working environment

### **2. Scope**

This Policy applies to all directors, executives, employees, and staff of the Company, inclusive of permanent employees, temporary employees, contract workers, and workers provided by service providers (including drivers, warehouse staff, and support staff). The Policy covers all Company operations and serves as criteria for governing & overseeing business partners and suppliers.

### **3. Duties and Responsibilities**

- **The Board of Directors** has the duty to approve Labor Management Policy and to govern & oversee significant labor risks, acknowledge performance, and manage complaints. In addition, the BoD shall also consider and review the Policy and acknowledge the performance results at least once a year to ensure that the labor management is in accordance with the established policy, in compliance with applicable laws, and relevant labor standards.
- **Senior Management** has the duty to support and allocate resources to drive operations in accordance with the established policy, specify labor goals and indicators, encourage and develop labor management guidelines, monitor performance and implementation, and report results to the Board of Directors at least once a year.

- **The Human Resources and Administration Department** has the duty to manage labor matters as required by law and in accordance with the Company's labor management policy. In addition, the Department shall also assess and manage labor risks, develop & upkeep employment standards, compensation, welfare, employee potentials training and development, working hours, safety issue, non-discrimination aspect, and complaint mechanisms, as well as regularly monitoring and reporting labor performance to senior management.

#### 4. Practice Guidelines

1. Respect employee the rights based on human rights principles and comply with labor laws.
2. Set up fair and equitable employment processes and conditions, with equal compensation management based on the principle of "Equal Pay for Equal Work", ensuring that employees in the same positions with similar experience and qualifications shall receive equal pay, under a transparent and fair job and performance evaluation system.
3. Support local employment in the provinces, and promote educational opportunities, as well as the development of potential and standard of living for people in the community, including disadvantaged groups and new graduates, as appropriate.
4. Promote employee training and personal development training to build a foundation of work knowledge, enhance skills and abilities, such as compliance with rules and ethics, occupational safety and health standards, digital skills, customer service and communication skills, leadership development for supervisors/managers, etc. Most courses include post-training evaluations and follow-ups on applying the training knowledge to real situations.
5. Cultivate positive corporate culture, focusing on ethics, morality, and teamwork among personnel.
6. Provide various welfare benefits for employees as required by law, such as social security, etc., and beyond legal requirements, such as health and accident insurance, provident funds, etc., as well as providing various types of financial assistance to employees, such as educational scholarships for children, employee enhancement funds, and funeral expense assistance, etc.
7. Provide annual health check-ups for all levels of Company personnel, considering risk factors based on age, gender, and individual working environment.
8. Labor Risk Assessment
  - Risk assessment for new operations/projects (Due diligence)  
Before starting any new operation or project, such as opening a new warehouse, taking on a large contract, starting a new transportation route, or mergers and acquisitions (M&A), etc., the Company shall conduct due diligence to ensure compliance with legal requirements, such as the use of subcontracted labor, migrant workers, child labor, forced labor, and illegal labor, etc.
  - Risk assessment for existing operations/projects (Existing operations)  
The Company shall conduct labor risk assessments regularly at least once a year, with further review when significant events occur, such as serious accidents, labor complaints/litigation, significant changes of employment patterns, or changes in laws, etc., in order to formulate improvement plans and to monitor results.

9. Actions to Address Labor Issues

9.1 Prevention of child labor: The Company has set a minimum employment age in accordance with the law and the specified prohibited and dangerous jobs for youth. In addition, the Company also respects and takes into consideration children's rights in contexts related to business operations, such as ensuring safety in the community surrounding the workplace, and providing safe transportation to minimize risks to children and reduce the impact on families.

9.2 Prevention of forced labor: The Company does not support or participate in any form of forced labor, as demonstrated by the following:

- Not withholding identification documents (e.g. national ID cards/passports/work permits, etc.) and not imposing unfair deposits or wage deductions, whether by the Company, business partners, or suppliers
- Setting up an "Employer Pays Principle" where the employer is responsible for all related recruitment fees and monitors the collection of fees from workers, including conducting regular audits of supply chains to prevent extortion, especially migrant workers, as appropriate
- Providing clear, understandable employment contracts/work terms & conditions, to be translated into languages that workers understand (when necessary)

9.3 Employee representation mechanisms

- Set up a welfare committee/labor relations working group or employee representation mechanism as required by law and as appropriate.
- Specify various channels for receiving employee feedback, such as online surveys, suggestion boxes, etc.

9.4 Reduction of excessive working hours

- Comply with laws on working hours and overtime, and establish "internal standards" to prevent cumulative fatigue in high-risk jobs (e.g. drivers/warehouse workers, among others).
- Plan workforce and work schedule to align/be in line with workload.

9.5 Supporting a Living Wage

- The Company pays wages no less than the legal minimum wage, and is committed to developing a compensation structure that is "adequate for a decent standard of living".
- Regularly review wages and welfare benefits, considering factors such as cost of living, performance, operating results, job risks, and market wage rates.
- Clearly communicate the wage structure, wage adjustment criteria, and fringe benefits.

10. Diversity, Equal Opportunity, and Non-Discrimination

The Company respects employee rights in accordance with human rights principles in compliance with labor laws. In addition, the Company also provides equal opportunities without discrimination in recruitment, hiring, compensation, development, promotion, and dismissal/contract termination, regardless of race, religion, gender, age, sexual orientation, disability, or nationality, including any other characteristics protected by law.

- Specify a fair recruitment and selection process based on job competency/qualifications.

- Provide training on realization of diversity and inclusion/non-discrimination for management and employees, as appropriate.
  - Set up a complaint channel for cases of discrimination, and conduct investigations/remedies while protecting complainants, as detailed in the Whistleblowing Policy and practice guidelines.
11. Freedom of Association and Collective Bargaining
- Rights to association/Freedom of association  
The Company respects and supports employees' rights to voluntarily form associations, and their rights to have employee representatives to communicate with the management. The Company will not interfere with, intimidate, threaten, or discriminate against employees as a result of exercising these rights, and will facilitate appropriate communication and participation in accordance with applicable laws.
  - Rights to Collective bargaining  
The Company respects the rights of employees and/or their selected representatives to participate in collective bargaining in good faith, transparency, and without discrimination.
12. Non-compliance with Labor Standards, and Information Disclosure
- The Company monitors and reports cases of non-compliance with labor standards (including cases involving business partners and suppliers within the relevant scope), specifies corrective actions and preventive actions (CAPA), and publicly discloses information for transparency, such as
- **Disclosure of the number of incidents:** Disclosing the number of incidents of non-compliance with labor standards, or disclosing "no incidents"
  - **Disclosure of incident management:** When an incident occurs, the Company shall disclose the type of incident, the significance, and the approach taken to manage it, such as investigation and remediation for those affected, disciplinary measures, etc.
13. Prevention of Bullying and/or Harassment
- The Company has zero tolerance for all forms of bullying, harassment, or abuse in the workplace, including via digital channels. The Company shall implement fair prevention, reporting, investigation, and remedial measures. The Company has accessible and confidential reporting/complaint channels with measures to protect complainants and witnesses from retaliation. Investigations shall be conducted fairly, with consideration for the safety of those involved. Managers/supervisors shall receive training on how to handle bullying or harassment incidents to ensure they can listen and communicate effectively without causing further harm (non-retaliation & trauma-informed approach). In addition, the Company shall also follow up after cases are closed.
14. Monitoring, Whistleblowing, and Policy Review
- **Complaint/Whistleblowing Channels:** The Company has provided accessible and confidential complaint channels, as detailed in the Whistleblowing Policy and practice guidelines.
  - **Auditing:** The Company conducts internal audits and/or assessments of business partners and suppliers at least once a year.

- **Disciplinary and Corrective Measures:** Violations of this Policy may lead to disciplinary action in accordance with Company regulations and/or contract review with business partners and suppliers, along with a CAPA Plan.

The Company shall review the Policy and shall report the audit results of the Policy compliance to the Board of Directors at least once a year to ensure that the Company's Policy complies with regulations and laws, and will be updated when there are changes in laws, international standards, or significant risks.

This **Labor Management Policy** is effective as of May 15, 2026, as approved by the Board of Directors at its Meeting No. 3/2026.

*-Signature-*

(Mr. Sanee Dangwang)

Chairman of the Board of Directors

Leo Global Logistics Public Company Limited