

SCB^x



SCB^x
**PEOPLE MANAGEMENT
POLICY**

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Our Sustainability Mission

**OPPORTUNITIES
FOR EVERYONE,
POSSIBILITIES
EVERYDAY**

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SCB^x PEOPLE MANAGEMENT POLICY

INTRODUCTION

This People Management Policy is formulated based on the company's belief in putting their people or employee first because human capital is an invaluable resource. Correspondingly, the company's success relies on a capable workforce with good conduct and ethics. Therefore, it is crucial for the company to arrange for opportunities, treat all employees equally, fairly and without any kinds of discrimination in every process. At the same time, all employees should be encouraged to collaboratively partake and participate in organizational activities under a clear target. These principles are fundamental and shall be embedded in organizational management approach while ensuring continued execution.

HUMAN RIGHTS POLICY

PRINCIPLE

All employees are equal in their rights, hence shall be treated equally without any kinds of discrimination. At the same time, employees are entitled to rights and freedom to engage in any activities allowed under the company's code of conduct and regulations. All employees shall respect and not violate colleague's, customer's, business partner's or society's right at large.

PRACTICE

1. Committed to good labor practice and in compliance with labor laws and standards. The practices include employment, equal opportunities, occupational health and safety, freedom of association and right to collective bargaining, as well as employee's personal privacy as specified in the SCBX Human Rights Policy and in this People Management Policy.
2. Put in place procedure and communicate, encourage employee's good practice in order to avoid and prevent any actions or incidents that could lead to human rights violations both internal and external of the organization, be it directly or indirectly.
3. Conduct Human Rights Due Diligence (HRDD) with aim to prevent, mitigate, and resolve adverse human rights impacts, as well as providing appropriate and effective remedial action for relevant stakeholders, including grievance or reporting mechanisms as well as mitigation measures to address adverse impacts that may arise.
4. Build and promote awareness on human rights issue among all groups of stakeholders by focusing on engagement, respect, and compliance with human rights principle.
5. Communicate, report, educate, and support business partners and suppliers in raising their awareness on the need for respecting human rights as specified in this Policy.

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

PRINCIPLE

All employees shall be treated equally and fairly without any kinds of discrimination whether on the ground of difference in origin, nationality, religion, gender, physical ability, age, belief, educational background, or socio-economic status etc. All employees shall also respect and preserve human dignity by not engaging in any actions that may result in verbal and/or physical violation or threats, or any actions protected under this Policy. The company will not tolerate any forms of harassment or threat (Zero Tolerance).

PRACTICE

1. Specify that discrimination and harassment are deemed non-compliance with work regulations constitute serious offence which shall be subject to highest disciplinary actions. Employees can report any case of discrimination and harassment at discrimination@scbx.com
2. Foster a work environment and establish process to prevent or reduce potential risk that may arise from discrimination, harassment, or threat. At the same time, the company will organize awareness or training sessions for employees on the topic of non-discrimination and anti-harassment in workplace.
3. Collect, utilize or disclose personal data of employee, or relevant personnel on a need-basis only. Any sensitive data, which may lead to discrimination, harassment, or threat, shall not be collected. Unless, it is required by law, regulations, or support a risk management process.
4. Foster an inclusive and supportive work atmosphere that encourage employee participation through regular communications and activities in order to cultivate engagement, collaboration, unity contributing to a respectful work environment.
5. Ensure that employment, remuneration, job rotation, and promotion are equally and fairly appraised based on merits while taking into account employee's capabilities and qualities.

GOVERNANCE AND WORKPLACE ETHICS POLICY

PRINCIPLE

Apart from having appropriate knowledge and skills, employee's behavior are equally important. Therefore, employees are expected to behave morally and ethically, not exhibiting any behaviors or actions that may harm colleagues or cause damage to the company.

PRACTICE

1. Establish relevant work regulations and procedures in compliance with the law and in support of the company's culture.
2. Specify that compliance to company's code of conduct, core value, policy, procedure, and relevant regulation are part of employee's performance appraisals and remuneration.
3. Support and promote honesty, open and frank work practice among employees while respecting the rights of others, this includes collective effort towards anti-corruption.
4. Identify a fair, transparent, and verifiable disciplinary action review process.
5. Continuously communicate cautions or notices to build employee's awareness and understanding on refraining from engaging inappropriate actions.

ORGANIZATIONAL STRUCTURE MANAGEMENT POLICY

PRINCIPLE

Organizational structure is one of the key foundations that illustrate effectiveness of an organization as well as its employee. Putting in place an appropriate, yet agile, structure is then crucial to support an organization's strategic direction at any given time.

PRACTICE

1. Specify an agile and flexible organizational structure which supports the business' short-, medium-, and long-term direction, while enabling effective and prompt problem solving and decision making.
2. Identify clear and comprehensive roles and responsibilities in order to avoid redundancies, while allocating an appropriate amount of work proportionate to the assigned role in order to ensure aligned execution that supports business's strategy.
3. Specify divisional structure and chain of command that seek to create balance, reduce risks, nevertheless, motivate and encourage positive competition internally.

WORKFORCE PLANNING POLICY

PRINCIPLE

Workforce planning once effectively and appropriately implemented will support and drive an organization to promptly achieve its identified targets, and such is also one of the ways to retain talents.

PRACTICE

1. Analyze and predict workforce related needs through establishing workforce planning process or tool in order to support the organization's current and future business strategy.
2. Appropriately and effectively specify types of employment, job rotation, promotion in order to reflect employee's ability, capability, and dedication as well as contribution to business direction.
3. Study, analyze and collaborate with external agencies in collecting data on workforce at industry level in order to keep informed of direction and trends on workforce needs or requirements. These inputs will be analyzed to plan appropriate strategy that drive competitive advantage for an organization.
4. Review workforce planning at an appropriate period to ensure effective human resource management.
5. Utilize new technologies in predicting appropriate workforce that support the continuously evolving business strategy.

RECRUITMENT POLICY

PRINCIPLE

Recruitment must be conducted transparently throughout every process and on a fair and inclusive basis without any kinds of discrimination, by emphasizing on candidate's qualities, experience, expertise, and knowledge.

PRACTICE

1. Establish a transparent recruitment process without any kinds of discrimination by emphasizing on candidate's knowledge and capabilities.
2. Recruit capable talents with good attitudes in which the company may utilize tools in searching for the right candidates.
3. In case of new openings or vacancies, the company shall give opportunities to external personnel or employees from within SCBX Group, depending on the needs and suitability.
4. Establish a variety of recruitment channels to ensure inclusive opportunities.
5. Identify diverse and appropriate selection methods by using technology in order to attract and retain the right candidates.
6. Specify appropriate, fair, and effective employment types.

EMPLOYEE DEVELOPMENT POLICY

PRINCIPLE

Employee development is one of the crucial factors in preparing an organization for growth or change, regardless of directions or strategies, since organization will have capable employees who are ready to navigate and handle the change.

PRACTICE

1. Build employee development roadmap for key positions to allow employees an opportunity for capability development ready to engage in assignments as directed by the company's strategy.
2. Identify employee development plan and prepare relevant expenditures for each function in order to uplift employees knowledge and skills for handling assignments.
3. Foster and support cross function rotation in order to enable employees to uplift and develop own's capability.
4. Support and promote opportunities to learn new things both inside and outside an organization, specifically, knowledge relating to technologies which shall be utilized to improve work process and increase efficiency.
5. Arrange employee activities that encourage exchange of experience, knowledge, reflecting different opinions and perspectives which should be applied in the assigned work, and ultimately for organizational improvement.
6. Implement performance appraisal system which fairly, and transparently reflect employees capability, while encouraging all employees to explore learning opportunities and self- development.

RENUMERATION AND WELFARE POLICY

PRINCIPLE

Remuneration is applied to all employees based on evaluation of the assigned roles and responsibilities, skills, knowledge, capability and work effectiveness, as well as their contributions to organizational achievements on the specified targets. The company arranged a market competitive and beyond legal requirements remuneration and welfare designed specifically to attract candidates.

PRACTICE

1. Company's compensation and remuneration are appraised based on the assigned roles and responsibility of individual employee while taking into account their experience, expertise, complexity of the given role, market conditions comparable and suitable to the pay rate of companies in the same industry. This is to maintain and build the company's competitive advantage in terms of human resource management.
2. Bonus payment is calculated based on financial performance or the company's policy which is deduced from corporate performance, individual performance assessed under a fair and transparent metrics specified periodically.
3. Arrange remuneration and welfare scheme that are not less than and beyond legal requirements in order to promote employee well-being, ensure security for employees and their family even after retirement from the company

PERFORMANCE MANAGEMENT POLICY

PRINCIPLE

To manage and motivate employees to deliver and contribute to the organization's goals while prompting behavioral compliance with the company's core value which will ultimately lead to a fair and competitive remuneration consideration, promotion, as well as appropriate employee development plan, the company shall adopt a standardized system in appraising performance of individual employee.

PRACTICE

1. Set employee's annual targets aligned with their assigned roles and responsibilities, as well as with contribution to the organization's goal.
2. Monitor's performance throughout the year with periodic dialogue between supervisors and employees through performance appraisal process.
3. Conduct year-end performance appraisal of the division or function, however, on the same standard to ensure fairness and transparency.

PERSONAL DATA POLICY

PRINCIPLE

Employee's personal data or that of relevant personnel pertained to human resource management shall be utilized on a need basis with a strict process in compliance with the law.

PRACTICE

1. Systematically specify policy relating to personal data management pertaining to human resource management which also complied with relevant laws.
2. Establish appropriate and effective means of communications in order to build employee's understanding and sustainably reduce risks.

WORK ATMOSPHERE AND ENVIRONMENT

PRINCIPLE

Work atmosphere and environment is a key to motivation and engagement with the company which contributes to an organization's sustainable success.

PRACTICE

1. Identify the way of work appropriate to work characteristics, context, or situations. This aims to create work balance while facilitating employee's lifestyle.
2. Ensure safe workplace where employees can relax physically and mentally.
3. Promote and encourage employees to participate in activities to build collaboration and good labor relations within the organization.
4. Specify effective communication methods between executives, team members, and among colleagues. This shall serve as a way for employee to express their opinion while fostering the right work atmosphere. The outputs shall be utilized for continuous improvements which also respond to employee's needs.





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