

Personnel Development Policy

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Dohome Public Company Limited

## Personnel Development Policy

The Company realizes the essence of human resources as it is the most important asset in its business operation and the key success factor that can lead the Company to its predetermined target. Therefore, the Company has set the policy focusing on continual development of skills and thoughts of employees in every level in order to increase their working effectiveness in all aspects and to generate a creative thinking and value-added innovation, which are considered as the Company's important strategy. The Company has set the following policy and guidelines on personnel development:

### **(a) Nomination**

The Company puts great emphasis on personnel starting from the nomination process. The nomination and selection process must be on the transparent basis and proceed with equality and fairness. Employees' qualifications are defined according to the job description. Educational background, experience, expertise and other qualifications are clearly specified for each job position. The Company selects candidate for each position in accordance with its specified process in order to recruit personnel with proper qualifications for each position.

### **(b) Personnel Development**

The Company has a policy to consistently develop its personnel aiming to increase knowledge, skills and expertise in order to improve the effectiveness of its personnel in all levels. Such policy is as follows:

(1) The Company supports its personnel to improve knowledge and expertise from the actual operation by providing supervisor for each working group in order to give trainings within a group.

(2) The Company supports and continuously provides internal and external seminars and trainings for its personnel in all levels from executives to officers. This is to develop their knowledge, capabilities and working potential so that they can use such knowledge from trainings to improve the Company's operation.

(3) The Company assesses the need and the requirement for the personnel trainings in all levels from executives to officers and defines the Company's personnel development plan, which is consistent with the Company's development plan. This aims for preparing its personnel to take up more responsibilities, have a progress in career path and be capable for taking vacant positions.

(4) The Company organizes various activities to create intimacy, familiarity and good relationship between executives and every employee to increase work quality and demonstrate working professional, which will bring about the most clients' satisfaction.