

Human Resources Development Policy



Sikarin Public Company Limited

Human Resources Development Policy

Sikarin Public Company Limited (“Sikarin” or “the Company”) recognizes the importance of human resources, which are a key factor driving the success of the organization. The development of human resources is essential to Sikarin’s growth and sustainability as a provider of quality healthcare services. Developing high-quality human resources will enable Sikarin to effectively meet the needs of patients and stakeholders.

Sikarin believes that human resource development is a crucial investment, which not only enhances employees' potential but also improves the efficiency of operations and the quality of services provided to patients. Continuous investment in development will allow Sikarin to maintain its competitive edge and leadership in the healthcare industry in the long term.

The purpose of this policy is to establish a framework for human resource development, focusing on providing employees with opportunities for learning and self-development, so that they can fully grow in their careers and contribute to driving the success of Sikarin.

Human Resource Development Guidelines

1. Training and Development

Sikarin firmly believes that learning and development is a never-ending process. To ensure that employees have the ability to perform their roles effectively and keep up with modern developments, Sikarin organizes training programs that cover both enhancing existing skills and developing new skills.

- Upskilling: Training focused on enhancing the existing skills and knowledge of employees to enable them to perform their roles more effectively.
- Reskilling: Training focused on developing new skills necessary for adapting to changing roles or responsibilities.
- On-the-job Training: Training that takes place through real job experiences, with guidance from experienced employees through mentoring or job shadowing.
- Support for Off-site Learning: Sikarin provides financial and logistical support for employees to attend seminars, conferences, training sessions, or higher education programs related to their roles or career aspirations.

2. Employee Promotion

Sikarin is committed to creating a culture of growth and promotion within the organization. The Company believe that promotions are a reward for excellent performance and the potential of employees.

- Promotion Criteria: Employees will be given opportunities for promotion when they demonstrate high performance and the ability to take on more challenging responsibilities.
- Transparent Process: The promotion process will be transparent, with clear criteria for consideration. Managers will provide continuous feedback and development plans for employees.
- Equal Opportunities: Sikarin values equal opportunities for promotion, ensuring no bias in evaluations. Promotions will be based solely on the performance and potential of the employee.

3. Employee Performance Evaluation

To ensure that human resource development aligns with the organization's objectives, Sikarin will use a systematic and fair performance evaluation process to assess employees' work. This evaluation will help in creating development plans and identifying opportunities for improvement.

- Annual Performance Evaluation: Performance evaluations will be conducted at least once a year, with a mid-year review to assess progress and adjust development plans.
- Key Performance Indicators (KPI): Performance evaluations will be based on SMART (Specific, Measurable, Achievable, Relevant, Time-bound) KPIs.
- 360-Degree Feedback: Employees will receive feedback from managers, colleagues, and subordinates to provide a comprehensive view of their performance and areas for development.
- Continuous Feedback: Managers will provide ongoing feedback and recommendations to employees throughout the year for continuous improvement.
- Development Plans: Based on the evaluation results, personalized development plans will be created to enhance skills and set career growth goals.

This Human Resources Development Policy, Version 3, is effective from 16 January 2025, onward, as approved by the Board of Directors in Meeting No. 1/2025 on 15 January 2025,.



Mr. Seni Chittakasaem
Chairman