

## Notification

### On Energy Saving Measures and Resource Conservation Guidelines

Whereas Primo Service Solutions Public Company Limited and its affiliated companies are committed to promoting sound environmental management to encourage learning on energy conservation, environmental preservation, and awareness of energy conservation among personnel in all departments/functions, the Company has therefore established this Announcement on Energy Saving Measures and Resource Conservation Guidelines to serve as operational guidelines and to support good corporate governance practices among all employees. In order to achieve effective results, all employees are required to cooperate and comply with these measures strictly, seriously, and continuously.

#### Guidelines

##### 1. Use of Lighting

Head office

- Turn on lights only when necessary.
- Ensure that all light switches are turned off when the last employee leaves the office.
- Turn off lights that are not in use, such as lights in meeting rooms and during lunch breaks.
- Use lighting only in areas where necessary.
- Open curtains and utilize natural light instead of electric lighting in areas that do not require high levels of brightness.

##### 2. Use of Air Conditioners

- The operating hours for air conditioners at the Head Office shall be from 09:00 a.m. to 07:00 p.m.
- The air conditioner temperature should be set at 25 degrees Celsius.
- Doors and windows must be kept closed at all times while the air conditioner is operating. Doors and windows must not be left open during operation.
- Designate responsible staff or housekeeping personnel to inspect and ensure that all electrical equipment is turned off properly before leaving the office.

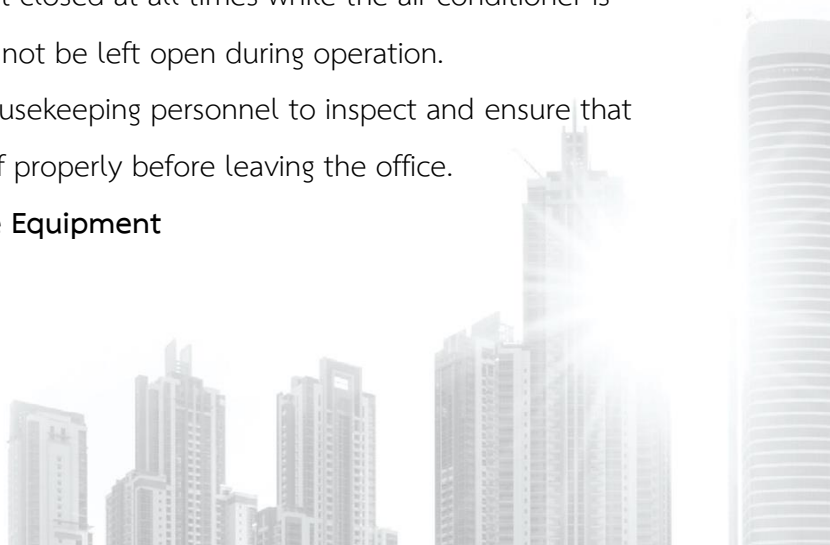
##### 3. Use of Electrical Appliances and Office Equipment

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3.1 Select high-efficiency electrical appliances and equipment, taking into consideration Energy Efficiency Label No. 5 or Energy Save certification marks.

3.2 Electrical appliances shall be inspected and maintained regularly every 6 months or in accordance with the maintenance schedule.

3.3 Turn off computers and unplug them whenever they are not in use.

3.4 Turn off computer monitors when not in use for more than 10 minutes and switch them off when not in use, or set the monitor to automatically enter standby mode after 10 minutes of inactivity.

3.5 Documents should be edited and reviewed on computer screens before printing to reduce paper consumption, or reuse paper where appropriate.

3.6 Paper used for photocopying or printing should be used on both sides.

#### **4. Fuel Consumption**

4.1 Employees traveling along the same route should travel together (Car Pool)

4.2 Use alternative communication methods instead of traveling, such as email, postal services, or online meetings.

#### **5. Water Usage**

5.1 Use water economically and turn off water when not in use.

5.2 If any damage to the water supply system is detected, notify the Human Resources Department immediately for maintenance coordination.

5.3 Disposal of food waste into drains is prohibited to prevent pipe blockages.

5.4 Promote water recycling and water reuse through treatment and recycling processes.

#### **6. Meetings and Activities**

6.1 Select materials and equipment that are environmentally friendly.

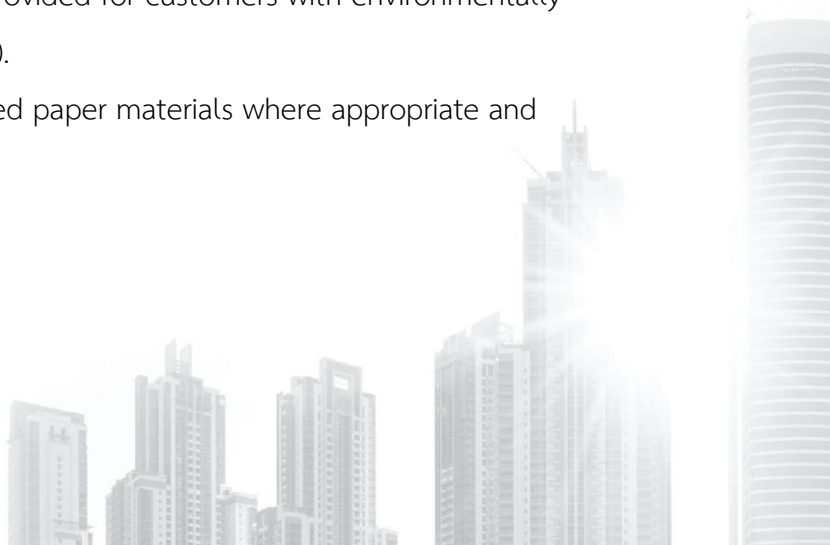
6.2 Use reusable containers and utensils instead of single-use items.

6.3 Use E-Meeting systems and electronic meeting documents.

6.4 Replace plastic drinking straws provided for customers with environmentally friendly straws (such as paper or rice straws).

6.5 Use E-Brochures instead of printed paper materials where appropriate and necessary.

#### **7. Cleanliness and Waste Management**



7.1 All employees shall implement 5S activities within their respective departments/functions.

7.2 Waste shall be separated and managed using appropriate disposal methods.

## **8. Communication**

8.1 Internal communications should utilize online channels as much as possible.

8.2 Designate public relations points for internal communication, such as notice boards or locations easily accessible and clearly visible to employees, instead of using paper-based communications.

The details under this Announcement shall be effective from 1 January 2024 onwards.

