

# **Risk and Business Continuity Management Policy**

Mc Group Public Company Limited

**Effective on August 26, 2024**

## **Risk and Business Continuity Management Policy**

To serve as a guideline for the risk and business continuity management of Mc Group Public Company Limited and its subsidiaries, particularly in managing risks and various crises to ensure that the business can operate continuously while protecting the interests of stakeholders, the reputation, credibility, and maintaining business sustainability, the Company has established the following business continuity management policy:

1. The Company has set a risk management framework and developed a risk management system in accordance with international standards (Business Continuity Management: BCM). This includes an integrated management system comprising a crisis management plan, crisis communication plan, and a risk continuity plan that connects all departments within the organization.
2. Risk management is a key component of all business processes within the Company. It is the duty of all departments to implement adequate and appropriate control activities to manage risks at an acceptable level, ensuring the achievement of set objectives and protecting stakeholders' interests while prioritizing the best interests of the organization.
3. The Company has established a Risk Management Working Group, with the Human Resources department responsible for overseeing the overall organizational risk management system and regularly reporting results to the Risk Management Committee or when there are significant changes.
4. The Human Resources department is responsible for managing the Crisis Management Plan (CMP) by developing, implementing, testing, and updating it to ensure accuracy and timeliness. The plan should be reviewed at least once a year or when significant changes occur. The department will also coordinate with Critical Business Function (CBF) teams to conduct annual risk assessments and business impact analyses (BIA).
5. The Human Resources department is responsible for managing the Crisis Communication Plan (CCP) by developing, implementing, testing, and updating it to ensure accuracy, timeliness, and readiness for crisis situations. The plan should be reviewed at least once a year or when significant changes occur.
6. Each department is responsible for developing, implementing, testing, and updating its risk continuity plan and related documents to ensure accuracy, completeness, and readiness for crisis situations. The plans should be reviewed

at least once a year or when significant changes occur to ensure that the risk continuity management system can be effectively executed. The department must also manage and maintain its risk continuity plan.

7. Departments handling critical risks must designate personnel to directly participate in risk assessment, review, and risk impact analysis, which will be used to prepare recovery strategies and develop the department's risk continuity plan.
8. The Human Resources department is responsible for supporting, coordinating, and linking the risk continuity management system with the Emergency Response Plan, the Business Continuity Plan (BCP), the Command Center, and the Alternate Site.
9. The Human Resources department is tasked with raising awareness and understanding of risk continuity management across all levels of the organization and embedding it into the corporate culture.
10. Senior management must communicate the business continuity and risk management policy to executives, employees, workers, and other stakeholders, ensuring strict adherence to the policy. They must oversee the effectiveness of the risk continuity management process in each department and enhance the knowledge and capabilities of personnel to ensure efficient performance.
11. The Company encourages all executives, employees, and workers to recognize the importance of participating in, supporting, and adhering to the Company's business continuity management policy, ensuring the achievement of the business continuity and risk management objectives of the organization.

This policy is effective from August 26, 2024, onwards.

*-Signed by-*

( Mrs. Kaisri Nuengsigkapan )  
Chairman of the Board of Directors