

▶ 2023 PTTEP Performance Management System (PMS) Guideline



- For Internal use only -



01 Overview

of Performance Management System



01 Overview of Performance Management System

Objective :



“This guideline is an introduction to the Performance Management System (PMS), providing information to all employees of PTTEP & Subsidiaries.”

Definition :

Performance Management is a process of establishing a shared understanding about what is to be achieved.

In PTTEP, it is designed to be a year-round partnership between employees and supervisors in the planning, coaching and reviewing of job performance.

Performance Development Appraisal (PDA) is PTTEP's system to evaluate and measure employees' performance.

The PDA rating is determined by using norm-referenced assessment.

The PDA score derives from work-related (KPIs) scores 65% and EP SPIRIT behavior scores 35%.

A supervisor is a person who directly supervises and provides support, coaching & feedback to subordinates in a particular organization unit.



Performance Management



Performance Development Appraisal (PDA)



PDA Rating



PDA Score

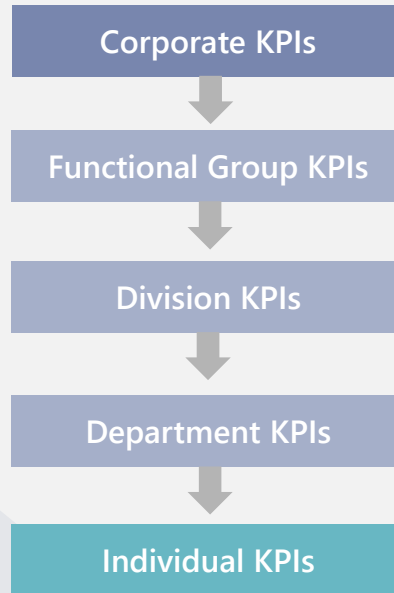


Supervisor

01 Overview of Performance Management System

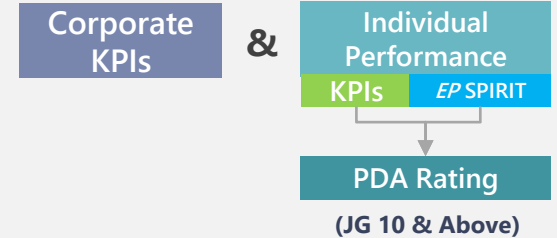
Cascading KPIs & Linkage to Rewarding :

Cascading KPIs

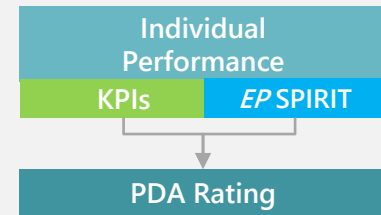


Rewarding Performance

1. Special Payment



2. Merit Increase



01 Overview of Performance Management System

Appraiser & Appraisee :

	Normal Case	Transfer during the year	Secondment to PTT Group
Appraiser	<p>The current supervisor (N+1)</p>	<p>Former supervisor : Appraise employee's performance</p> <p>Current supervisor : Discuss with the former supervisor and finalize the PDA Result</p>	<p>Former PTTEP supervisor : Appraise employee's performance for the working period at PTTEP</p> <p>Current Host supervisor : Appraise employee's performance by using PTTEP Appraisal Form for the working period at the host company</p> <p>Current PTTEP supervisor : Finalize the PDA Result</p>



Appraisee

All employees including secondees who are on assignment in other subsidiaries.

Except: Current employees who do not have any working days in the appraisal year
e.g. scholarship employees, personal leave employees, etc.

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Process & Timeline :

**Performance Planning
(KPIs Setting)**

[March - April]

1

PLAN → DO



2

**Mid-Year Review &
EP SPIRIT Appraiser
Nomination**

[Jun - July]

Coaching & Monitoring

ACT ← CHECK

Coaching & Feedback

4

**Performance Reward &
Opportunities**

[January]

3

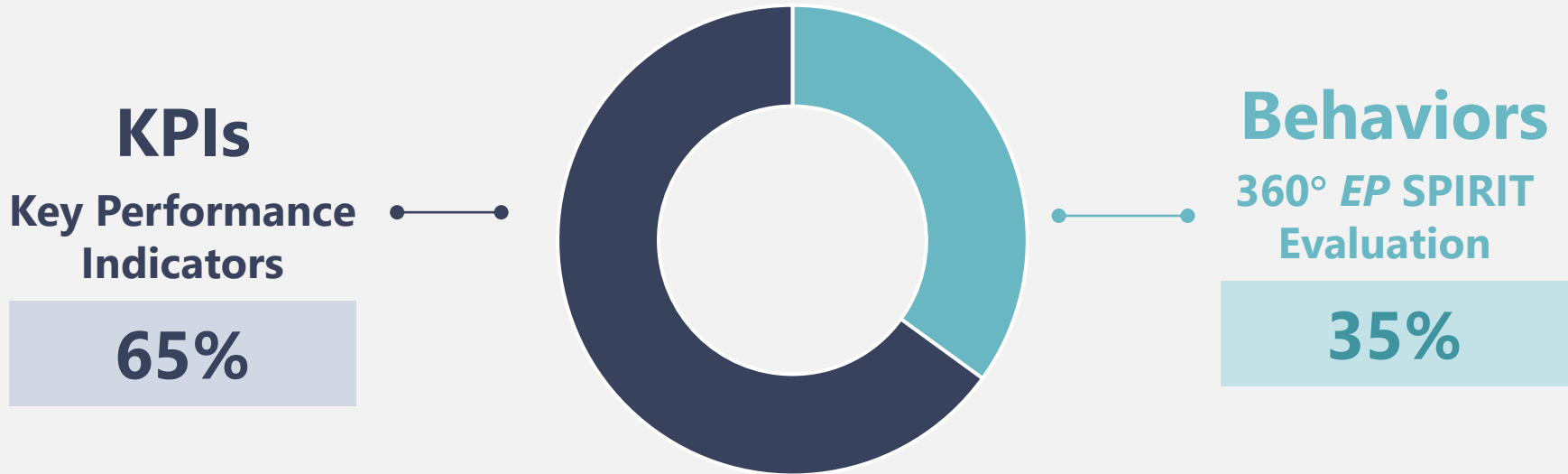
**Performance Development
Appraisal &
360° EP SPIRIT Evaluation**

[September - December]

02 Performance Management Framework



Measurement of Employee's Performance :



PTTEP One Team One Goal

2023 PTTEP PMS Guideline

