

**Rules and regulations in the workplace
Of
Demeter Corporation Public Company Limited 2017.**



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Work regulations of Demeter Corporation Public Company Limited 2017

The company has created these rules and regulations in order to make the working of the staff in Demeter Corporation Public Company Limited go in an orderly manner, achieving the objectives set by the company and to make it go according to the Provisions in the Labor Protection Act of the year 1998. The purpose of this is for the staff in the company to be aware of their own duties and responsibilities within Demeter Corporation Public Company Limited and abide as a guideline to perform during work, until ceasing to be an employee of the company.

By virtue of the regulations of Demeter Corporation Public Company Limited and the resolution of the Board of Directors Meeting No. 12 on the 30th of November 2017, therefore issuing work regulations as follows:

1. This regulation is called "Working regulations of Demeter Corporation Public Company Limited of the year 2017".
2. These regulations will come into effect from 30 November 2017 onwards.
3. Revoke the revised version of the work regulations (2015) dated May 18, 2015 and to use this regulation instead of the whole version.

Section 1

General chapter

1. Definitions according to these regulations

- 1.1 "**Company**" or Demeter Corporation Public Company Limited has provided rights to a group of people that the company has authorized to act on behalf of other group of people working in the company.
- 1.2 "**Board of directors**" means the Board of Directors of Demeter Corporation Public Company Limited.
- 1.3 "**Director**" means the director of Demeter Corporation Public Company Limited.
- 1.4 "**Chief Executive Officer**" means the Chief Executive Officer of Demeter Corporation Public Company Limited.
- 1.5 "**Employee**" means a person who is hired to work with the company. By being appointed to the position and perform duties as assigned by receiving wages / salaries / remunerations at the rates specified by the company.

1.6 "**Supervisor**" means an employee appointed by the Company, to take any position as a supervisor; both in operations and operating controls in accordance with the regulations of the company and regulations set by higher level supervisors.

2. Resolution

2.1 All employees must abide by the strict guidelines of this work and perform duties assigned by the company with good cooperation for the growth and interests of both parties.

2.2 The company reserves the right to cancel, change or add statements in this work regulation as seemed appropriate. However, this must not conflict with the law, which the company will announce from time to time.

3. Type of employee

For the purpose of administration and management, the company has classified the employees as follows:

3.1 "**Full time worker**" Means employees that the company agrees to employ to perform their duties on a regular basis and agree to pay them a monthly remuneration.

3.2 "**Daily workers**" Means employees that the company agree to hire to perform duties as assigned, and agree to pay remuneration on a daily basis.

3.3 "**Trainees**" Means the person that the company has hired to perform work trials in the duration of not more than 119 days before considering to be a full time employee.

3.4 "**Temporary staff**" Means the person hired by the company with a fixed employment period, to work on a specific project apart from the normal work of the business, the company's trade or jobs that have occasional job characteristics that are inconsistent or seasonal.

Section 2

Commissioning, packing and transfer designation

1. Employment policy

Means the company will consider the selection of people to work by considering the appropriateness of knowledge, ability, behavior and health as criteria and considering the suitability of that position by hiring people to work in the company, and must be approved by the Chief Executive Officer or the person assigned to act.

2. Employment requirements

Those who are applying to be employees of the company must fill out the company's application, and whenever it is found that the information that the employee has entered are false, the company may immediately consider the cause of dismissing that employee.

2.1 Qualifications of those applying for company employees:

- (1) All applicants must be at least 18 years of age.
- (2) Male applicants Must pass military service or be exempt.
- (3) The applicants should not be a person who has been convicted of a criminal case before, except for offenses or negligence.
- (4) The applicants must not be insolvent.
- (5) The applicants should be physically perfect and strong. He or she should not carry a dangerous or any kind of contagious or any diseases seemed to be harmful by the doctors. Alcohol or drug addiction will not be accepted. The applicants should have a normal and healthy apperception.
- (6) The applicants must have good behavior. Never defame or been disgusted by society.

2.2 Employees must pass a health examination by doctors or hospitals as determined by the company, or reliable hospitals and must not have the disease as specified in number 2, section 2.1 (5), unless otherwise agreed.

2.3 The company reserves the right to contact the background office for background checks or educational institution of the applicant, as specified in the application to request supplementary information in evaluating qualifications and capabilities as specified by the applicant; Including personal qualifications and suitability of that employment.

2.4 Insurance

2.4.1 The company will call or receive work insurance payments or insurance for damage to work from employees whose characteristics or conditions of work are responsible for money or company assets, which may cause damage to the company.

2.4.2 If the company wishes to have employees guarantee the work or insurance for damage to work with other securities or guaranteed by personal guarantees, employees in some positions at the company must have a guarantor or requires a guarantee. As details specified by the company, or find a guarantee limit as the company determines.

2.5 Testing before hiring. The company may test candidates as appropriate for the position, before appointing.

2.6 When the company considers and agrees to accept any person as an employee, the company will let that person try the work for no more than 119 days, which will be informed in writing. The evaluation of the trial for consideration to fill in according to the appropriate position, and if within the probationary period experimental employees are those who are not capable or are not suitable or the result is not satisfactory or do any actions which suggests that it is a malpractice or in other cases where the company deems it inappropriate to continue to work, the company has the right to terminate the employment by letting the employee know during at least 1 advance payment notice and is not entitled to receive any compensation at all.

2.7 When the probationary employee has completed the probationary period and the supervisor has evaluated the work seeing that it was satisfactory, the employee will be hired as a permanent employee and will receive various benefits as the company specified.

2.8 For employees employed by the company with a definite employment period and terminated within the expiration of the period specified in the contract. The employee will not have the right to receive any compensation at all.

2.9 The company reserves the right to change the organization of the company at any time to suit the economic and social conditions. To ensure the effective operation of the company including commissioning, switching of duties, appointing, promoting, transfer of employees from one department to another or to affiliate dissolution of the department, defining the duties and responsibilities of employees as appropriate and working conditions. Also assigning employees to travel, to work or do business for the company as appropriate for the business.

Section 3

Working days, working hours, resting time and recording of the working hour

1. Normal work days. The company has set regular working hours as follows:
 - 1.1 Employees working normally.

Normal work days are Monday to Friday, working 5 days a week.

Normal working hours: 08.30 - 17.30 hrs.

Break time: 12.00 - 13.00 hrs.
2. All employees must comply strictly with the work schedule of the company.
 - 2.1 Record time to work and leaving work on your own every time. If the employee is unable to record time for any reason, the employee will have to contact supervisors in the line of work from the manager upward to be the one making sure the employee is at work and doing their duties. If no, then it means that the employee is irresponsible and is unable to complete his duty.
 - 2.2 Being late work is to come to work and record working hours after the time specified by the company.
 - 2.3 Being late for work and going back before work hours ends will affect the consideration of salary increasing or special annual bonus.
 - 2.4 Recording the work time for each other, editing work time cards or recording a time that is not accurate, the company will consider it as a duty fraud and a serious disciplinary offense. The employee will be terminated without receiving any compensation.

Section 4

Holidays and rules for holidays

1. Weekly holiday

The day off or holiday will be at least 2 days per week.

- 1.1 The company's regular weekly holidays are Saturday and Sunday.

1.2 Some staff of the company may set a weekly holiday as any day after working for 5 days and may have to be rotated weekly as appropriate and necessary, which may not be on a Sunday. This will comply with the Labor Relations Act.

2. Traditional holiday

The company has set traditional holidays not less than 13 days a year, including National Labor Day. Considered from the annual public holidays, religious holidays or local traditions are important. The holidays may be changed as appropriate for each year, which the company will announce to the employees in advance within December of every year.

2.1 If a traditional holiday falls on a weekly holiday of the employee, the traditional holiday will be postponed to the next working day.

2.2 In case of holiday damaging the work of the company, the employee will have to keep on working. The company will agree with the employee to stop the traditional holiday on another day or the company will pay on the traditional holiday on a case by case basis.

3. Annual holiday

3.1 Employees who have passed the trial and was recruited as a permanent employee has the right to annual leave with wages equal to the working days according to the following conditions:

Employees who have worked for 120 days but less than 1 year, will be granted 6 working days of annual holiday.

Employees who have worked for 1 year but less than 3 years, will be granted 10 working days of annual holiday.

Employees who have worked for 3 years but less than 5 years, will be granted 15 working days of annual holiday.

Employees who have worked for more than 5 years, will be granted 20 working days of annual holiday.

In addition, employees can collect annual leave together with the next year. However, when combined, each year must not exceed 30 days. The excess shall be written off.

- 3.2 The company can specify annual holidays for employees as appropriate by giving advance notice.
- 3.3 Employees who wish to take annual leave must receive written approval from the supervisor in order, at least 3 working days in advance using the form specified by the company.

Section 5

Over time rules and working during holidays

1. General principles

- 1.1 In case the company requires continuous work. If stopped, will damage the work, or it is an emergency work, the company has the right to allow employees to work overtime or work on holidays as necessary.
- 1.2 Working overtime on holidays Must receive approval from supervisors in the respective line of work or the person assigned by the company first every time, employees are therefore able to work overtime, work on holidays, or work overtime on holidays. In which employees must record their own work time every time.
- 1.3 Employees who work overtime, work on holidays or work overtime on holidays without approval or no recording of working hours. That employee is not entitled to receive overtime pay, holiday pay or overtime pay on holidays.
- 1.4 Employees who work over 8:00 pm, the company will consider to help with the travel expenses on a case by case basis.

Section 6

Using female labor

1. Pregnant women are prohibited to work between 22.00 - 06.00 hrs. Overtime work, working on holiday, or working overtime on holidays, except for pregnant women who work in administrative positions, academic work, or financial or accounting work, the company may allow those employees to work overtime on working days as long as it does not affect the health of the employees who is pregnant with the consent of the employees from time to time.

2. Pregnant women are prohibited from doing any of the following work:
 - (1) Machine work or engines that vibrates.
 - (2) Driving work or any work that associates to vehicles.
 - (3) Lifting, carrying, dragging or pushing objects weighing more than 15 kilograms.
 - (4) Other work as specified in the ministerial regulations.
3. In case that an employee, who is pregnant, has a first-class medical certificate showing that she is unable to continue to perform her previous duties. Giving the employee the right to request a supervisor with the power to change the job temporarily before or after birth by the supervisor who has the power to change the job suitable for that employee.

Section 7

Wages, overtime pay, holiday pay and overtime pay on holidays

1. The company determines to pay wages, overtime pay, holiday pay, and overtime pay on holidays to employees on normal working days by paying at the company's office or pay via bank account.
 - 1.1 In case of paying via bank account employees must open a bank account with the bank specified by the company.
 - 1.2 Paying of wages, overtime pay, holiday pay and overtime pay on holidays will be made in Thai currency only.
 - 1.3 The wage or salary of the company is strictly confidential that must not be disclosed to others. Any employees who reveal wages or salary to other people who are employees together the company will consider it as a serious disciplinary offense.
 - 1.4 The company stipulates that wages for permanent employees by paying on the 25th of every month or as specified. For other types of employees to have wage payment as agreed.

In the case of pay days, overtime pay, holiday pay and overtime pay on holidays are the same as bank holidays or the company's holidays or traditional holidays, the company will pay on the normal work day 1 day in advance.

2. When employees receive wages, overtime pay, holiday pay, holiday overtime pay or other money, then the employee must check the amount recorded in the payment (salary slip). In case that the amount does not match, the employee must notify the Human Resources department or supervisor immediately in order to continue to correct and improve.
3. The company will pay wages to employees equal to wage on working days for the following holidays:
 - (1) Weekly holiday except employees who are paid on a daily basis or hourly.
 - (2) Traditional holiday
 - (3) Annual holiday
4. A part of money, wages, overtime pay, holiday pay, holiday overtime pay and other benefit payments for employees' employment will be deducted according to the following cases:
 - 4.1 Withholding tax at the rate stipulated by law, which the company will deduct every month and if additional taxes are paid at the end of the year employees must be responsible and pay more in person when filing tax forms.
 - 4.2 Contribution to the Social Security Fund under the Social Security Act at the rate specified by law.
 - 4.3 Other contributions which the law requires will be deducted from wages.
 - 4.4 Other cases with the consent of the employee for the company to deduct from wages.
5. In case that the company lay off staff, the company will pay wages, overtime pay, holiday pay, holiday overtime pay and other employment benefits as employees are entitled to receive within 5 days from the date of termination.
6. In case that an employee resigns which still has accrued income such as wages, overtime pay, holiday pay, holiday overtime pay or other income, etc. The staff are required to contact to receive the wage within 7 days or to be paid by transferring money into the account of the employee.
7. In case that an employee passes away, the company will pay wages, overtime pay, holiday pay, holiday overtime pay and other employment benefits to the employee's family or the beneficiary named by the employee within 7 days from the date the company checked the document or evidence until correct and complete.

8. Overtime pay rate, holiday pay and overtime pay on holidays.

Type of work	Full time worker
Overtime pay in normal working days.	1.5 times the wage of a working day according to the number of hours worked over normal hours.
Weekly holiday pay.	1 times the wage of a working day according to the number of working hours.
Traditional holiday/annual holiday pay.	1 time of wage on a normal working day according to the number of working hours.
Holiday overtime pay.	3 times the wage of a normal working day according to the number of working hours.

9. The employees who have the following duty will have no rights to receive overtime pay and overtime pay on holidays:

9.1 Staff from manager level up or staff with authority on behalf of the company for employment cases gratuity or termination.

9.2 Work with characteristic and condition that requires to go to work offsite and by the nature or condition of the work, the exact working hours cannot be determined.

10. Withholding tax for employees.

10.1 Employees who have income as per the law must submit the personal income tax return form (Por Ngor Dor 91) every year within march.

10.2 For income tax that the company has deducted all year under article 10 (10.1), the company will issue a withholding tax certificate to the employees approximately in February of every year, which employees can use as evidence in filing annual personal income tax returns according to the law.

Section 8

Leave days and rules for taking leave

All cases of leave employees must fill in a leave letter. As the form specified by the company for proposing to the supervisor for approval and present to the next senior supervisor for consideration, once approved, employees can stop to consider that letter of completion.

1. Type of leave days The company has defined leave types as follows:

1.1 Sick leave

1.2 Necessary business leave that an employee is unable to do on a holiday.

1.3 Maternity leave

1.4 Leave for military service

1.5 Leave for sterilization

1.6 Ordination leave

1.7 Leave for training

2. Leave rules

2.1 Sick leave

2.1.1 Employees have the right to take sick leave for medical treatment as long as they are really ill. With wages equal to the wage rate on a working day throughout the period of illness but not more than 30 working days in one year.

2.1.2 Employee Sick Leave which will occur when employees are sick injured or for some other reason causing them to be unable to work without prior knowledge.

2.1.3 If the employee becomes ill while performing the duties and cannot continue working to request approval from the supervisor directly, they are required to submit a letter of absence to the supervisor immediately to go back or get medical treatment and return to work as usual.

2.1.4 Sick leave that leads to employees not being able to work, the employee must notify the supervisor as soon as possible and must submit a written form according to the company's design on the first day back to work.

2.1.5 Employees must have a certificate from first class modern medicine or government hospitals (original) to show every time before asking for sick leave of 3 days or more. Employees will have to clarify to the company if he cannot submit a certificate from first class modern medicine or government hospital. If the clarification is not clear, the employee will be considered irresponsible and might lead them being terminated without receiving any compensation at all.

- 2.1.6 Sick leave taken too often by an employee and if the company has proven that the employee is not really sick the company will consider disciplinary action as appropriate differs from case to case.
- 2.1.7 In case that an employee is ill, and will need a long time for treatment. Regardless of whether or not they have to be recuperated continuously or not, the company reserves the right to consider whether it is appropriate to terminate that employee or not.
- 2.1.8 The company reserves the right to require physicians appointed by the company to perform a physical examination of any one staff member and make comments whether their physical and mental health is appropriate to continue working in the company or no.
- 2.1.9 False sick leave in addition to reporting false reports to supervisors, is also considered a serious offense to the company. Which the company will consider punishments according to regulations.
- 2.1.10 Sick leave due to working for the company; such leave must be caused by illness or accident due to working for the company in which employees are able to take a break for the amount of days specified by the doctor. The employees must have a first class medical certificate or from government hospitals to show and the supervisor's sign to certify that this sick leave is actually caused by working for the company. Sick leave due to this work, the company will not consider it as sick days.

2.2 Leave for necessary business

- 2.2.1 Employees who have passed the probationary period of less than 1 year may leave for the necessary business activities, as required by the supervisor.
- 2.2.2 Employees who have worked with the company for 1 year have the right to leave for the necessary business and get leave days of not more than 10 working days in one year with wages equal to wages on working days which must be approved by the supervisor respectively.
- 2.2.3 Leave for necessary business by being paid according to 2.2.2 , here including the leave as specified in the following categories: In which employees must show evidence for every leave.
- (1) Parents, spouse or children of the staff are ill and requires special care and attention or have to be hospitalized.
 - (2) Lawfully wedded wife of the staff is giving birth.

- (3) The staff has to perform duties as according to court order such as being a witness to the court or etc.
- (4) Contact civil service work and cannot go on company holidays or can delegate to other people to do instead, such as making of the identification card etc.
- (5) Contact the bank or finance company. To perform various transactions and cannot go on the holidays of the company or can assign other people to do it on their behalf.
- (6) Getting married according to tradition.
- (7) Parents, spouse or children of the employee have passed away.
- (8) Leave due to employees' homes being damaged by natural disasters such as fires, floods, earthquakes and storms.

In addition, the term "**spouse**" means the spouse that is legally registered only.

"**Children**" means children born from a legitimate wife or registered to certify children only. This does not include an adopted child.

2.2.4 In addition to the leave of absence under Article 2.2.3 (1) - (8), employees may request leave for necessary business. However, employees must notify the supervisor at least 1 working day in advance and must be approved by the supervisor first. In the event that employees are unable to take leave in advance with confirmation or justification will be considered on a case-by-case basis.

2.3 Maternity leave

2.3.1 A pregnant female employee has the right to a maternity leave of not more than 90 days, including a holiday while on leave. The company pays wages on working days for employees who gets maternity leave throughout the leave period but not more than 45 days. And when the maternity leave is over the employee must submit a letter of absence to the supervisor immediately, along with a medical certificate and the child's birth certificate to show to the company.

2.3.2 The leave in the following cases, the company does not consider as maternity leave, namely:

- (1) Leave for a pregnancy examination shall be regarded as a necessary business leave.
- (2) Leave because of morning sickness considered to be sick leave.

- (3) Leave due to miscarriage is considered to be sick leave.
- (4) In case that a female employee who is pregnant has given birth before 28 weeks and the baby has died, it is considered to be sick leave but if the baby is alive, it is considered maternity leave.
- (5) In the case of a pregnant female employee who gives birth after 28 weeks and whether or not the baby is alive, it is considered as maternity leave.

2.4 Military leave

- 2.4.1 In a case that the Ministry of Defense has issued a subpoena for employees to attend military training, mobilization, test readiness, military training under the law on military service in which employees are paid on working days throughout the leave period. But not more than 60 days per year (counted continuously including holidays).
- 2.4.2 Employees must submit a leave letter as specified by the company together with a subpoena for military service under article. 2.4.1 to the supervisor. As evidence of approval of leave and the company allows that employee to come back to work with the company in the same position or in another suitable position, with the last salary received before military service.
- 2.4.3 Military leave employees must notify the company not less than 1 work day in advance, from the date of receiving the summons and must return to work within 3 days of the expiration of government duties. If the set period is over, the employee does not contact the company without reasonable cause or refusing to work in the position the company offers (with positions and wages not lower than the original), it is considered that the person waives the right in order to continue working with the company, it is considered that that employee wishes to resign from being a company employee voluntarily.

2.5 Sterilization leave

- 2.5.1 The company allows employees to take leave for sterilization and have the right to leave due to sterilization by receiving wages. In this regard, the number of days of leave shall be according to the period specified by the first class physician.
- 2.5.2 Employees who leave for sterilization and are entitled to leave due to sterilization must notify the supervisor not less than 7 working days. Once approved, then can take leave.

2.5.3 Upon returning to work on the first day, employees must submit a certificate from the doctor to the supervisor. As evidence of leave.

2.6 Ordination leave

The company allows male employees to request leave for ordination. In Buddhism in accordance with the following criteria:

2.6.1 Must never be ordained before.

2.6.2 The staff must have been working with the company consecutively for not less than 1 year since the date of being recruited into permanent staff and never exercised his rights while being an employee of the company. With the right to leave ordained for no more than 30 days (including holidays), with wages being paid on working days not exceeding 15 working days.

2.6.3 A male employee who wishes to leave for the ordinance must notify the supervisor and submit a leave for approval at least 30 days in advance and the employee can only leave after receiving the permission. The leave for this case is only one time throughout the period. When working with the company.

2.6.4 When the leave period has expired employees must return to work within 3 days and show a certificate from the abbot of the temple where the employees attend ordination to show to the company as well. Without reasonable reasons for more than 3 days, the company will be regarded as the abandonment of work which will be considered according to suitable regulations.

2.7 Training leave

The company allows employees to take leave for training or develop knowledge and capability in the following cases

2.7.1 For the benefit of labor and social welfare or skill enhancement to increase the efficiency of the employees' work, which requires a project or curriculum and specify the duration of the project or course that is clear and clear.

2.7.2 When taking leave for training or knowledge development of employees, the employees must clearly inform the reason for leave. With the relevant evidence (if any) and a written leave must be submitted to the supervisor not less than 7 days before the day of leave.

2.7.3 Leave for training or knowledge development. The company will not pay wages throughout the leave period. Except in the case of leave for training or knowledge development, thereof is the case in which the company sent employees to train or supporting training expenses for the benefit of the company.

The company may not allow leave for training or knowledge development in the following cases.

- (1) In the leave year Employees have previously been allowed to leave for training or develop knowledge and skills for at least 30 days or 3 times.
- (2) The company has considered that employee leave may cause damage or affect the company's business operations.

Section 9

Discipline and disciplinary action

1. **Objectives**, the Company has set various criteria. With the following objectives:

- 1.1 To support the operation of the company achieving objectives with orderliness and fairness and creating peace in working together.
- 1.2 To be a guideline for the practice of discipline which will lead to the growth of employees and the company.
- 1.3 To ensure fairness to employees regarding discipline in the company's operations.
- 1.4 To be a guide for supervisors to consider, promote, correct or improve the behavior of subordinates

2. **Policy** that the company has set the policy regarding the discipline of the employees as follows:

- 2.1 In principle supervisors in the chain of command must try to prevent disciplinary issues from occurring. By using the principles of good personnel management or governance
- 2.2 Normally, disciplinary action will be taken as a procedure. So that employees have the opportunity to improve themselves unless the offense has a serious nature.

3. **Employee** discipline for orderliness and effective working together. Employees must act or ignore the following practices:

3.1 General discipline

3.1.1 Employees must comply with regulations and various rules and regulations of the company which are strictly stipulated.

3.1.2 Employees must notify the company of any changes in their status in the case of change of name / surname, residence, marriage / divorce, or having children, or family death. Change identity card Additional training, only with a certificate, provided that the notification must be made within 15 days of the change

3.1.3 Employees must help to keep clean and orderliness in the company area and do not leave any items or filth a side from the containers provided by the company.

3.1.4 Do not help, support, convince or ignoring the misconduct of other employees.

3.1.5 Employees must not disclose information or conceal facts which may cause the company damaged.

3.1.6 Employees must not disparage or defame other people or abusing supervisors or customers or visitors or other actions which is inappropriate.

3.1.7 Employees must not use reception hours or meet visitors in private businesses, if necessary before obtaining permission from the supervisor and use the place as provided by the company as necessary.

3.2 Coming to work

3.2.1 Employees must come to work regularly and regularly perform duties with diligence. According to their working days and times.

3.2.2 Employees must strictly affix their ID card while working in the Company.

3.2.3 Employees at the company set to record working time must record time manually every time when entering work, ending work and / or in accordance with the regulations set forth by the company, do not record time on behalf of others. Or sympathize for others to record time for otherwise it is considered a serious disciplinary offense.

3.2.4 Employees must comply with leave regulations or strictly stopping.

3.2.5 Employees must not consume alcohol or substance abuse or in an intoxication condition or under the influence or influence of alcohol or substance abuse within the company.

3.2.6 Do not leave the job or absence.

3.3 Confidentiality of the company

3.3.1 Employees must maintain the confidentiality of customers of the Company. And other employees or persons related to the company.

3.3.2 Employees must maintain the confidentiality and reputation of the company.

3.3.3 Employees must not disclose wages or salaries. Salary increase rate or of others whether intentionally or unintentionally allowing employees who do not have relevant responsibilities to know.

3.4 Protecting the interests of the company

3.4.1 Employees must not be involved in any other business which may have an impact on the company's benefits or is a competition with the company.

3.4.2 Employees must maintain and enhance a good reputation for the company.

3.4.3 Employees must protect the interests of the company which is regarded as their own benefit.

3.5 Use and caution of the company's property

3.5.1 Employees must be aware of the Company's assets not to be lost or destroyed, even if it is not their direct duty.

3.5.2 Employees must use and maintain the company's assets. Like ordinary people should use and maintain their own assets.

3.6 Honesty

3.6.1 Employees must not change, forge, edit, cut, or destroy the company's documents or documents related between the companies. With employees without authority to do so.

3.6.2 Employees must cooperate with the company to investigate various matters. According to the company wants and in the cooperation, Employees must take various actions. In good faith.

3.6.3 Employees must not accept or bribes in the performance of their duties or deceiving other people or to work for any company with the same type of business as the company present that he is an employee.

3.6.4 Employees must provide full customer service. Or must safeguard the interests of the company to the maximum.

3.7 Behavior

3.7.1 Employees must obey and comply with the rules, regulations, legitimate orders of the superior or the company, both verbally written form and other messaging.

3.7.2 Employees must not incite to promote promoting the division of unity, quarrels, and assault among employees of the company themselves or with outsiders. Both inside and outside the company area.

3.7.3 Employees must not encourage other employees to be disrespectful to the supervisor or the company, including causing unrest in the company.

3.7.4 Employees must be respectful do not speak impolite, aggressive, or display messages or an expression which is impolite, insulting or intimidating, condemning, or insulting to another employee or supervisor.

3.7.5 Employees must not be the operators or inciting a violation of the agreement to commit or participate in an illegal strike by violating the Labor Relations Act.

3.7.6 Employees must perform their duties to the best of their abilities with honesty.

3.7.7 Prohibiting gambling of all kinds in the area of the company. Whether it is working hours or not working hours.

3.7.8 Employees must not bring illegal drugs into the Company area for use, distribution, distribution or as an advocate for others to use illegal drugs. Both during working hours and outside working hours.

4. Disciplinary offense

4.1 The supervisor shall consider the offenses and punish the offenders.

4.2 Acts that the company considers to be a serious offense.

4.2.1 Gambling of all kinds in the company's premises whether it is during the working hours or not working hours.

4.2.2 Employees must not bring illegal drugs into the company area for use, distribution, or as an advocate for others to use illegal drugs. Both during working hours and outside working hours.

4.3 Employees who violate discipline will be severely punished according to the nature of the offense without the need to punish respectively. Depending on the severity of the offense as follows:

- Verbal warning.
- Book of warnings or in writing.
- Not considering salary increases or bonuses.
- Book warnings and suspension without pay / compensation.
- Termination without compensation.

Punishment does not always have to be in order. Repeat offenses will result in increased penalties. A single serious offense may lead to staff being terminated immediately.

Consideration of punishment for employees who violate discipline will bring the offense. The result of damage, environment and behavior of the offender into consideration as well as punishment.

5. Suspension

5.1 In case that an employee violates discipline, the company may issue a suspension order during the investigation or not in writing. By indicating the mistake and the rest period for investigation is not more than 7 days. In case that the company gives a break, the company will inform the employees before the break. During the break, the company will pay the employees at the specified rate of not less than fifty percent of the wage on a working day. When the investigation is complete and it appears that the staff are not guilty, the company will pay the remaining wages. Together with interest of 15 percent per annum to the employees according to the rights that the employees receive in a normal work day from the day the employee is suspended and it shall be considered that the suspension of the investigation is a normal operation, which the company will not consider together with the performance evaluation.

5.2 In case employees are accused of committing an offense and the company has investigated and found that the actual offense deems appropriate to disciplinary action against that employee by suspension. It is assumed that work suspension in this case, employees will not receive wages / compensation.

5.3 The company does not allow employees who are on leave from entering the company. Without permission from the supervisor director level up, violators will be disciplined.

Section 10

Termination of employment and compensation

1. Termination of employment

The company considers that employees will be retired from being employees of the company. For one of the following reasons.

1.1 Deceased employee

1.2 Employee resignation

1.2.1 Employees who wish to resign from their employment must notify the company in writing by submitting to their supervisor no less than 30 days in advance.

1.2.2 During the notification employees who wish to resign must still work as normal and have the right to request annual leave.

1.2.3 Employees who wish to resign must deliver the work, work procedures, responsibility, including property, equipment or tools that they are responsible for, to the supervisor before the date of duty and must clear obligations associated with all duties on first.

1.3 Retirement employees

The company requires that employees retire when turning 60 years old (counted as an ID card), but for convenience in practice, the last day of the month when the employees turn 60 years old is the retirement day. In the case that the date or month of birth is not shown in the employee registration document then the date of December 31 of that year that the employee is 60 years old is retirement date.

However, if an employee retires after the age of 60 as mentioned in the above paragraph, the company may consider extending the employment contract. And / or considering the employment with the retirement period for a further period as may be appropriate. The company may set welfare benefits to be as before or as agreed with the employee.

1.4 End of contract period

1.5 Imprisonment according to the final judgment to imprisonment except as a punishment for the offenses committed by negligence or petty offenses.

1.6 Being an incompetent person or as incompetent

1.7 Termination

1.7.1 Termination of employment by paying compensation to an employee whose employment is terminated in any of the following cases:

- (1) Unhealthy employees or disability resulting in not being able to continue working.
- (2) The company must dissolve the position and cannot transfer to work in other suitable duties.
- (3) The efficiency or the work results of the employees are not up to standard which the supervisor had already warned and unable to perform better.
- (4) Psychopathic employees or have behavior that has mental defects.
- (5) Retirement

1.7.2 Termination without compensation for employees in any of the following cases :

- (1) Corruption to duties or committing a criminal offense intentionally against an employer.
- (2) Intentionally causing damage to the employer.
- (3) Negligence causing serious damage to the employer.
- (4) Violation of work regulations or work rules or orders that are lawful and fair and the company has given a warning in writing. Except in serious cases no need to warn. (Warning letter that is effective not more than 1 year from the date the employee committed the offense)

(5) Abandonment for 3 consecutive working days whether or not there are holidays in between without reasonable cause.

1.7.3 Imprisonment according to a final judgment to imprisonment except for offenses committed by negligence or petty offenses.

More details about disciplinary action

Age of warning employees who violate discipline and be warned verbally or in writing If not committing another offense within 1 year from the date of the commission. The offense and the warning letter shall be considered canceled.

To commit multiple offenses at the same time when employees commit an offense but if the offense against many of these regulations, the company may take disciplinary measures for the single most serious offense.

Committed many offenses at the same time when employees commit many crimes at the same time although the company will take disciplinary action immediately and not before the case because other crimes have been committed again at about the same time. In this case, the company may consider disciplinary action heavier than the punishment for the most serious offense among the employees committed

1.7.4 In the case that the employment contract has a fixed period, the company may terminate the employment contract by giving advance notice in writing to the employees. When reaching or before the payment, in order to have a contract termination effect when the next wage payment is due.

Termination of the contract under the first paragraph, the company will pay wages in the amount that must be paid up until the time of contract termination. As specified in the notice and allowing employees to leave immediately and it shall be regarded that the payment of wages to the employees under this paragraph is paid in advance notice to the employees under Section 582 of the Civil and Commercial Code.

2. Compensation

The company may need to dismiss employees without the violation of duties and discipline. But due to economic and social needs or for other suitability, for example, it is necessary to reduce manpower or dissolve, cancel positions, dissolve departments or employees with disabilities or have an abnormality physically causing it to be unable to work, with the company paying compensation as according to the law as follows:

- 2.1 Employees who have worked continuously for 120 days but less than 1 year, including holidays, leave and the company ordered to stop for the benefit of the company, the company will pay compensation at least 30 days of the final wage rate.
- 2.2 Employees who have worked continuously for 1 year but less than 3 years, including holidays, leave and the company ordered to stop for the benefit of the company, the company will pay compensation to not less than 90 days of the final wage rate.
- 2.3 Employees who have worked continuously for 3 years but not over 6 years, including holidays, leave and the company ordered to stop for the benefit of the company, the company will pay compensation at least 180 days of the final wage rate.
- 2.4 Employees who have worked continuously for 6 years but not over 10 years, including holidays, leave and the company ordered to stop for the benefit of the company, the company will pay compensation for not less than 240 days of the final wage rate.
- 2.5 Employees who have worked continuously for 10 years or more, including holidays, leave and company days ordered to stop for the benefit of the company, the company will pay compensation at least 300 days of the final wage rate.

3. Special compensation payment

- 3.1 In the case that the company will move the business to another location that has a significant impact on the normal living of employees or their families.
 - 3.1.1 The company will notify the employees at least 30 days in advance of the date of relocation. If the employee does not wish to go to work, employees have the right to terminate the employment contract within 30 days from the date of receipt of notification from the company or the company relocated date. As the case, which the employee is entitled to special compensation not less than the compensation rate that the employee should be entitled to under item 2 above.
 - 3.1.2 If the company does not notify employees of the relocation of the business in advance, the company will pay special compensation instead of notifying in advance. Equal to the final 30-day wage rate, or equal to the final 30-day wage for employees who are paid according to their work which is calculated in units.

The company will pay special compensation or special compensation instead of advance notice to the employees within 7 days from the date the employees terminate the contract.

3.2 In the case that the company will lay off employees because of the company update department production process, sales or service. Due to the use of machinery or change machinery or technology which causes the need to reduce the number of employees.

3.2.1 The company will inform the date of termination of employment. Reasons for termination and the list of employees whose employment has been terminated, shall be inspected by the Labor Inspector and the employee at least 60 days before the date of termination.

3.2.2 In the case that the company do not notify employees to lay off in advance or advance notice less than 60 days. In addition to the employees receiving compensation under item 2 above, the company will pay special compensation instead of advance notice to employees equal to the final wage rate of 60 days or equal to the wages of work 60. The last day for paid employees According to the work calculated in units.

Compensation instead of advance notice. The company consider to pay remuneration instead of advance notice under the Civil and Commercial Code too.

3.2.3 In the case that the company Lay off employee in accordance with this section and employees who have worked consecutively for more than 6 years, including holidays, leave and the date the company ordered to stop for the benefit of the company, the company will pay special compensation in addition to the compensation under Article 2, not less than the final wage rate of 15 days to work for a full year or not less than the wage of the work the last 15 days of working for 1 year for employees who are paid according to their work, calculated as a unit.

This special severance pay must not exceed the final rate of 360 days or the last 360 days' wages for employees who are paid according to their work, calculated in units.

For the benefit of special compensation calculations in the case that the working period is less than 1 year, if the remainder of the working period is more than 180 days, it is counted as working for 1 year.

Section 11

Grievance

1. The purpose of a complaint:

The Company has a policy to promote good labor relations and have a desire for all employees to work well together without any suspicion, misunderstanding or fair between supervisors and any employees at the same level. To reduce conflicts which may have an impact on the company.

2. Definition and scope of the complaint

Complaint means an employee who has suffered physically and mentally as a result of one of the following matters. Expression of dissatisfaction among employees or suffering due to work whether it is about working conditions or relationship in the job, which is beyond the control of the staff.

The scope of the complaint

- 2.1 Complaints must be relevant to the opinion or conflicts about systems or work methods, benefits or employment conditions, Work environment, unfair practice, Interpretation and compliance with the contract and compliance with the regulations, orders or announcements of the company.
- 2.2 Complaints must not be requests for appointment, transfer, dismissal, sack.
- 2.3 Complaints must be work-related. Not personal.
- 2.4 The company will not consider the grievances as an anonymous letter or without the signature of the complainant staff regardless of any circumstances.
- 2.5 In case that the employees have necessary reasons and do not wish to file a complaint to the first level supervisor, employees can file a complaint to the human resource manager. In order to proceed.

3. Grievance policy

In case that employees have problems or frustrations or the dissatisfaction caused of work. Firstly, should talk directly with the supervisor. Usually, most problems can be eliminated or resolved at this level. However, if the supervisor is not able to solve it. Employees may present problems to higher level supervisors, which usually the department manager who is trying to find a way to get rid of that problem that cannot be resolved at this level. Problem that cannot be resolve will proceed according to the procedures of the complaint procedure.

4. Procedure of complaint Employees who want to file a complaint Proceed as follows:

- (1) Verbal complaint
- (2) Written complaints
- (3) Appeals for complaints

Step 1 Verbal complaints:

Employees complain to the superior supervisor if the understanding or agreement can be reached, it is considered that the grievance terminates the consideration at this stage. The supervisor will notify the complainant of the result of the consideration at least 3 working days.

Step 2 Written complaints:

If the employees do not agree with the result of the Step 1 consideration, the employee must submit a written request. By specifying the reason to the supervisor level employee according to the line of work that that employee belongs to within 7 days from the date of the complaint. Supervisors must investigate and consider to complete diagnosis within 15 days from the date of receiving the complaint. By clarification, understanding or decision in writing to report the results by oral verbal explanations, record the reasoning in the expressions and the complainant to sign to acknowledge.

Step 3 Appeals for complaints:

If the complainant's employee is not satisfied with the result of the consideration will need to appeal to management level employees in writing within 7 days from receiving the clarification or decision. Management employee, must complete the investigation and consider the appeal of the employees within 15 days from the date of receiving the appeal. By clarification, understanding or taking decision in writing. The result notification will be by oral verbal clarification record the reasoning in the idiom and the complainant's employee shall sign their names accordingly.

In case that the complainant is an executive officer to file a complaint with the Chief Executive Officer or Managing Director directly within 7 days from the date of conflict Chief Executive Officer or Managing Director or Assigned will complete the decision of the complaint within 15 days from the date of the complaint by clarification, understanding or decision in writing to notify the result by verbal clarification, the reasoning must be recorded in the idiom and the petitioner shall sign the acknowledgment.

5. Investigation and consideration of grievances

5.1 When a high level supervisor receives a complaint from an employee to conduct an investigation as soon as possible and find a way to end and clarify the grievances with words or may respond in writing to the employee who submits the complaint within 15 working days from the date of receiving the complaint.

5.2 In case that the complainant does not receive a response from the senior supervisor within the specified period

6. The process for ending complaints

6.1 In the case that the employees do not proceed within the period specified in the regulations considered to be no complaint or any appeal occurs or grievances or the appeal is final, However The time period specified in this regulation may be extended when there is agreement between the complainant employee and the managing director.

6.2 The person with authority to make a complaint must consider the resolution with justice In order to create mutual benefits between employees and the company. Employees may request advice from the Human Resources Manager. Regarding problems and grievances of employees and guidelines in the right complaint at any time.

7. Protection of complainants and related parties

7.1 The company adheres to equality and fair principles. As well as focusing on good relations within the organization. Therefore, the employees who make the complaint and those involved with the complaint will be given more attention and considered with fairness. In order to maintain a good atmosphere of labor relations.

7.2 The complainant will not be bullied or moved or punish, unless it is complaint with dishonest intent.

7.3 If any supervisor brings employee grievances as a cause of punishment or bullying, it is considered that the supervisor is guilty of violating the order of the employer and will consider the penalty according to work regulations.

Section 12

1. Employees of all levels must study this work regulation. To have a clear understanding in order to be properly implemented.
2. All employees cannot deny that they don't know the regulation and rules of the company.
3. Employees at the level of command and the management level is the supervisor for the operational level employees to follow correctly and strictly.
4. This work regulation is effective from 30 November 2017 onwards.

Announced on 1 December 2017

Mr. Theerawit Charuwat
(Mr. Theerawit Charuwat)
Chief Executive Officer