

Human Resource Management of Nova Empire Public Company Limited

Consists of:

1. Human Resource Management
2. Human Resource Management Policy
3. Labor Relations Policy
4. Employee Personal Data Storage Policy
5. The Company's Personnel Development Policy
6. Reserve Manpower Planning and Succession Policy
7. Communication Policy
8. Employee Remuneration and Welfare Policy

Human Resource Management

1. Introduction

The Company is confident that its management shall be well carried out and successful since the Company has good employees with knowledge, competence, skills, capacity, and good motivation, including healthiness, industriousness and effort, job fondness, and both personal and public responsibility.

According to the Company's operation and management, particularly in part related to the employees, the Company shall adhere to the principles of justice, orderliness, harmony, and good understanding among the employees, and way of development and creativity.

The purpose of the Company's human resource management is to select, develop, promote, and retain employees with skill, knowledge and competence, and motivate such employees to use their knowledge and competence to work for maximum efficiency and effectiveness to ensure that the Company's management and business operation can achieve the defined goal and objective.

2. Objective

- 2.1 Establish the practices for human resource management to be efficient and fulfill the Company's need to recruit and employ the employees to acquire the appropriate qualified employees according to the requesting work unit's need.
- 2.2 Recruit the applicant with knowledge and competence to work with the Company using the appropriate salary and reward management strategy.

3. Scope of Enforcement

It covers the employees of Nova Empire Public Company Limited, and the sub-contractor employees who work with the Company.

4. Definition

The Company means Nova Empire Public Company Limited that is located at No. 88 Bang Na-Trat 30 Alley, Debaratna Road, Bang Na Tai Sub-district, Bang Na District, Bangkok, Telephone (66) 2398 7409, and engages in the distribution of power from wind energy and others that are related, is in its capacity of the "Employer," and including the

juristic body or person that the Company authorizes to act for in some activities, and is appointed by the Managing Director only.

Employee means the person who is employed to work with the Company. The Company determines the characteristics of employee employment into the following types.

Monthly Employee means the employee agreed by the Company to employ by determining the monthly wage rate and holiday wage payment under Section 56 of the Labor Protection Act B.E 2541 (1998).

Daily Employee means the employee agreed by the Company on daily wage. The employee is not entitled to receive weekly holidays under Section 56 of the Labor Protection Act B.E 2541 (1998).

Probationary Employee means the employee notified by the Company at the beginning to be probationary, where the probation period of not exceeding 119 (one hundred and nineteen) days is scheduled. The Company may schedule the said period to be shorter or longer than 119 (one hundred and nineteen) days. During probation, the Company is entitled to terminate the employment by giving notice for at least 1 (one) installment of wage payment.

Special Employment Contract Employee means the employee with the term employment contract, who is regularly employed by the Company for employment in specific projects that are not the normal work of the Company's business or trade for a certain beginning and ending period of the work, or in work with the periodic characteristic, where the end or work success is determined. The said work shall be completed within not exceeding 2 (two) years. The Company and the employee shall enter the written contract from the employment commencement.

Superiors mean the employees who are appointed by the Company to hold any part of the supervisory position, whether in work performance, employee command, and operating control to be in line with the Company's rules and regulations, and practices determined by their higher level superior.

Executives mean the persons who hold the Managing Director, Deputy Managing Director, and General Manager position or the person entrusted by the Managing Director.

Work Absenteeism means that the employee is off without submission of any Leave Form or submission of Leave Form but without reasonable ground, the superior does not approve, and the daily and monthly employees are not entitled to receive a wage in the work absenteeism date.

Gross Neglect of Duty means in the case where the worker comes to work and goes out of the Company or is not in the workplace as usual without permission; and he/she does not come to work as agreed under the agreement on overtime or holiday working.

5. Duties and Responsibilities of the Related Work Units or Persons

- 5.1 Human Resource Management Department
- 5.2 Accounting and Finance Management Department
- 5.3 Operation Department and Sections Related to the Company's Working

6. Related Laws, Policies, Sets of Regulations, Rules and Regulations

- 6.1 Labor Protection Act B.E. 2541 (1998)
- 6.2 Labor Relations Act B.E. 2518 (1975)
- 6.3 Workmen's Compensation Act B.E. 2537 (1994)
- 6.4 Establishment of Labor Courts and Labor Court Procedure Act B.E. 2522 (1979)
- 6.5 Social Security Act B.E. 2533 (1990)
- 6.6 Foreigners' Working Management Emergency Decree B.E. 2560 (2017)
- 6.7 Personal Data Protection Act B.E. 2562 (2019)
- 6.8 Work Regulation of Nova Empire Public Company Limited

7. Contact Channels in Case of Queries or Doubts

Human Resource Management Department at Tel. (66)2 102 5275, MP: (66)86 217 6302

8. Review

The review shall be yearly conducted to comply with the current laws, and operates the business based on the corporate governance, transparency, fairness, social, cultural and environmental responsibility model, together with reinforcement of the personnel potential development toward the excellency in all areas.

However, this shall be effective from 1 May 2021 onwards.

Signed.....

(Miss Paleerat Panboonhom)

Director

Signed.....

(Miss Sukanya Tipmanee)

Director

Human Resource Management Policy

The Company is confident that its management shall be well carried out and successful since the Company has good employees with knowledge, competence, skills, capacity, and good motivation, including healthiness, industriousness and effort, job fondness, and both personal and public responsibility.

According to the Company's operation and management, particularly in part related to the employees, the Company shall adhere to the principles of justice, orderliness, harmony, and good understanding among the employees, and way of development and creativity.

The purpose of the Company's human resource management is to select, develop, promote, and retain the employees with skill, knowledge, and competence and motivate such employees to use their knowledge and competence to work for maximum efficiency and effectiveness to ensure that the Company's management and business operation can achieve the defined goal and objective.

To ensure the achievement of the said purpose of the Company's human resource management, the policy is formulated to be the Company's guidelines for human resource management as follows.

Clause 1 All employees shall be fairly treated and deserve their dignity as the key part of the Company.

Clause 2 The selection of persons for employment to hold any of the Company's position shall be carried out with fairness by taking into account the qualification of each of other positions necessary for the work units. The employee who is appointed to hold the suitable position or whose job may be transferred or alternated as appropriate for the case.

Clause 3 The Company is aware that the good communication shall bring about the efficiency and good relationship in cooperation. Thus, the Company encourages its employees to be always informed of the related news based on the reasonable occasion as much as possible.

Clause 4 In determination of remuneration for the employees, the Company shall fairly consider executing as appropriate with the condition and characteristic of work and work performance accompanied by the Company's capability.

Labor Relations Policy

For operation in the Company's management, the Company establishes the Labor Relations Policy to connect the good relationship between the employees and the Company. Therefore, all employees are the valuable resources, and main part of creating the Company's growth. Thus, the Company shall create good working atmosphere for the employees, allow its employees to work with mutual love and understanding, and happiness with the working like they are at home. The Company desires to see that all employees have good living and job progress, development of their capacity, and love and commitment with the Company accordingly.

Employee Personal Data Storage Policy

The Company considers the importance of the employees personal data that they shall be confidentially stored and controlled from the responsible officers. Therefore, the Company has issued the rules for the employees personal data storage as follows.

1. Objective of the Policy

The objective of the Employee Personal Data Storage Policy is available for the Company to protect the employee personal data from leakage to third parties under the Personal Data Act B.E. 2562 (2019).

2. Definition of the Employee Personal Data

The employee personal data is the following data that may be recorded in writing or in electronic form that is related to the employee's employment, and shall be retained as confidential at the Human Resource Management Department.

- 2.1 Photographs
- 2.2 Telephone Number of the Employee / Contact Person in Case of Emergency
- 2.3 Copy of the Identification Card of the Employee, Spouse, and Children
- 2.4 Copy of the House Registration of the Employee, Spouse, and Children
- 2.5 Copy of the Educational Qualifications and Educational Background
- 2.6 Copy of the SorDor.9 Certificate or Copy of the Certificate of Military Training Achievement
- 2.7 Copy of the Marriage Certificate or Copy of the Divorce Certificate
- 2.8 Copy of the Birth Certificate of the Children or Copy of the Certificate of Acknowledgement of Children
- 2.9 Checkup Result and/or Criminal Record Verification
- 2.10 Working History Verification or Copy of Work Experience Certificate (if any)
- 2.11 Job Application
- 2.12 Copy of the Bank Book (for Salary Payment)
- 2.13 Copy of the Passport in the Case of Foreign / Alien Employee
- 2.14 Copy of the Work Permit in the Case of Foreign / Alien Employee

3. Practical Guidelines in Policy

3.1 Method and Procedure for Data Storage. The personal data shall be stored for the Company's necessary objective to be used in the following execution.

3.1.1 In recruitment, employment, evaluation, punishment, and management of reward for the employees and for the Company's activities, the stored personal data shall be the legally permitted data only.

3.1.2 The detail of each employee shall be stored in file or stored in electronic form.

3.1.3 The stored data shall be always updated, proper, and valid.

3.2 Use of the Employee Personal Data. The Company shall use the employee personal data to

3.2.1 Contact the administrative agencies according to laws or agencies for the employee's benefits.

3.2.2 Provide to other persons upon permission by the data subject.

3.2.3 Receive the judicial orders to provide the data.

3.3 Data Access

All current employees of the Company shall be informed and understand, and can access the data stored by the Company. The access to such data, includes the opportunity to verify and update the data, and record and duplicate data, and print data. However, the assigned human resource officer shall be responsible for execution.

In access to the employee personal data, the employee who desires to request his/her personal data from the Company shall write the Request, except in the following cases.

- In the case where the personal data other than the provided health data is harmful to other employees.
- Provision of the data is the disclosure of other employee's secret
- Disclosure of the data is in conflict with law.
- Disclosure of the data affects the internal investigation
- The line superior and top superior for the duty performance benefits can access the employee personal data.

3.4 Disclosure of the Employee's Personal Data

The Company shall not disclose the employee's personal data to other persons or other agencies, except in the following cases.

- The said disclosure corresponds to the employee's need.
- The related employees understand that their personal data shall be disclosed to the agencies with which the Company must contact.
- This disclosure requires the life protection and safety of other persons.
- It is related to investigation or tracking of the policeman.
- Written request of the government agencies

3.5 Allocation of Personal Data to the Employees

The Company shall send the personal data to the employees upon receipt of Request within 2 (two) working days after the requesting document for personal data is received.

3.6 Personal Data Access and Law Enforcement

3.6.1 In the case of the policeman, the Company shall provide the employee's personal data upon receipt of the Request from the policeman in writing to the Human Resource Management Department Manager or the entrusted person, and the approval shall be first given.

3.6.2 The government agencies, agencies, such as Social Security, Immigration Bureau, Revenue Department, Labour Protection and Welfare, Employment, etc., are entitled to request or enter to verify the correctness of the employee's personal data from the Company for the employee benefits and shall be according to laws.

3.6.3 In the case of a writ / judicial order, the Company has the duty to submit the employee's personal data to the court in the case where Company receives the writ or judicial order. However, the Human Resource Management Department Manager shall have the duty to, decide this matter upon receipt of the writ, where an advance notice shall be given to the employee before such execution.

3.7 Personal Data Security

The Company shall give precedence to the control and storage of the employee's personal data as confidential and disallow the employee to store his/her personal data in the Company's computer. If the said data is stored, the Company shall not be responsible in case of loss or theft of the personal data for use.

3.8 Communication

The Company shall publicize the personal data policy to all employees for acknowledgement and follow in the same direction.

3.9 The Employee's Breach of the Personal Data Policy

The Company establishes the personal data policy to ensure that all employees' personal data can be managed and stored as confidential and accessed, particularly by the officer in charge of operation, to be in line with the laws and benefits of the employees only. The employee who neglects or breaches this policy shall be disciplinarily punished.

3.10 Complaints

In the case where the employee, as the data subject, deems that the formulated rules and policies do not comply, he/she can complain according to the Company's rules. The inquiry shall be carried and the inquiry result shall be notified to the complainant for acknowledgement within 7 (seven) working days. If the complainant is dissatisfied with the judgment result, he/she can file an appeal to the Managing Director.

The Company's Personnel Development Policy

The Company aims for the business operation based on the corporate governance, transparency, fairness, and social, cultural and environmental responsibility model, together with reinforcement of the personnel potential development toward the excellency in all areas.

The Company is well aware that the personnel are the valuable resources, and mainspring of driving the organization by focusing the development of personnel to be the persons who are quality, moral and ethical, adhere to honesty, take corporate and social responsibility. In addition, the Company also encourages the employees to participate in social assistance (Corporate Social Responsibility). The Company believes that the development of employees to be welldoers and competent will help promote the organization for sustainable growth. The Company has developed the human resources works in various areas to support the Company's business to ensure the efficient operation as follows.

1. Managerial Development

1.1 The Company determines Managerial Competency to be available for use as the managerial development basis to have skills, knowledge and competence in successful working.

1.2 The Company arranges the training programs and other development guidelines that are suitable and consistent with the managerial competency for the Company's executives.

1.3 The Company arranges orientation for the executives who newly hold the office to support the executives to be appropriately adaptable with the role, responsibility, and expectation of the new position.

1.4 The Company encourages the executives to share their working experiences to the executives and employees in the Company to create in-house learning and development atmosphere.

2. Personnel Management

The Company shall select, promote, and take care of the employees with skills, knowledge and competence are moral and ethical, and stimulate the employees to use working knowledge and competence to be efficient and effective so that the Company can operate its

business to achieve the determined goals and purposes. To accomplish the goal of the Company's personnel management, the Company formulates the following policy to be the guidelines for the Company's human resource management.

1) All employees shall be justly treated and in the appropriate honorable manner like a main part of the Company.

2) The selection for employment of a person to assume the position in the Company shall be justly carried out by taking into account the qualifications of each position, skills, knowledge, competence, and other qualifications required for work. The employee shall be appointed in the suitable position or duty or may be alternated or replaced as appropriate for the case.

3) The Company is well aware that the good communication affects the efficiency and good relationship in cooperation. Thus, the Company shall encourage the employees to acquire the related data in the suitable occasion, and acquire the data as much as possible.

4) The Company shall justly consider determining the remuneration for the employees based on the job condition and characteristics, and performance of the employees.

5) The Company shall evaluate performance of the employees at all levels at least once a year to improve the working efficiency and enhance the core capacity to each employee, and advise and prepare the personnel development plan for the employees based on the outcome acquired from evaluation.

3. Personnel Development

The Company establishes the appropriate and continuous working potential, skill, knowledge and competence development policy for the employees so that the employees shall have thinking skill, people skill, and working technique skill as follows.

1) Employee Training Plan for formulating the personnel development pattern of each work unit so that the employees shall have knowledge, understanding, enable to properly and suitably work in each position.

2) External Training for developing the suitable potential, knowledge, and competence based on the job characteristics by delivering the employees to attend

training or seminars in the programs with the external training institutions and delivering the employees for field visit both in the country and overseas.

3) In-house Training for developing the working concept, potential, and knowledge and competence to conform to the corporate goal and current competitive situation.

4) On the Job Training for developing the working skills of the employee for more efficient working.

Reserve Manpower Planning and Succession Policy

The Company establishes the Reserve Manpower Planning and Succession Policy to support the situations or contingent changes to create stability and make the Company's works remain enable to achieve the setting goal, and minimize the contingent damage. The company prepares the following reserve manpower plan as follows.

1) Schedule the advance notice of the employee's resignation to have advance notice period of at least 30 (thirty) days or at least 60 (sixty) days in the executive position so that the Company shall have adequate period to man the manpower in replacement.

2) Determine the competency of main position or top position to be the guidelines for the selection of the suitable persons to assume the succession accordingly.

3) Arrange the evaluation based on the competency of each job, and use the evaluation result to be a guideline for reserve manpower development planning to be prepared for future succession.

4) Prepare the personnel development plan to be prepared for succession with the following development plan.

- Organize the in-house training for enhancing the employee's skills, knowledge and competence in duty performance to be more efficient by organizing the development plan to be consistent with the competency of each succession position.
- Organize the training in leadership topics to be prepared for the employee's potential to further move up to the supervisory position and managerial position.

In organizing the manpower planning for each department, the verification shall be carried out at least once a year to assess the consistency with business direction. However, if each department needs to engage the additional employees or engage the employees in replacement of the resigned employees, Manpower Request Form shall be used.

Communication Policy

To ensure the communication of the policies and notifications under the Company's will of business operation based on the corporate governance, transparency, fairness, social, cultural and environmental responsibility model together with reinforcement of the potential development for the personnel toward excellency in all areas, and understanding of all employees in the same way, the Company shall determine the following communication channels.

No.	Topic	Channel											Remark	
		Email group	Electronics board	Line official	Facebook	Screen server	Intranet Application	Telephone	small group Meeting	Town Hall Meeting	BB Board	Hand Book		Brochure
1	Policy / Procedure / Announcement	x	x			x	x		x	x	x		x	Case by case
2	Company Update Meeting (Town Hall)	x		x							x			
3	Operations Meeting (Shift change meeting)								x				x	
4	QA Announcement	x												
5	Facility & Safety Data	x		x							x			
6	Company Rule & Regulations	x					x					x		
7	Benefits / Social Security Update	x	x						x	x	x			
8	Training Schedule	x	x	x			x		x	x				
9	Hiring Recruitment	x	x	x	x				x		x			
10	Activity Photo	x	x	x	x		x			x	x			
11	Emergency Issue	x	x	x			x	x	x	x	x		x	
12	Employee Feedback & Suggestion									x	x			

However, If any other communication channels are improved or developed to be rapid and properly understood, the Company shall urgently improve communication channels accordingly.

Employee Remuneration and Welfare Policy

The Human Resource Department of Nova Empire Public Company Limited foresees the importance of the employee remuneration and welfare to be the factors that help the employee happy both bodily and mentally. The result of such happiness shall encourage the employee to efficiently work and ensure that the organizational operation can be smoothly and efficiently continued.

Therefore, the Human Resource Department prepares this Employee Remuneration and Welfare Policy for Remuneration and Welfare Team (Compensation & Benefit Team) to use as the working guidelines and manuals for the Company's employee remuneration and welfare to ensure the standard operation that is extensive, obvious, complete and valid. In addition, the employee shall have knowledge and understanding on his/her remuneration and welfare, and properly and efficiently use to adhere as the principles of conduct in the same direction to conform to the Company's formulated standards.

However, the Company reserves its right to revise the remuneration and any welfare in the future. Before revision, the Company shall further announce for advance acknowledgement of the employee.

Scope of Duties and Responsibilities of Remuneration and Welfare Team (Compensation & Benefit Team)

Remuneration and Welfare Team (Compensation & Benefit Team) shall be the work group under the management power of the Company's Human Resource Department, and has the duty to supervise and take responsibility on the Company's process and management of all employee remuneration and welfare to conform to the standards, the Company's process and policy.

Salary / Remuneration Management

Salary / remuneration rate shall depend upon the following factors.

1. Duties, obligations and responsibilities
2. Education and competence
3. Local economy, and salary / standard labour cost rate in the overall industries particularly the industry with the same size and the same type

4. Financial stability of the Company, salary / remuneration of the employee shall be defined before starting working and specified in the employment contract, promotion, and salary / wage and commission shall be considered for increasing based on the cycle of adjustment for the year, or if the adjustment during the year is considered, the consent must be given by the executive only.

Salary Payment

The salary of all employees shall be transferred via bank account on the last day of the month. The calculation cycle period for salary and wage is from the 1st-30th or the 31th day of that month.

The overtime pay, allowance of the employee, and other incomes shall be transferred via bank account on the last day of the month together with salary. Similarly, the calculation cycle period is from the 21st day of month before salary payment to the 20th day of the month that salary is paid.

In the case where the actual payment date of any month is holiday, the payment shall be changed to be the last working day before holiday. The Company considers that the salary document is regarded as personal data and confidential data of the employee. The employee shall not disclose or talk about his/her salary or bonus with anyone in the Company. If the employee breaches this policy, he/she must be taken for disciplinary action.

New Employee

The salary shall be paid to a new employee who works with the Company on or after the 1st day of the month in the proportion of working days in the following month by estimating from the actual working days in each month (the salary estimation is deducted with 30 and multiplied by the number of working days).

Salary Adjustment

The adjustment of salary for the year shall be carried out in January of each year depending upon the resolution of the Board of Directors.

Money Deduction under the Law

The Company and the employees shall deliver the contribution to the Social Security Fund based on the contribution rate defined by Thai Government. This amount of money shall be deducted from salary base as contribution defined in the Social Security Act.

The Company shall withhold tax from the employee with duty to pay personal income tax under the Revenue Code to deliver tax to the Revenue Department.

Permitted Money Deduction

The permitted money deduction from salary shall be carried out by the Human Resource Department by referring from letter of consent to deduct wage, overtime pay, and other privileges of the employee.

Payment of Other Part other than Standard Salary Payment

The payment of other part other than standard salary payment (overtime pay payment and overtime and commission requisition, etc.) shall be forwarded to the Human Resource Division not over the 21st day of each month and must be combined in the payment process of that month.

Bonus

Bonus for the year is classified into two parts as follows.

1. Bonus for the year based on the Company's turnover (if any) shall be paid to the employee based on the Company's turnover together with December salary payment.
2. Bonus for the year based on the individual performance shall be paid in the last working day together with April salary payment.

Remark:

1. The probationary employee and the special employment contract employee shall not have the right to receive bonus for the year in both rounds.
2. In the case where the employee has already passed the probation, but the service duration of the Company has still been less than 12 (twelve) continuous months, the bonus shall be paid in the proportion by referring from the number of service days with the Company.
3. The Company reserves its right to adjust the structure of bonus for the year as appropriate.

Overtime and Holiday Work

1. In the case of working characteristics requiring continuous working, if the job is discontinued, it will damage or it is an emergency job, it cannot be discontinued, the superior has the power to assign the employee to work overtime in working day or work in holiday or work overtime.

2. Overtime or holiday work or holiday overtime can be performed under the requirement of mutual agreement and consent between the Company and the employee.

The rate of overtime pay in regular days, holiday work pay and holiday overtime pay.

- The rate of overtime pay for overtime pay in regular working days is equal to 1.5 (one point five) times.
- The rate of overtime pay for overtime pay in weekly holidays and public holidays is equal to 1 (one) time.
- The rate of overtime pay for overtime pay (in late regular hours) in weekly holidays and public holidays is equal to 3 (three) times.

Remark:

1. If the employee works in holidays equaling to or more than 6 (six) hours, 1 (one) hour time shall be deducted as a break hour.

2. The rate of overtime pay is calculated from the hourly wage rate of the employee.

3. For overtime in the regular working day, the employee shall take a break after clocking out time for 20 (twenty) minutes before starting his/her overtime.

Work Procedures

1. The requisition of all overtime pay shall be verified for correctness and approved by the superior.

2. The employee shall fill the data of overtime pay requisition in the system and the superior shall be approved within the 20th day of the month.

Allowance

Allowance for Travelling Expense / Repayment

The Company shall monthly pay fixed allowance to the employee who is regarded by the Company to be necessary by considering the characteristic of the job done. This allowance for travelling expense shall be used for parking fee, toll fee, and other expenses in the same characteristics. The employee shall consider the most saving travelling alternative. However, the Company reserves its right to adjust allowance for travelling expense as appropriate.

The employee who does not receive travelling expense, monthly fuel expense, and Fleet Card of the Company can request to withdraw money under the following items.

1. Expenses incurred from travelling with Original Receipt / photograph evidence, can be requested by the employee to requisition expenses in case of travel, such as the travel related to working.

2. Travelling expense by private car can be requisitioned based on the distance of 6 Baht per kilometer in the case of travel to work not exceeding 200 kilometers/one round travel.

3. Toll fee can be requisitioned using Original Receipt only in the case of using private car to travel for working at field site can requisition toll fee. Except the position that receives travel expense, monthly fuel expense, and Fleet Card of the Company, toll fee cannot be requisitioned.

4. Parking fee can be requisitioned by the employee when he/she works at field site, except the position that receives travel expense, monthly fuel expense and Fleet Card of the Company.

Work Procedures

1. The employee shall specify time, purpose, and travelling destination on Domestic / Overseas Expense Withdrawal Form before submitting to request for approval from his/her line superior.

2. Domestic / Overseas Expense Withdrawal Form shall be forwarded to the Human Resource Department to verify the information correctness.

Mobile Phone

The mobile phones shall be provided to the users who must use and are registered as the mobile phone service users by package selected by the Company as appropriate.

The employees with the right to use mobile phones are:

Group 1 The employees who are the main mobile phone users for working, such as Managing Director, Department Director and Senior Manager and higher or equivalent position.

Group 2 The employees who are the persons requiring the frequent use of mobile phones for working with the Company.

In the case where the mobile phone is lost or thieved, the user shall inform the Human Resource Department and his/her line superior, and submit the Daily Report of the Police to the Company to take any necessary action with the related officers.

However, in part of the general employee, the salary structure of each position shall be considered. The individual approval shall be considered who is entitled to receive telephone expense instead or must use the phone based on Group 1 or Group 2 accordingly.

Remark

If the call usage exceeds the limit, the Company shall verify and the user shall explain that the usage is for the Company's work or private matters. If it is the usage for private matters, the user shall be responsible for such expenses.

In the case where the phone is lost, the user shall be responsible for full amount of expense (100%) of the price of new set of mobile phone (the same model, design, and color) to replace the former phone.

In the case where the employee status is terminated, the user shall return mobile phone and mobile phone devices, and SIM card to the Company in perfect condition. If the mobile phone is out of order, it must be repaired to be usable as usual before returning to the Company. If the mobile phone devices are lost, the user shall also purchase and return to the Company.

The mobile phone contract shall be renewed every 2 (two) years and guaranteed throughout 2 (two) years of usage. Except in the case of error due to the user's usage, such as misuse, accident, phone set explosion, screen breakage, phone set exposure to fluid or any external factors, the user shall undertake the repair.

After 2 (two) years, the user who desires to own the used mobile phone is entitled to purchase that mobile phone from the Company. The price shall depend on the value defined by the Company.

Notebooks

Notebooks are prepared for the necessary users, and the essential programs can be installed for working (referring according to the Information Technology (IT) Department's policy) as approved by the IT Department only.

In the case of loss, the users shall notify the IT Department and their superiors, and submit the Daily Report of the Police to the Company for any necessary execution with the

related officers. In addition, the users shall be responsible for the actual expense of cost of depreciation, except force majeure, considered approving by the Managing Director.

The users shall return notebooks and devices to the Company in the case where the employee status is terminated, with perfect conditions. If the devices are lost, the users shall purchase and return to the Company.

Weekly Holidays

The weekly holidays of the employee who works inside the office are 2 (two) days that are Saturday and Sunday. The weekly holiday of the employee who works outside the premise, is 1 (one) day that is the date scheduled by his/her superior as weekly holiday with the interval of not exceeding 6 (six) days.

Public Holidays (Traditional Holidays)

The Company schedules public holidays for at least 13 (thirteen) days a year, including National Labor Day. The employee is entitled to receive pay in the said public holidays that will be announced by the Company for the employee's acknowledgement in advance within December of every year. In the case where the public holiday corresponds to the Company's weekly holidays, the Company shall schedule to be off as compensation of that public holiday in the following working day.

Public Holiday Work

If any employee who works in public holiday and is assigned by his/her superior, does not request for approval of overtime pay shall be off in other day as compensation.

Annual Leave

Right of Annual Leave

The Company determines that the employee who has continuously worked for 1 (one) full year counted from the employment date, is entitled to be off for annual leave for 6 (six) working days with pay equaling to working days (the calculation cycle of annual leave days shall be counted from 1 January to 31 December in each year) for the request of the right of the said annual leave days.

Request for the Right of the Annual Leave

The request for exercising the right of annual leave days should be planned in advance to minimize the impact of the Company's operation. The employee shall take leave via the Company's online system at least 3 (three) days in advance to directly request the approval from his/her superior. After getting the approval, he/she can be off. Each annual leave shall not be less than 0.5 (zero point five) days.

However, in the event of exigency, the Company reserves its right to cancel the approved annual leave days and assign the employee to return to work. The Company shall give an advance notice and return the unapproved right to the employee accordingly.

Cancellation of Leave

The employee who desires to cancel the leave or alter the leave after approval in order to resubmit to request for leave, shall be approved from the superior as appropriate. In the emergency leave, the right of permission may be granted by the superior's discretion.

Calculation of Annual Leave Days

The right of annual leave days shall be calculated referring to calendar year that is 1 January to 31 December. The person who has still continuously worked with the Company for less than 12 (twelve) months in any year shall be granted for the right of annual leave days in proportion.

Accumulation of Leave Days

The employee cannot carry forward the granted annual leave days to the following year. Except the new employee with the employment date between September to December of every year, he/she cannot exercise the right of vacations within the same year since he/she has not yet been filled as a full-time employee (having the probationary employee status). The granted annual leave days can be carried forward to the following year, where the carried forward leave day shall be used within 31 December of the following year.

Any leave days not used within the specified period shall be automatically cut off, and any compensation shall not be paid.

Resignation / Termination of the Employment Contract

The employee who has submitted the Resignation Letter shall be granted for the right of annual leave days in the proportion of the actual working days of the year.

Right of Sick Leave/Hospitalization

The employee is entitled to take sick leave based on actual illness for not exceeding 30 (thirty) working days with pay. If the hospitalization period must be extended and the continuous sick leave exceeds 3 (three) days and more, the employee shall also enclose the Medical Certificate to support his/her leave.

Work Absenteeism

If the employee who is ill and cannot perform work shall notify his/her superior for acknowledgement as quick as possible after the regular clocking-in time and enter the leave in the system within 7 (seven) days from the first date of illness.

Non-approval of leave day by the superior or non-notification of sick leave (except the event of force majeure with inability to notify or contact), the Company shall deem to be work absenteeism or gross neglect of duty and shall not pay wage.

Personal Leave

Right of Leave

The employee request for personal leave with pay to perform his/her personal affairs requiring the employee to perform by himself/herself for personal leave of not exceeding 3 (three) working days per year.

Request for Leave

The employee shall submit personal leave to his/her superior to request for advance approval for less than 3 (three) days before personal leave day by entering personal leave and enclose documentary evidence in the system.

The employee's superior shall consider approving by considering the leave reason. The leave unpermitted by the superior shall be regarded as work absenteeism.

The unused personal leave days shall be expired on the ending date of calendar year of December, and cannot be carried forward to the following year or change into cash.

Marriage Leave (including in the Right of Personal Leave)

Right of Leave

The employee who has already passed probation is entitled to take marriage leave with pay for 3 (three) days. The right of leave can be exercised for 1 (one) time throughout the employee status term.

Request for Leave

The employee shall notify his/her superior for at least 7 (seven) days before marriage date in advance by submitting through the system, and enclose Invitation Card, marriage schedule or Marriage Certificate for verification of the correctness and as the leave supporting document.

Maternity Leave

Right of Leave

The pregnant female employee is entitled to take maternity leave before and after delivery. One pregnancy shall not exceed 98 (ninety-eight) calendar days with pay for not exceeding 45 (forty-five) calendar days. The said leave days are also counted to include holidays in between leave days, including the pregnancy test date.

In the case of the female employee's miscarriage before delivery, she shall exercise the right of sick leave according to the rules for sick leave.

Request for Leave

The female employee shall enter maternity leave and enclose the Medical Certificate for not less than 7 (seven) days before the delivery date.

If the pregnant female employee declares the Medical Certificate that shows her inability to work in the former duty, she is entitled to request the Company to consider temporarily changing her job before or after delivery, and the Company shall consider changing the suitable job for her.

Military Leave

In the case where the employee who must be in military service in a probation period. The probation period shall be extended to be equal to the number of the employee's military leave days.

Right of Leave

The male employee who is in the military service or has been in the military service in the Thai Army whether by summoning the forces for examination, for military training, and for test of preparedness, is entitled to receive the salary payment from the beginning until the accomplishment date of military service but it shall not exceed 6 (six) days per year. The said employee can exercise the right of leave for 1 (one) time throughout the employee status term (this military leave excludes the request for leave to participate in annual conscription).

Request for Leave

The male employee who is in the military service shall submit the written notice from the Conscription Committee to the Company 7 (seven) days in advance to request approval from the superior. If the employee is off for this regard without submission of Leave Form, the Company shall consider as work absenteeism.

Vacations / Holiday and Leave with Pay for Military Leave

The salary shall not be paid to the employee for vacations/holidays and leave with pay (such as public holidays, sick leave, etc.) during military leave.

Sterilization Leave

Right of Leave

The employee is entitled to receive sterilization leave that is the requirement of the labor law of Thailand, and the convalescence period in regular days are based on the physician's advice.

Request for Leave

The employee shall notify his/her superior for not less than 7 (seven) days before sterilization leave in advance by entering the leave together with the Medical Certificate through the online system.

Knowledge and Skill Training or Development Leave

Right of Leave

The employee is entitled to take knowledge and competence training or development leave according to the rules and procedures prescribed in the Ministerial Regulation for 15

(fifteen) days per year. The pay shall be obtained for the training that develops skill for enhancing the working efficiency in his/her line. The Company is entitled not to approve the leave if that leave will cause damage to the Company's operation.

Request for Leave

The employee shall submit Leave Form together with the related evidence to his/her superior at least 3 (three) working days in advance. The superior may not allow the employee to take leave if the said leave will affect working or the Company's business.

Religious Activity Performance Leave

The employee is entitled to take ordination or other equivalent religious activity performance leave as follows.

1. The employee who has worked for 3 (three) full consecutive years and has never taken ordination leave beforehand, is entitled to take maximum leave with pay as usual for not exceeding 30 (thirty) calendar days. The said leave days shall be counted to include holidays in between leave days.

2. The said leave includes Buddhism ordination and Islamic Hajj.

3. Religious activity performance leave shall be permitted for one time only throughout the employee status term.

4. For the additional leave over 30 (thirty) days per year or leave without pay and need of the superior's approval

Request for Leave

The employee shall enter Leave Form and enclose the related evidence in the system for the superior's approval 14 (fourteen) days in advance and the Company reserves its right to retroactively notify his/her leave.

Compensation Leave of Absence

Right of Leave

The employee is entitled to take maximum compensation leave of absence not exceeding 15 (fifteen) calendar days. The compensation leave of absence period shall be ended based on the calendar year and consist of the following conditions.

- Working of 4 hours in 1 day is equal to 0.5 compensation holiday.
- Working of 8 hours in 1 day is equal to 1 compensation holiday.

Request for Leave

Each and every leave shall be appropriately considered by the superior. The employee shall have operating hours in the holiday before exercising the right of the compensation leave of absence day.

The employee shall enter his/her leave in the system at least 3 (three) days in advance before the holiday or weekend holiday working. The evidence, such as work schedule or written approval shall be submitted to the Human Resource Department to verify the correctness and is the leave supporting document.

Compensation Fund

The employee is entitled to receive compensation from the Compensation Fund upon encounter of harm, illness, disability, or death as the result of occupation according to the legislation of the currently enforced labor law.

Social Security Fund

The Company, the employee, and the Government have the duty to pay equal contribution to the Social Security Fund by each party as security that the employee shall obtain the assistance or aid in the case where the insurer encounters harm, illness, disability or death.

Group Insurance

The Company shall make group insurance for the employee who is confirmed for employment. The policy period shall be renewed from 1 January of the current year to 31 December. The coverage of insurance consists of:

- Life insurance
- Accident insurance
- Indemnity due to total permanent disability (accident and illness)
- Health insurance

Remark: The consideration of the Company's **medical treatment limit** is reserved **as appropriate**.

Exception

- Any act of the insured who is under the effect of alcohol, drug or narcotics that affect the loss of control
- Self-Assault
- While the insured participates in quarrel or emotional incitement or support quarrel
- While the insured performs the duty of soldier, police or volunteer, and participant in the war or marital situation or suppression. In such event, if the insured executes in the said duty for over 30 consecutive days, the Company shall return premium of group health protection in the proportion for the said period.
- While the insured commits crime that is judged to be serious crime or arrested by the criminal allegation.
- War (whether with formal declaration), invasion, act of the opponent enemy, civil war, revolution, rebellion, antigovernment riot, civil disorder, strike, and terrorism
- Pregnancy, miscarriage, childbirth, complications from pregnancy including sterilization or state of female or male infertility, female or male sexual disorder
- Eyesight treatment, cosmetic surgery or plastic surgery, acne, blemish, dandruff and alopecia treatment, and surgical operation or alternative treatment.
- Examination or treatment of the syndrome of the similar diseases, disorder or organ or body structure of which the said condition is explicitly shown, and the first diagnosis of the physician when the insured is 16 (sixteen) years of age and protected by the terms attached herewith for not less than 1 (one) year.
- Dental treatment or surgery, except necessary treatment as the result of injury by accident
- Examination and therapeutics related to the mind disorder or state of mind, stress, alcohol addiction or use of drug.

Annual Check-Up

The Company arranges the annual checkup. Every employee who has passed probation shall get annual checkup at free of charge. However, he/she shall have a service duration of exceeding 1 (one) year and more by cutting off at 1 January of every year.

Work Procedures

1. The Company shall arrange annual checkup once a year at the location of the Company's office and/or nursing facility/hospital provided by the Company.

2. The Human Resource Department shall determine the detail of checkup and notify the employees for acknowledgement about the checkup schedule around 1-2 weeks in advance.

3. The Company shall be responsible for all checkup expenses. If the employee requires additional medical treatment due to the checkup result, the employee shall exercise the right of this medical treatment expense from social security or from group health insurance as determined.

4. The Human Resource Department shall deliver the original checkup result and advice of the physician to the employee to be kept.

5. This checkup is reserved for the Company's employees only and cannot be transferred to other persons or used in the following year in the case of non-checkup in that year or exchange into cash.

- Medical treatment expense, general examination, rehabilitation, physical infirmity treatment, or hospitalization, facilities unrelated to injury or illness treatment, such as telephone, television, and other similarity.
- Former illness or injury diagnosed by the insured to be treated or consult with the physician or administered for medicine prescribed by the physician in 90 (ninety) days period before the terms attached herewith is effective, except the case where the insured is protected according to the terms attached herewith for 12 (twelve) consecutive months.

Provident Fund

The Company establishes a policy for promoting the employees to know the willingly savings and as security for the employees in the case of resignation, retirement, disability, or death. The employee who has already passed probation can apply the Company's Provident managed by the Asset Management Company. The detail for delivery of savings and payment of contribution is as follows.

The detail of savings and contribution payment for the Provident Fund.

- For the employee's savings payment at 2-15% of wage rate, the Company's contribution payment is 3% of wage rate.

The detail of the benefits provided to the employees in the case of the membership termination by referring from the year of service with the Company

- For the employee's contribution payment for less than 3 (three) years and the Company's contribution payment, the employee shall not receive the Company's contribution and benefits.
- For the employee's savings payment for 3 years but less than 5 years and the Company's contribution payment, the employee shall receive 50% of the Company's contribution and benefits.
- For the employee's savings payment for 5 years and more, and the Company's contribution payment, the employee shall receive 100% of the Company's contribution and benefits.

Training and Development / Scholarship

The Company encourages the skill training and enhancement to develop the employee's occupation. The Human Resource Department or the superior shall be responsible for specifying the training necessity and preparing the necessary training for the employee. The development can be classified into the following.

1. Training according to law
2. Training according to the Company's necessity
3. Training according to the work unit's necessity
4. Training according to the personal necessity
5. Continuous study for enhancement of working potential

Program Sponsorship

The employee is entitled to receive the sponsorship of the training and development program and shall sign to bind with the Company. The crucial programs that shall be engaged with the following conditions of the Company.

1. For the professional training program, the certificate is given after training and the trainee can immediately use to further carry on his/her occupation.
2. For the training program that is the continuous study in the university level, such as Bachelor's degree or short-term program.

3. For the overseas field visit, the Human Resource Department shall consider the suitability of the training program in engagement between the employee and the Company, and propose the executives for approval before every training application (please see the training sponsorship agreement at the Human Resource Department for the detail of the engagement with the Company and calculation of sponsorship rate.)

Gift / Grant

The Company establishes an employee assistance policy. In the case of the newborn child, marriage, hospitalization, or death of the employee's family member, the Company shall give the following things to the employee.

Funeral Assistance

- All full-time employees, who are on probation and have already passed the probation, are entitled to receive this welfare.
- In the case where the employee's family member, such as the employee's father, mother, spouse, and children, dies, the Company shall provide the funeral grant in the value of 20,000 Baht and 1 (one) wreath or donate the money for merit dedication to the foundation for 2,500 Baht.
- In the case where the spouse's parent dies, the Company shall deliver 1 (one) wreath or donate money for merit dedication into the foundation for 2,500 Baht.
- The Human Resource Department shall make a requisition for withdrawal and/or deliver a wreath and submit the donation evidence to the employee.

Visiting the Patient Employee (Inpatient) / Childbirth of the Female Employee or Wife of Male Employee

All employees, who are during probation and have already passed the probation, are entitled to receive this welfare.

- In the case of hospitalization for 2 (two) days and more, the Company shall send a basket to visit the inpatient employee.
- In the case of the childbirth of the female employee or the wife of the male employee, the Company shall send a gift basket for congratulations.

Relationship Connection Activities

To create morale and courage and express the emphasis on the employees as part of the organization, the Company schedules to organize the activities based on the annual policies depending on the Company's turnover each year.

Notification of Receiving Gift

The Company has a No Gift Policy. However, in the case that it may be unavoidable or in line with the conditions prescribed in the business ethics to be acceptable, it is necessary for the employee to notify the Company for the receipt of gifts from the distributors or suppliers or any persons. When the approximate value of received gifts exceeds 1,000 Baht, he/she shall notify the Human Resource Department.