



Work Regulations

Project Planning Service Public Company Limited

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Business Type: Engineering Consulting Services

Section 1: Company Employees, Wages, Wage Adjustments, and Salary Increments

1.1 The company classifies its employees into 3 categories:

- 1.1.1 Employees hired on a permanent basis to work at the company's office.
- 1.1.2 Employees hired on a probationary basis before being officially employed. If the probationary performance is unsatisfactory or the probationary employee does not wish to continue working, either party has the right to terminate the probationary contract without any severance payment within the agreed probationary period, but not exceeding 119 days.
- 1.1.3 Employees hired for temporary or project-based work that is not part of the company's regular business operations. Such employment must have a clearly defined start and end date or be project-based with a defined completion timeline. In the case of seasonal work, employment must be limited to the relevant season, with a maximum duration of two years. A written contract must be established at the time of hiring. For employment without a fixed duration, if the company terminates the contract or the employee resigns, a written notice must be provided to the other party at least 30 days in advance, without any severance payment.

1.2 Wages, Wage Adjustments, and Payment Schedule

- 1.2.1 The company maintains a fair wage policy, taking into account the workload, responsibilities, and competencies required for each position, as well as the cost of living and prevailing wage rates in similar industries.
- 1.2.2 The company reviews salary increments for all employees every January, based on their performance and the recommendations of their supervisors. The company reserves the right to increase, decrease, or refrain from adjusting wages, depending on its financial status and other relevant considerations each year.
- 1.2.3 The company may grant additional wage adjustments beyond the annual review mentioned in 1.2.2 if an employee demonstrates exceptional performance and responsibility.

- 1.2.4 Personal income tax is the responsibility of the employee and will be withheld at the applicable rate.
- 1.2.5 Employee wages and salary information shall be treated as confidential.
- 1.2.6 Wages and salaries shall be paid once a month.

Section 2: Regular Working Days and Hours, Break Periods, Attendance, Holidays, Work on Holidays, and Overtime Work

2.1 Regular Working Days, Hours, and Break Periods

- 2.1.1 Employees are required to work from Monday to Friday, from 8:00 AM to 5:00 PM, totaling five days or 40 hours per week. However, certain company departments may require employees to work on Saturdays and Sundays instead of weekdays, provided that the total working days do not exceed five days or 40 hours per week.
- 2.1.2 The designated break period is from 12:00 PM to 1:00 PM. If an employee is required to work during this time, they must take their break either from 11:00 AM to 12:00 PM or from 1:00 PM to 2:00 PM, as appropriate.

Any work performed outside the working hours specified in 2.1.1 and 2.1.2 shall be considered overtime.

2.2 Attendance

All employees, except those in management positions, must record their arrival and departure times.

- 2.2.1 In cases of unforeseen circumstances, employees may arrive later than 8:00 AM but no later than 8:05 AM. However, any late arrivals beyond 8:00 AM will be considered when evaluating salary adjustments.
- 2.2.2 Employees arriving between 8:05 AM and 8:15 AM will be paid based on the actual working hours and the number of late occurrences will be taken into account for salary considerations.
- 2.2.3 Employees arriving later than 8:15 AM will have their tardiness recorded and considered when determining salary adjustments.
Note: Salary deductions as outlined in 2.2.2 and 2.2.3 will be accumulated and deducted from the employee's year-end bonus (if applicable).
- 2.2.4 If an employee's sick leave or personal leave exceeds a reasonable limit, it may be considered in salary evaluations.
- 2.2.5 Absence without an approved leave request will be treated as an unexcused absence, and the regulations in 2.2.2 and 2.2.3 shall apply.

2.3 Holidays

- 2.3.1 Weekly Holidays: Saturdays and Sundays.
- 2.3.2 Public Holidays: The company will designate at least 13 public holidays per year, including National Labor Day (1 day) and Songkran Festival (3 days). These holidays will be announced before the end of each year. Employees will receive their regular wages on these holidays. If a public holiday falls on a weekly holiday, the company will substitute a working day as a holiday.
- 2.3.3 Annual Leave:
 - * Employees who have completed at least 180 consecutive days of service (including the probationary period) are entitled to 6 days of annual leave.
 - * Employees who have completed at least 1 year of service are entitled to 10 days of annual leave per year.
 - * Employees who have completed at least 3 years of service are entitled to 12 days of annual leave per year.
 - * Employees who have completed at least 5 years of service are entitled to 15 days of annual leave per year.
 - * Employees who have completed at least 10 years of service are entitled to 20 days of annual leave per year.

Employees will receive regular wages during their annual leave. They may carry over unused leave to the following year, up to a maximum of 2 years, but may not take more than 10 consecutive working days of leave at a time.

If an employee plans to take annual leave at the end of the year but is required to work due to urgent business needs, the company may provide compensation on a case-by-case basis.

Employees may request additional leave beyond their entitlement if they have valid reasons, subject to approval by an authorized company director. However, unpaid leave will be applied for any excess leave taken.

Employees must coordinate with their supervisors to ensure work continuity before taking annual leave. Final approval must be obtained from an authorized company director.

2.4 Work on Holidays and Overtime Work

- 2.4.1 Supervisors at the manager level or higher have the authority to require employees to work on holidays and overtime based on work urgency and necessity, without prior notice. However, overtime shall not exceed 120 hours per month, and employees must sign an overtime work authorization form as evidence.
- 2.4.2 Overtime Pay on Regular Working Days, Employees who are required to work overtime on regular working days will receive 1.5 times their normal hourly wage for the overtime hours worked.

- 2.4.3 Holiday Pay, Employees eligible for paid holidays (such as weekly holidays, public holidays, or annual leave days) who work on a holiday will receive an additional 1 time their normal wage for hours worked. Employees not eligible for paid holidays who work on a holiday will receive 2 times their normal wage for hours worked.
- 2.4.4 Overtime Pay on Holidays Employees who work overtime on holidays (beyond 8 hours of work) will receive 3 times their normal wage for the additional overtime hours worked.
- 2.4.5 Wage Calculation The hourly wage for an employee is calculated as follows:

$$\text{Regular Hourly Wage} = \text{Monthly Salary} / 240$$

(where 240 represents 30 days \times 8 hours per day)
- 2.4.6 Overtime Payment Schedule Overtime wages will be paid once a month, on the 20th of the following month after the overtime work was performed.
- 2.4.7 Salary and Overtime Payment Location Salaries are paid once a month, on the last day of the month, at the company office. Overtime and holiday wages are paid once a month, on the 15th, at the company office.

If an employee is unable to collect their salary in person, the company will transfer the salary, overtime wages, and holiday wages to the employee's designated bank account.

2.5 Temporary Business Suspension

If the company must temporarily suspend operations for reasons other than force majeure, it will pay employees 50% of their wages for the duration of the suspension. The company must notify the labor inspector in advance before initiating the suspension.

Section 3: Leave and Leave Regulations

3.1 Sick Leave

- 3.1.1 Employees are entitled to sick leave not exceeding 30 working days per year.
- 3.1.2 Sick leave must correspond to actual illness and will be paid. A medical certificate from a licensed medical practitioner (First-Class Traditional Medicine) or a government hospital is required for any sick leave lasting three or more consecutive working days. If a certificate cannot be obtained, the employee must provide a written explanation. Where the company provides an in-house physician, the employee must seek certification from that physician unless unable to do so.
- 3.1.3 Employees must notify their supervisor of their sick leave as soon as possible and submit a leave request form at the earliest opportunity.
- 3.1.4 Sick leave exceeding 10 consecutive working days must be approved by the Managing Director or Chairman.
- 3.1.5 If the illness or injury results directly from work-related duties, the employee is entitled to paid leave for the duration prescribed by a physician, not exceeding one year.

3.1.6 If the entitlement under clauses 3.1.1 and 3.1.2 has been exhausted, the employee may continue to take leave but without pay.

3.2 Personal Leave

3.2.1 Employees are entitled to personal leave with pay for up to 6 working days per year.

3.2.2 Personal leave must be requested in advance and approved by the supervisor. In emergency cases, employees must notify their supervisor via telephone no later than noon of the first day of leave. If this is not possible, the reason must be provided along with the leave form upon returning to work.

3.2.3 Leave not exceeding 3 working days may be approved by a department manager or equivalent authority. For leave exceeding 3 days, approval from an authorized Company director is required.

3.2.4 In special cases, the Managing Director or the Chairman of the Board may grant additional personal leave beyond the limit in 3.2.1, provided that the total does not exceed 15 days per year.

3.3 Maternity and Paternity Leave

3.3.1 Female employees are entitled to maternity leave of up to 180 calendar days per pregnancy.

3.3.2 Female employees are entitled to full pay during maternity leave for up to 90 working days and may receive an additional 45 days of maternity benefits from the Social Security Fund.

3.3.3 If a medical certificate issued by a licensed medical practitioner (Class 1) indicates that a pregnant employee cannot perform her regular duties, the employee may request a suitable reassignment.

3.3.4 Maternity leave must be approved by an authorized director of the Company.

3.3.5 Male employees are entitled to paternity leave with pay for up to 15 working days to support their spouse after childbirth. This entitlement applies if the leave is taken within 30 days from the date of childbirth. Leave taken beyond this 30-day period may be approved or denied at the discretion of the authorized director of the Company.

3.4 Sterilization Leave

Employees are entitled to take leave for sterilization and for recovery from such procedures, for the duration certified by a licensed medical practitioner (Class 1), with full pay.

3.5 Leave for Training or Skill Development

Employees may take leave for training or skill development in the following cases:

3.5.1 To enhance job-related skills for improved work performance.

3.5.2 To take government-recognized academic examinations (excluding study leave for pursuing a degree).

For both 3.5.1 and 3.5.2, leave must be requested at least 7 days in advance and may only be taken upon receiving Company approval. Paid training leave shall not exceed 30 days per year.

3.6 Ordination Leave (for Male Employees)

Male employees may take up to 120 days of leave for Buddhist ordination, with full pay for a maximum of 30 days, under the following conditions:

3.6.1 The employee has never been ordained as a monk in Buddhism.

3.6.2 The employee has worked for the Company for at least 2 years, including the probationary period.

3.6.3 The employee submits a leave request to the supervisor at least 60 days in advance.

3.6.4 The Company reserves the right to approve such leave on a case-by-case basis, ensuring no disruption to departmental operations.

3.6.5 Ordination leave must be approved by an authorized director of the Company.

3.6.6 Upon returning to work, the employee must present official documentation of ordination from the temple. Failure to do so will result in the leave being considered as unauthorized absence.

3.7 Military Service Leave

3.7.1 Employees summoned for military conscription examination are entitled to paid leave as follows:

* 1 day, if the registered residence is in Bangkok.

* Up to 5 days, including travel time, if the registered residence is in a province outside Bangkok.

* Leave exceeding the above must be approved by an authorized director of the Company.

* If an employee is drafted into military service, it will be considered a voluntary resignation, and all obligations under this policy shall cease.

3.7.2 Employees who have been discharged into the military reserve and are summoned for additional military training shall be granted paid leave for the required duration, including travel time, not exceeding 60 days per year (inclusive of holidays). Leave must be approved by an authorized director of the Company.

3.8. Forfeiture of Leave Rights

All rights under Sections 3.1 to 3.8 shall be forfeited upon the employee's resignation or termination from the Company for any reason.

Section 4: Termination of Employment

4.1 Employee Discipline

- 4.1.1 Employees shall dress appropriately and maintain a neat and professional appearance. Employees provided with uniforms or workwear by the Company are required to wear them daily and keep them clean and presentable.
- 4.1.2 Employees are responsible for maintaining cleanliness and orderliness within the office premises and company-provided accommodation, including the proper use and upkeep of tools and equipment necessary for their work.
- 4.1.3 Employees shall not damage, alter, or tamper with any orders, announcements, circulars, or official communications issued by the Company, its authorized personnel, or any authorized external parties.
- 4.1.4 The possession or bringing of illegal drugs, dangerous weapons, or explosives into the workplace is strictly prohibited.
- 4.1.5 Employees found to be intoxicated due to alcohol or drugs will be immediately removed from duty for the day and subject to disciplinary action.
- 4.1.6 Employees must refrain from using offensive language or gestures, writing inappropriate messages, insulting or harassing supervisors, colleagues, or external parties. Fighting, gossiping, spreading false rumors, or causing division among employees is strictly forbidden.
- 4.1.7 Employees must be respectful, obedient, and refrain from showing defiance toward supervisors. Subordinates are required to follow lawful and reasonable instructions from their supervisors in accordance with company regulations.
- 4.1.8 Employees must perform their duties diligently and to the best of their abilities.
- 4.1.9 Employees must act with honesty and integrity and must not intentionally cause harm to the Company or colleagues.
- 4.1.10 Gambling, selling, or promoting the sale of any goods or tickets on Company premises is prohibited.
- 4.1.11 Solicitation, distribution of announcements, or fundraising activities within the workplace are not allowed unless officially authorized.
- 4.1.12 Employees must not disclose their own or others' compensation or any confidential Company information unless explicitly authorized by an authorized director. Spreading false information that may harm the Company is also prohibited.

- 4.1.13 Clocking in or out on behalf of another employee, altering or destroying time records, or asking someone else to do so is strictly prohibited.
- 4.1.14 Employees must report to work on time and record their working hours as required. Working for another employer during Company working hours is not allowed unless specifically permitted.
- 4.1.15 Employees shall not violate civil or criminal laws or engage in misconduct either during or outside of working hours.
- 4.1.16 Employees must not obstruct or interfere with the duties of authorized personnel.
- 4.1.17 Employees shall support and strictly comply with the Company's policies, rules, regulations, announcements, agreements, and circulars.
- 4.1.18 Employees are required to protect the Company's and clients' interests and confidentiality and to help uphold the Company's good reputation and public image.
- 4.1.19 The following actions are deemed serious misconduct:
 - * Immoral or inappropriate behavior, whether during or outside working hours.
 - * Engaging in or facilitating gambling activities or being involved in gambling-related debt or legal proceedings.
 - * Concealing or distorting facts for personal or others' gain.
- 4.1.20 Employees must maintain political neutrality while performing their duties and must not express allegiance to any political group in a way that may affect the Company.
- 4.1.21 Bribery or acceptance of any form of inducement is strictly prohibited. Employees may not authorize others to give or receive bribes or incentives on their behalf in relation to Company business.
- 4.1.22 Employees must avoid any personal interests that conflict with those of the Company. Any external roles or activities must not conflict with the interests of the Company or its clients and must not cause any harm to the Company. If the external activity is business-related, prior approval from the Board of Directors is required.
- 4.1.23 Employees must not misuse insider information for personal gain or share such information with others. Employees in departments with access to inside information and members of the Board of Directors are prohibited from trading Company securities within one month before public disclosure of financial statements or other material information, and within 24 hours after such disclosure.
- 4.1.24 Employees must protect client confidentiality and uphold the trust clients place in the Company by safeguarding business-related information.
- 4.1.25 Directors and employees shall not solicit or request gifts, financial support, services, or any form of reward from individuals doing business with the Company or from subordinates. Gifts given or received in accordance with customary practices must be of

nominal value. If the value exceeds customary norms, it must be reported to a supervisor. Hospitality and other benefits must not be excessive or frequent.

4.1.26 Employees are prohibited from using insider information for stock trading or sharing such information with others. Employees should refrain from trading Company securities during periods when financial or other material information is about to be disclosed that could significantly affect the Company's stock price.

4.2 Disciplinary Actions

In the event that an employee violates the Company's rules or code of conduct, supervisors shall investigate the facts and provide the employee with an opportunity to present their explanation. The goal of any disciplinary action should be to encourage improvement and correction in the employee's behavior.

Disciplinary measures are to be determined on a case-by-case basis at the discretion of the supervisor, taking into account the nature and severity of the misconduct. Disciplinary actions may include the following:

- * Verbal Warning: Issued by the employee's immediate supervisor.
- * Written Warning: Issued by the immediate supervisor and recorded in the employee's personnel file.
- * Suspension from Work: Imposed by an authorized executive for a period not exceeding seven working days without pay.
- * Termination of Employment: Proposed by the supervisor and approved by the authorized person, where deemed appropriate based on the seriousness of the misconduct.

4.3 Termination of Employment

4.3.1 Termination Due to Completion of Work or Other Necessities In the event that the Company terminates an employee due to the completion of a project or other operational necessities unrelated to any fault of the employee, severance pay shall be made as follows:

- * Employees who have worked for at least 120 consecutive days but less than 1 year, including holidays, leave, and company-declared days off, shall receive severance pay equivalent to not less than 30 days' final wage.
- * Employees who have worked 1 year but less than 3 years shall receive not less than 90 days' final wage.
- * Employees who have worked 3 years but less than 6 years shall receive not less than 180 days' final wage.
- * Employees who have worked 6 years but less than 10 years shall receive not less than 240 days' final wage.

- * Employees who have worked for 10 years or more shall receive not less than 300 days' final wage.

4.3.2 Termination Due to Misconduct

the Company reserves the right to immediately terminate an employee without severance pay and without prior notice in the following cases:

- * Fraud or intentional criminal offense committed against the Company.
- * Willfully causing damage to the Company.
- * Violation of the Company's rules, regulations, or lawful orders of a supervisor, after a written warning has been issued, unless the violation is severe enough to justify immediate dismissal. A written warning is valid for up to 1 year from the date of the offense.
- * Absence from duty for three (3) consecutive working days without valid reason.
- * Gross negligence resulting in significant damage to the Company.
- * Conviction and sentencing to imprisonment by final court judgment, except for offenses committed by negligence or for petty offenses.

4.3.3 Termination Due to Organizational Restructuring or Service Adjustment

If termination is due to the implementation of machinery or technology requiring a reduction in workforce, the Company shall notify the affected employees of the termination date and list of terminated employees at least 60 days in advance.

If the Company is unable to provide such notice or gives notice less than 60 days in advance, an additional special compensation equivalent to 60 days' final wage will be paid in lieu of advance notice.

In addition, employees who have worked for more than 6 consecutive years shall be entitled to special compensation in addition to the severance pay in Section 4.3.1, calculated at no less than 15 days' final wage for every full year of service, not exceeding a maximum of 360 days.

For service periods of less than one full year, a fraction of more than 180 days shall be counted as one full year.

4.3.4 Termination Due to Relocation of Workplace

If the Company relocates its workplace, it must notify employees at least 30 days in advance. If advance notice is not given or given less than 30 days prior to relocation, the Company shall pay special compensation equal to 30 days' final wage in lieu of notice.

Employees who do not wish to relocate with the Company may terminate their employment and shall be entitled to receive special compensation of no less than 50% of the severance pay to which they would otherwise be entitled under Section 4.3.1.

Employees may submit a petition to the Labour Welfare Committee within 30 days from the date of relocation to determine whether the Company is required to provide advance notice or whether the employee is entitled to terminate the employment contract and receive compensation.

4.4 Resignation

Employees who wish to resign must submit a resignation letter to their immediate supervisor at least 30 days in advance. However, the Company may, at its discretion, permit the employee to resign earlier than the specified notice period. Once a resignation letter is submitted, the supervisor shall conduct an exit interview with the resigning employee to understand the reasons for resignation and gather feedback. Until the resignation is officially approved by the Company or until the effective resignation date, the employee is required to continue performing their duties as usual. If the employee displays behavior indicating an intent to abandon work, fails to perform duties responsibly, or deliberately causes damage to the Company, such behavior shall be deemed a violation of the Company's disciplinary regulations.

4.5 Retirement

Employees shall retire from the Company upon reaching the age of 60 years, and shall be entitled to statutory severance pay in accordance with labor law.

However, the Managing Director may, on a case-by-case basis, approve the extension of employment beyond the retirement age.

Section 5: Compensation and Employee Welfare

5.1 Funeral Assistance

In the event of an employee's death:

- A funeral assistance payment of THB 10,000.
- The employee's full monthly salary for the month of death, unless the death is a result of an intentional violation of the law, suicide, or a breach of the Company's rules and regulations that causes damage to the Company.
- If the deceased employee had a length of service of 15 years or more, the Company will act as the host for one night of funeral rites, and provide a lump-sum payment of THB 10,000 toward funeral expenses.

In the event of the death of an employee's father, mother, or spouse:

- A funeral assistance payment of THB 10,000.
- If the employee has worked for the Company for 15 years or more, the Company will act as the host for one night of funeral rites, and provide a lump-sum payment of THB 10,000 toward funeral expenses.

5.2 Medical Assistance in Case of Illness or Injury

In the event that a full-time employee becomes ill or is injured due to work-related causes, the Company shall provide assistance as follows:

- 5.2.1 Medical Expenses Includes costs for medical diagnosis, treatment, medications, and medical supplies.
- 5.2.2 Room and Board Expenses In the event that hospitalization is required, the Company will cover the cost of hospital room and meals.
- 5.2.3 Insurance Coverage The Company provides group life and accident insurance for all employees. Claims for the expenses specified in 5.2.1 and 5.2.2 can be submitted directly to the insurance company.

Section 6: Grievance Procedures

6.1 Scope and Definition

The Company is committed to fostering positive working relationships at all levels. In the event that any employee experiences dissatisfaction, distress, or any issues arising from their work—such as working conditions, employment terms, supervision, task assignments, compensation, or inappropriate conduct either by the Company, supervisors, or fellow employees, such matters should be reported to the employee's immediate supervisor. All supervisors are required to acknowledge and respond to grievances submitted by employees under their supervision.

6.2 Grievance Submission Procedure

Employees who wish to submit a grievance should present it directly to their immediate supervisor. However, if the grievance concerns the actions of that supervisor or is caused by them, the employee should escalate the matter to the next higher level of supervision.

6.3 Investigation and Consideration

Upon receiving a grievance, the supervisor must promptly conduct a thorough investigation to determine the facts. If the matter falls within the authority of the supervisor and can be resolved, the supervisor shall take appropriate action and notify the employee of the outcome. A report must also be submitted to the Company. If the issue is beyond the supervisor's authority, it shall be referred to the next higher supervisor along with proposed recommendations or comments. All grievance matters should be resolved within seven (7) days from the date of submission.

6.4 Grievance Resolution Process

If the grievance is resolved and the employee is satisfied with the decision, the employee should inform the supervisor promptly. If dissatisfied, the employee may appeal to the highest level of management, such as the Managing Director, within seven (7) days from the date of notification. The final decision must be communicated to the employee within fifteen (15) days and shall be considered final.

6.5 Protection of Complainants and Related Parties

The Company guarantees that no disciplinary action, dismissal, or adverse treatment will be taken against any employee who submits a grievance in good faith, nor against individuals involved in the grievance procedure.

Section 7: General Provisions

7.1 Legal Inconsistencies, If any provision of these employment regulations is found to be inconsistent with labor laws or any other applicable laws, the provision shall be amended to comply with the relevant laws without affecting the validity of the remaining provisions. Such amendments shall take effect on the date the relevant law comes into force.

7.2 These rules and regulations shall be effective from 15 May 2012.



Signed, Approved

(Mr. Prasong Tharachai)

Chairman of the Board