

## **Labor Relations**

### **(1) The Company's Employee Welfare Measures, Continued Education, Training, Retirement System, and Implementation Thereof, and Labor Management Agreement and Various Employee Benefit Protection Measures Status**

#### **A. Employee Welfare Measures**

- (a) **Facilities and Services:** The plant area provides a convenient employee cafeteria, medical room, employee dormitory, house rental subsidy, and transportation assistance for commute. In addition, the facility includes a fitness room and karaoke room in order to allow employees to relax, exercise, and maintain physical and mental health.
- (b) **Caring:** The Company arranges free annual physical examinations periodically and birth, injury, and hospitalization subsidies and marriage/funeral compensation, and employee loan.
- (c) **Welfare and Bonus:** Year-end bonus, incentives and performance bonuses, travel subsidy, lunch meal subsidy, birthday gift, employee uniform, personal safety protection equipment, convention of various types of sports and skills competition irregularly, year-end party, family day, traditional religious activities, afternoon tea gathering, arts and cultural events, free vehicle parking lot.
- (d) **Place for Exercise:** The Company provides a place for employees and relatives to exercise in order to perform various types of sports and contests, such as: sepak takraw, soccer, badminton, etc. in order to simulate team spirit and promote personal health.
- (e) **Insurance System:** The Company provides local social medical care in Thailand, and further provides employee group accident insurance, medical insurance, and travel safety insurance welfare measures in order to allow employees to have complete living medical care and safety securement.

#### **B. Employee Continuing Education and Training Method:**

The growth of a company is closely related to the development of employees, and employees are the most valuable resource of the Company. The Company is devoted to creating a continuous and content-rich learning environment, and to integrate internal and external resources, in order to cultivate and improve employees' abilities and to allow employees to grow together with the Company.

According to nature and the requirements of personal work, performance evaluation results, and career development needs, the Company provides comprehensive learning channels and development resources, including new employees'

orientation, on-job training, class training, external training, work guidance, and work rotations, etc.

The Company systematically provides a series of general knowledge, professional, and management training courses for employees of different job positions, and the Company not only invites external experts to provide courses, but also cultivates internal instructors in order to pass on internal important knowledge and skills of the Company.

The training courses provided by the Company include:

- (a) New Employee Orientation: Including basic training and on-board guidance. In addition, supervisors of new employees can also assist new employees to adapt to the Company's culture and work content swiftly.
- (b) General Knowledge Educational Training: Including Thailand local government laws and regulations, Company policy requirements, and the Company's overall or general knowledge of all levels of training activities, such as industrial safety training courses, safety and health training courses, quality training courses, plant site emergency responsive training courses, Thai and Burmese, etc. language training, and personal performance management courses, such as time management, interpersonal relationships, team cooperation courses, etc.
- (c) Professional/Occupational Training: Including various skill and professional trainings necessary for each job function unit, such as equipment engineering courses, financial and accounting courses, information technologies, tax law in Thailand and labor law in Thailand courses, etc.
- (d) Supervisor Training: According to the management skills and management job function requirements of each level of supervisors, plan and manage development training activities. The content includes: preliminary supervisor core courses, middle level supervisor core courses, senior level supervisor core courses, and other elective courses.
- (e) Direct Personnel Training: Knowledge, skills, and attitude necessary for technicians at work in order to allow them to qualify for certificates for operating equipment. The content includes direct personnel skill training courses, online actual operation training courses, etc.

In addition to internal educational training, the Company also subsidizes employees participating in external short-term seminar courses and long-term degree and credit courses, in order to further encourage employees to improve job professional skills in light of long-term planning and dedication in service of the Company.

In 2019, there were a total of 35 educational training courses organized internally by the Company, the total number of course hours was 395 hours, and the number of trainees reached 582 employees. There were a total of 80 external educational courses for employees assigned for participation, the total number of course hours was 576 hours, and the number of trainees reached 114 employees. The training expense total was approximately THB 600 thousand.

**C. Retirement System and its implementation**

The Company provides defined benefit retirement welfare to employees by following Section 118, Chapter 11 of the Thai Labor Protection Act. Employees who are qualified to criteria of retirement could get reasonable retirement fund with correspondent service years and salary level. Related liabilities have been recognized in financial reports according to the actuarial report issued by a qualified actuary.

**D. Labor Management Agreement and Various Employee Benefit Protection Measures Status**

The Company values two-way communication and is committed to providing open and transparent communication channels between supervisors and employees as well as between employees. To listen to the opinions and voices from employees, the Company establishes labor management negotiation meetings in order to provide one-way and two-way windows for employees and supervisors as well as managers to communicate. The Company also organizes monthly meetings and promotes Company policy in order to allow employees to directly reflect all issues, thereby establishing a fair and effective communication mechanism to understand employees' thoughts and to set up dedicated personnel to handle the issues fed back by employees in a timely manner, in order to achieve labor management harmony to jointly reach the win-win goal for the enterprise and employees. The Company sets up dedicated personnel to manage various rules, system regulations, and employee reward and punishment codes in order to allow employees to clearly understand their own rights, obligations, and welfare items. In addition, through periodic timely review, relevant regulation content is revised in order to protect the rights and benefits of employees.

**Employee Working Environment and Personnel Safety Protection Measures**

Type	Item	Description
Employee Safety	Access management	Install CCTV system to maintain the office safeness and Entrust a qualified security company to perform access control management and security maintenance operation 24-hour.

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	Factory Safety Management	<ol style="list-style-type: none"> <li>1. According to the work regulations, implement and execute facility site electricity, elevator, machine unit, fire prevention, water tower, and water dispenser etc. equipment periodic maintenance and care plan in order to maintain personnel safety.</li> <li>2. Entrust the local health office to perform plant site cleaning and disinfection operations every year.</li> <li>3. Depends on the cumulative mileage, perform maintenance and care to company cars periodically.</li> </ol>
	Disaster Prevention and countermeasures	<ol style="list-style-type: none"> <li>1. Entrust a qualified professional institution to handle fire prevention and escape training, and disaster prevention and countermeasures practical drills once a year.</li> <li>2. Prepare employment safety equipment (safety helmets, safety boots, masks, gloves, reflective vest...).</li> </ol>
Employee Insurance	Social Insurance	<ol style="list-style-type: none"> <li>1. Apply for labor insurance according to the law and the insurance enrollment range table requirements.</li> <li>2. Apply for social insurance for expatriates according to the local laws.</li> </ol>
	Group Insurance	Apply for accident insurance and accident medical insurance for employees.
	Travel Safety Insurance	Additionally, apply for travel safety insurance (including flight safety insurance) for employees assigned for business trips in order to guarantee the protection of personal safety during the business trip period.
Physical and Mental Health	Health Examination	Entrust qualified medical hospitals and clinics to perform periodic health examinations annually, and request the Health Bureau/Office to assign personnel to provide supervision in order to maintain the health examination quality.
	Medical Care	Integrate local hospital resources, and establish a medical office on the plant site.
	Educational Training	Organize courses of pressure (emotion) management, communication skill, and creative thinking, etc., hold lectures of mental accommodation and Knowledge Enhancement ; and occupational injury prevention courses, etc.
	Others	<ol style="list-style-type: none"> <li>1. The entire office area is a non-smoking area, and smoking areas are additionally set up.</li> <li>2. Entrust the health office to perform general first-aid training once a year.</li> <li>3. Set up an employee cafeteria and entrust the local hospital to perform periodic inspection on the dietary hygiene.</li> <li>4. Organize various types of sports contests irregularly.</li> </ol>