

Work Rules and Regulations



Siam Fukoku Co., Ltd.
SIAM FUKOKU CO., LTD.

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Head Office Location	157 Moo 16, Theparak Road, Bang Sao Thong Sub-district, Bang Sao Thong District, Samut Prakan 10570
Korat Branch 1 Location	678 Moo 1, Mittraphap Road, Na Klang Sub-district, Sung Noen District, Nakhon Ratchasima 30380
Korat Branch 2 Location	999/6 Moo 1, Mittraphap Road, Na Klang Sub-district, Sung Noen District, Nakhon Ratchasima 30380
Korat Branch 3 Location	555 Moo 1, Mittraphap Road, Na Klang Sub-district, Sung Noen District, Nakhon Ratchasima 30380
Type of Business	Operating a factory manufacturing automotive parts, motorcycle parts, and other machinery parts for sale both domestically and abroad.



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Chapter 1
General Provisions

1. Purpose

In order that the Company's business operations may be conducted in an orderly and proper manner and achieve their objectives, Siam Fukoku Co., Ltd. has established these regulations with the intention that the Company's employees shall adopt them as guidelines for their conduct, fully understand and be aware of their duties and responsibilities as employees of the Company, as well as the Company's treatment of its employees and what the Company expects from its employees in return.

This is also intended to build and maintain good understanding, unity, and good relations among employees themselves and between employees and their supervisors, which shall bring about orderliness, efficiency in working together happily and successfully, and the achievement of the Company's goals and objectives in every respect.

2. Definitions, under these regulations.

2.1 "the Company" means Siam Fukoku Co., Ltd.

2.2 "employee" means a person employed to work for the Company, who has been appointed to hold a position and to perform the duties assigned.

2.3 "supervisor" means an employee appointed by the Company to hold the position of head of any section, both in respect of operations and the control of operations, so as to comply with the rules and regulations of the Company and the practice procedures prescribed by higher-level supervisors.

2.4 "wages" means the money that the Company and the employee have agreed to pay as remuneration for work under the employment contract, for normal working time on an hourly, daily, monthly, or other-period basis, or calculated according to the output achieved by the employee during the normal working time of a working day; and shall include the money the Company pays to the employee on holidays and leave days on which the employee does not work but is entitled to receive under the Labour Protection Act.

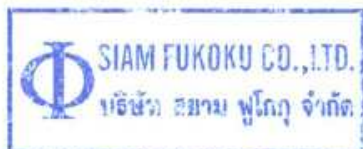
3. Rights, Duties, and Responsibilities

In order to achieve the Company's goals and objectives efficiently and effectively, the Company has defined the scope of the Company's rights, duties, and responsibilities as follows:

3.1 The Company retains the authority and rights to carry out operations, including the management, implementation, and initiation or modification of various working methods, which include but are not limited to the following rights:

3.1.1 To assign the performance of duties or to define the duties and responsibilities of each job.

3.1.2 To hire, promote, transfer, assign and retain employees in positions, demote employees, terminate employment, or take disciplinary action.



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3.1.3 To create new jobs, abolish jobs, or terminate employment owing to a lack of work or other reasonable cause.

3.1.4 To build up and maintain efficiency in the performance of work.

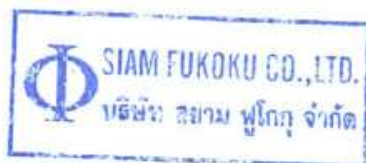
3.1.5 To determine working methods, work materials and equipment, and the number of employees, as appropriate.

3.1.6 To issue rules or regulations concerning conduct and safety at work.

3.1.7 Relocation of the Company's premises. The Company may relocate its premises as necessary, and employees must transfer to work at such location; the Company shall provide reasonable facilitation.

3.2 Employees have the duty to complete the work assigned to them well and as efficiently as possible. In doing so, employees must strictly and consistently respect and comply with the work rules and regulations and conduct themselves within the bounds of good discipline, so as to bring honour and good reputation both to the employees themselves and to the Company.

3.3 Employees may consult their supervisors, beginning with the immediate supervisor and proceeding upward through higher-level supervisors in order, to seek advice and various forms of assistance, or may consult the Human Resources Department on such matters; however, employees should first consult the supervisor within their own line of work.



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Chapter 2

Human Resource Management Policy

1. Purpose

The Company's purpose in human resource management is to select, develop, promote, and retain capable employees, so that the Company's business operations achieve their objectives efficiently and effectively.

2. Policy

In order to achieve the aforesaid purpose of human resource management, the Company has established the following policies to serve as guidelines for managing its human resources:

2.1 All employees shall be treated equally, fairly, and justly. Discrimination or harassment on the grounds of differences in sex, age, disability, social status, or belief is prohibited and shall be deemed an unlawful act.

2.2 The selection of persons for employment in the Company's various positions shall be conducted fairly, taking into account the qualifications required for each position, educational background, experience, physical condition, and other requirements necessary for employees. Those selected shall be appointed to suitable positions and may be transferred or reassigned to other duties as appropriate to the circumstances.

2.3 In determining employees' remuneration, the Company shall act fairly and appropriately, in accordance with the conditions and nature of the work, work performance, and the Company's financial capacity.

2.4 For the welfare of its employees, the Company shall maintain working conditions that are safe and hygienic.

2.5 To enable employees to participate in improving work efficiency, the Company shall encourage employees to express their opinions, thereby achieving savings in time, costs, and materials, as well as improved safety or better working methods.

2.6 The Company has a policy of supporting training as part of employee development, in order to bring mutual benefit to both the Company and its employees and to provide employees with opportunities for advancement in their work.

2.7 In order to ensure orderliness, unity, good mutual relations and understanding, the safety and advancement of both employees and the Company, as well as the benefit of working together peacefully, the Company has established rules for employees to observe and to work by, for the sake of good discipline within the group. When any employee

evades or violates these rules, that employee shall be deemed to have committed an offense and shall be duly considered and subjected to one corrective measure or another in accordance with the regulations, as appropriate to the case.

2.8 For good working relationships and as a guideline for resolving employees' grievances concerning their work, the Company has established rules of practice on grievances for employees to follow; in submitting a grievance, employees shall receive fair treatment.



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2.9 The Company regards line supervisors as an essential part of its management, being responsible for human resource management as well as for fostering good relations between employees and the Company; nevertheless, all employees also share responsibility for maintaining such good relations.

2.10 A policy establishing measures to prevent and penalize unwelcome sexual conduct — whether verbal, gestural, or physical — that causes embarrassment, distress, or nuisance, or that creates an unsafe environment.

2.11 An anti-corruption policy, a set of principles the Company uses as guidelines for practice, aimed primarily at ensuring transparency and preventing conflicts of interest, and prohibiting directors, executives, and employees from giving or receiving bribes in any form.

2.12 A policy on harassment or intimidation through the abuse of authority — a policy and set of measures established by the Company to prevent the misuse of power, position, or social status to bully, threaten, or psychologically coerce others in the workplace, thereby creating a toxic environment and affecting mental well-being.

2.13 A personal data protection policy, consistent with the law, intended to control the collection, use, or disclosure of personal data so as to prevent infringement and to safeguard employees' right to privacy.

2.14 A policy on the prevention and suppression of human trafficking, under which forced labor or services and labor-related human trafficking are not employed, consistent with the government's laws on the prevention and suppression of human trafficking.

2.15 A policy on the prevention and suppression of narcotics in the workplace — a proactive approach emphasizing drug testing to create a drug-free workplace, consistent with the government's laws and regulations.



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Chapter 3

Employment

1. Provisions Concerning Employment

1.1 The hiring of persons shall be carried out only in accordance with the established manpower quota. Any increase or decrease in the manpower quota shall be made as approved by the Managing Director or a person duly assigned.

1.2 The Managing Director or a person appointed with delegated authority shall have the authority to recruit, test, interview, select, appoint, and place persons in employment, to transfer or change their duties, or to terminate their employment.

2. Types of Employees for the purpose of the Company's administration, employees are classified as follows:

2.1 A "monthly-paid employee" means an employee whom the Company has agreed to employ at a wage rate fixed on a monthly basis.

2.2 A "daily-paid employee" means an employee whom the Company has agreed to employ at a wage rate fixed on a daily basis or calculated according to output.

2.3 Employees to whom the Company pays wages according to output.

3. Appointment

3.1 To ensure that every employee has the knowledge, ability, and other qualifications appropriate for performing the duties of their position, the Company requires all newly hired employees to serve as probationary employees for a period not exceeding 119 days.

3.2 During the probationary period, the Company shall monitor and evaluate the work performance, conduct, and other qualifications of the probationary employee in order to consider the suitability for appointment. If any employee is found, for any reason, to be unsuitable to be an employee of the Company, the Company shall have the right to terminate that probationary employee upon advance notice; where the Company is unable to give advance notice, it shall pay compensation in lieu of advance notice at the rate prescribed by law.

3.3 Where the Company, having considered the work performance, conduct, disposition, and other qualifications of a probationary employee, deems that person to be suitable for the probationary position and suitable to be an employee of the Company, the Company shall notify that person in writing.

4. Appointment and Transfer

In order to achieve the goals and objectives of the business operations, the Company reserves and retains the authority to appoint, transfer, and reassign employees to hold positions and perform various duties as appropriate on certain occasions or in certain situations; in doing so, the Company shall adhere to the principles of fairness and appropriateness in accordance with the policies stated above.



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Chapter 4

Working Days, Normal Working Hours, and Rest Periods

Determination of working days, normal working hours, and rest periods. Because the nature of the Company's operations is industrial manufacturing (a factory), the normal working hours are fixed at no more than 48 hours per week, as follows:

1. The Company fixes the working days, normal working hours, and rest periods as follows:

1.1 **Working days** are Monday to Friday, and the Saturdays announced in the annual work calendar.

1.2 **Normal working hours**

Employees Type	Start Time	Finish Time
1.2.1 Non-shift employees	08:00	17:00
1.2.2 Shift employees Shift 1	08:00	17:00
Shift employees Shift 2	20:00	05:00
1.2.3 Land transportation work	06:00	15:00
	12:00	21:00
	08:00	17:00

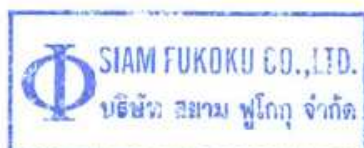
1.3 **A rest period of one hour per day.**

1.3.1 During normal work.

Employees working from 08:00 to 17:00 take a rest period between 12:00 and 13:00.
Employees working from 20:00 to 05:00 take a rest period between 00:00 and 01:00.

1.3.2 Before overtime work.

Where overtime work continues from normal working hours for not less than 2 hours, the employee shall be given a 30-minute rest period before starting the overtime, i.e., employees working from 08:00 to 17:00 rest between 17:00 and 17:30, and employees working from 20:00 to 05:00 rest between 05:00 and 05:30. Such rest periods shall not be used in calculating wages.



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2. **For certain lines of work**, the Company may fix the working days, rest periods, shift start times, and weekly holiday as appropriate, notifying employees in advance by at least one day; the working days, working hours, and rest periods shall be in accordance with item 1.
3. **All employees** must strictly comply with the working hours notified by the Company.
4. **The Company reserves the right** to change or modify the working days, working hours, and rest periods as appropriate to the administration or production, whether in part, by department, or in whole, if the Company considers such change appropriate to improve work efficiency or for any other reason, by notifying employees in advance and without requiring the employees' consent; provided, however, that this shall follow the procedures of the labor law.



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Chapter 5

Leave and Leave Criteria

1. Types of Leave The Company prescribes the following types of leave:

- 1.1 Personal leave
- 1.2 Sick leave
- 1.3 Maternity leave
- 1.4 Military service leave
- 1.5 Leave for training or knowledge development
- 1.6 Sterilization leave
- 1.7 Leave for religious activities
- 1.8 Leave for the death of a family member
- 1.9 Marriage leave

2. Leave Criteria

2.1 Personal leave An employee may take personal leave for necessary personal business.

2.1.1 The Company allows an employee paid personal leave of not more than 6 working days per year, where the employee has necessary personal business that cannot be performed by another person and cannot be done on a holiday.

2.1.2 The Managing Director or a person assigned shall consider and approve the personal leave of employees under their supervision, taking into account the reason for the leave together with the impact of that employee's leave on the Company's operations.

2.1.3 An employee must submit a personal leave request in the form provided by the Company to the immediate supervisor for prior approval at least 3 working days in advance; except in an emergency, the following shall apply:

2.1.3.1 In an emergency occurring on a normal working day, the employee shall submit the leave request prescribed by the Company to the immediate supervisor or a person assigned immediately upon becoming aware of the emergency, and may be absent only after approval is granted.

2.1.3.2 In an emergency occurring outside working hours or on a holiday, it shall be the employee's duty to give notice immediately on that holiday; in such case, whether to grant the personal leave shall be at the Company's discretion.

2.2 Sick leave

2.2.1 An employee is entitled to sick leave for as many days as actually ill, with pay for not more than 30 working days per year.

2.2.2 For sick leave of 3 working days or more, the Company may require the employee to present a medical certificate from a first-class modern-medicine physician or from a

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government medical facility such as a public health center. Where the employee is unable to present such a certificate, the employee shall explain the matter to the Company; if the Company has provided a physician, that physician shall issue the certificate, except where the employee is unable to be examined by that physician.

2.2.3 A day on which an employee is unable to work owing to injury or illness arising from work, or maternity leave, shall not be regarded as the employee's sick leave.

2.2.4 Sick leave must be reported as soon as possible, normally within 2 hours of the start of normal working time on the first day of absence; the employee shall contact and notify the Company or the supervisor by some means on that leave day, and if unable to do so, shall notify as soon as possible and submit a leave request to the immediate supervisor on the first day of returning to work.

2.2.5 Where sick leave arises after the employee has already come to work, approval of the leave shall be requested from the immediate supervisor.

2.2.6 For sick leave, the Company shall take the number of sick-leave days into account in considering the annual salary adjustment evaluation and the payment of bonuses.

2.3 Maternity leave

2.3.1 Leave for childbirth. A pregnant female employee is entitled to maternity leave of not more than 120 days per pregnancy (including holidays falling within the leave), with pay for not more than 60 days.

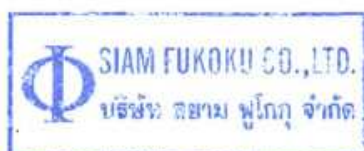
2.3.2 A pregnant female employee is entitled to take a further 15 days' continuous leave to care for the child, receiving 50% of wages for the days of leave, where the child has an illness with a risk of complications, an abnormality, or a disability; in such case the employee shall also present a modern-medicine medical certificate in support of the leave.

2.3.3 A male employee is entitled to leave of not more than 15 days per childbirth to assist a spouse who has given birth, exercisable before or on the day of leave within 90 days from the date of childbirth, receiving 100% of wages for not more than 15 days; the employee shall present a copy of the marriage registration certificate, or, where the marriage is not registered, attach a certificate of the Social Security Office stating the absence of a marriage registration or other relevant documents, together with a copy of the child's birth certificate.

2.3.4 A pregnant female employee must notify the Company or the Company's authorized representative immediately upon becoming pregnant, by completing the pregnancy notification form together with a medical certificate and submitting it to the supervisor.

2.3.5 A pregnant female employee is entitled to request the Company to temporarily change her existing duties before or after childbirth, by presenting a certificate of a first-class modern-medicine physician certifying that she is unable to continue the existing duties; the Company shall consider changing the work to one suitable for that employee.

2.4 Military service leave



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Leave for military service. An employee is entitled to leave for military service in response to a call-up for inspection, military training, or a readiness mobilization under the law on military service, with pay for not more than 60 days per year.

2.5 Leave for training or knowledge development

An employee is entitled to leave for training or to develop knowledge and ability in the following cases:

2.5.1 For the benefit of labour and social welfare, or to increase skill and proficiency in order to improve the employee's work efficiency.

2.5.2 An educational examination organized or permitted by the authorities (but not including leave for further study). The employee shall submit a leave request at least 7 days in advance and may be absent for such purpose only after the Company's permission (such leave days being without pay).

2.5.3 An employee who is a child under eighteen years of age is entitled to leave to attend a meeting, seminar, training, or instruction, or for other purposes, organized by an educational institution or by a state or private agency approved by the Director-General of the Department of Labour Welfare and Protection; the child employee shall notify the Company in advance of the reason for the leave together with relevant evidence, if any, and the Company shall pay wages to the child employee for not more than 30 days per year.

2.6 Sterilization leave

An employee is entitled to leave for sterilization, and is entitled to leave arising from the sterilization for the period determined and certified by a first-class modern-medicine physician, with pay according to the period of leave.

2.7 Leave for religious activities

2.7.1. An employee who has completed 1 year of service may request leave for religious activities of not more than 15 days, with pay. Such leave may be taken only once throughout the period of employment, and the employee must submit the leave request at least 15 days in advance.

2.7.2. Whether leave for religious activities is approved shall depend on the supervisor's consideration, provided that it must not be detrimental to the Company's work.

2.7.3. In any given year, the Company has the right to limit the number of persons taking leave for religious activities as necessary.

2.7.4. On the day of returning to normal work, the employee must present evidence or a certificate of the religious-activity leave (a certificate of completion) to the Human Resources Department officer to be kept on record.

2.8 Leave for the death of a family member

2.8.1 An employee may exercise this leave only after passing the probationary period, and is entitled to 5 working days with pay.



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2.8.2 An employee may exercise the right to this leave immediately upon the death of a member of the employee's family.

Note: "family member" means only the employee's father, mother, husband, wife, and legitimate children.

2.9 Marriage leave

2.9.1 An employee may exercise this leave only after passing the probationary period, and is entitled to 15 working days with pay; such leave may be taken only once throughout the period of employment.

2.9.2 An employee must submit the leave request at least 3 working days in advance, and upon returning to work must present the marriage registration document as evidence of the leave.



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Chapter 6

Holidays and Holiday Criteria

1. Weekly holiday

- 1.1 The Head Office observes one day off per week and the Saturdays designated by the Company as holidays in the company calendar.
- 1.2 Branch offices observe one day off per week and the Saturdays designated by the Company as holidays in the company calendar.
- 1.3 For certain lines of work, the Company may fix the weekly holiday on any other day; the weekly holiday under the Company's work calendar shall be not less than 1 day per week, with an interval of not more than 6 days, and may be rotated as appropriate and necessary.
- 1.4 The Company pays wages for the weekly holiday equal to the wages on a normal working day; except that for daily-paid employees and output-based employees, the Company does not pay wages for the weekly holiday.

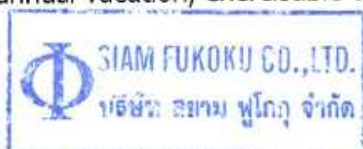
2. Traditional holidays

- 2.1 The Company provides paid traditional holidays of not less than 13 days per year, including National Labour Day. If any traditional holiday falls on a weekly holiday, the traditional holiday shall be observed in lieu on the day fixed by the Company in the annual work calendar.
- 2.2 The Company pays wages for traditional holidays equal to the wages on a normal working day.
- 2.3 The Company announces the traditional holidays to employees in advance.

3. Annual vacation

An employee who has worked continuously for 120 days and is considered to have passed probation is entitled to paid annual vacation under the following conditions:

- 3.1 For the first year of employment
 - Those passing probation between 1 January and 31 January are entitled to 6 working days of annual vacation, exercisable until 31 December of that year.
 - Those passing probation between 1 February and 31 March are entitled to 5 working days of annual vacation, exercisable until 31 December of that year.
 - Those passing probation between 1 April and 31 May are entitled to 4 working days of annual vacation, exercisable until 31 December of that year.
 - Those passing probation between 1 June and 31 July are entitled to 3 working days of annual vacation, exercisable until 31 December of that year.
 - Those passing probation between 1 August and 30 September are entitled to 2 working days of annual vacation, exercisable until 31 December of that year.
 - Those passing probation between 1 October and 30 November are entitled to 1 working day of annual vacation, exercisable until 31 December of that year.



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- Those passing probation between 1 December and 31 December do not acquire the right to annual vacation in the first year.

3.2 For subsequent years (by calendar: from 1 January to 31 December)

- An employee who has worked continuously into the 2nd year with the Company until year-end is entitled to 6 working days of annual vacation; except that an employee who passed probation in the first year between 1 January and 31 January is entitled to 7 working days.
- An employee who has worked continuously into the 3rd year with the Company until year-end is entitled to 8 working days of annual vacation.
- An employee who has worked continuously into the 4th year with the Company until year-end is entitled to 9 working days of annual vacation.
- An employee who has worked continuously into the 5th year or more with the Company until year-end is entitled to 10 working days of annual vacation.

The Company shall determine the annual vacation entitlement in advance or as agreed, except where it has been agreed to carry over and accumulate unused annual vacation of that year into subsequent years, in which case the accumulation shall not exceed 20 days.

For an employee with accumulated annual vacation exceeding 20 days, the Company shall not pay wages for the excess annual vacation; except that for an employee whose employment contract the Company terminates, even where the Company is not required by law to pay severance pay, that employee is entitled to receive wages for the accumulated annual vacation.

The employer has the right to fix the annual vacation for employees in advance, or to fix it as agreed between the Company and the employee.



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Chapter 7

Days, Places, and Criteria of Work; Payment of Wages, Overtime Pay, Holiday Work Pay, Allowances, and Various Welfare Benefits

1. Days, times, and places for the payment of wages, overtime pay, and holiday work pay

The Company pays wages, overtime pay, holiday work pay, holiday overtime pays, and other benefits incidental to employment to employees in Thai currency, paid at the Company's office or through a bank designated by the Company; the payment conditions are as follows:

1.1 For monthly-paid and daily-paid employees who are Thai nationals, payment is made through a bank twice a month, namely on the 15th and the last day of each month; if the fixed date falls on a Saturday, Sunday, or bank holiday, the payment date shall be brought forward to a normal working day (Monday to Friday).

1.2 For monthly-paid employees who are foreign nationals, payment is made through a bank once a month, namely on the last day of each month, applying the criteria for determining the payment date of Thai employees.

2. Criteria for overtime work and holiday work

2.1 General criteria

2.1.1 Where, by the nature of the work, it must be performed continuously and stopping would damage the work, or it is urgent work that cannot be stopped, the Company or a person assigned may require one, several, or all employees to work beyond normal working hours under Chapter 4, or to work on a holiday under Chapter 6.

2.1.2 An employee may perform overtime work, holiday work, or holiday overtime work only as ordered by the Company.

2.2 Overtime pay rates

2.2.1 Where an employee is required to work overtime on a normal working day, the employee shall receive overtime pay at the following rates:

a. Not less than one and a half times (1.5 times) the hourly wage rate on a working day, according to the number of hours worked; or

b. For an employee paid by output calculated per unit, not less than one and a half times (1.5 times) the per-unit wage rate on a working day, according to the number of units of output achieved.

2.2.2 Where an employee is required to work overtime on a holiday, the employee shall receive holiday overtime pay at the following rates:

a. Not less than three times (3 times) the hourly wage rate on a working day, according to the number of hours worked; or



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b. For an employee paid by output calculated per unit, not less than three times (3 times) the per-unit wage rate on a working day, according to the number of units of output achieved.

2.3 Holiday work pay

2.3.1 In the case of an employee entitled to wages on a holiday

2.3.1.1 An employee who comes to work on a Saturday that is a holiday under the Company's calendar shall additionally receive holiday work pay of not less than one and a half times (1.5 times) the hourly wage rate on a working day, according to the number of hours worked.

2.3.1.2 An employee who comes to work on a holiday under the Company's calendar (Sundays and traditional holidays) shall additionally receive holiday work pay of not less than two times (2 times) the hourly wage rate on a working day, according to the number of hours worked.

2.3.2 In the case of an employee not entitled to wages on a holiday

2.3.2.1 An employee who comes to work on a Saturday that is a holiday under the Company's calendar shall additionally receive holiday work pay of not less than two times (2 times) the hourly wage rate on a working day, according to the number of hours worked.

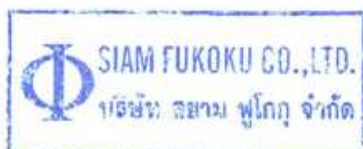
2.3.2.2 An employee who comes to work on a holiday under the Company's calendar (Sundays and traditional holidays) shall additionally receive holiday work pay of not less than two times (2 times) the hourly wage rate on a working day, according to the number of hours worked.

3. Allowances The Company provides employees with the following allowances and various welfare benefits:

- 3.1 Travel allowance
- 3.2 Allowance for travel to other provinces / abroad
- 3.3 Meal allowance
- 3.4 Night-shift allowance
- 3.5 Attendance (diligence) allowance
- 3.6 Cost-of-living allowance

4. Welfare benefits

- 4.1 Employee loan-fund welfare
- 4.2 Infirmary welfare The Company provides an infirmary with medical supplies and medicines for first aid.
 - 4.2.1 For branches with 200 or more employees, the Company provides a nurse on duty to care for and give primary first aid to all employees in case of illness or accident.



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4.2.2 For branches with 200 or more employees, the Company provides at least one first-class modern-medicine physician to examine and treat all employees in case of illness or accident.

4.3 Medical expense welfare

4.3.1 The Company provides employees with medical expense welfare, in addition to the use of medical services at medical facilities under the Social Security Office.

4.3.2 The Company provides medical expense welfare to the family members of employees.

4.4 Assistance welfare in the case of an employee's marriage

4.5 Assistance welfare in the case of the death of an employee or a family member

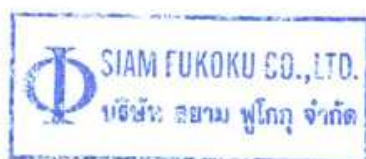
4.6 Assistance welfare in the case of childbirth

4.7 Employee-visit welfare in the case of illness or accident

4.8 Employee uniform welfare

4.9 Funeral wreath welfare in the case of the death of an employee or a family member

4.10 Provident fund welfare



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Chapter 8

Discipline and Disciplinary Penalties

1. Objectives

The Company has established the various rules in this chapter for the following objectives:

- 1.1 To serve as a guideline for supervisors in considering the promotion, correction, or improvement of the conduct of their subordinates.
- 1.2 To ensure fairness to employees in matters of discipline in the Company's practice.
- 1.3 To serve as a guideline for practices concerning discipline that will lead to the progress and advancement of employees and the Company.
- 1.4 To help promote the Company's business operations in achieving their objectives in an orderly, fair, and lawful manner, and to bring about peace in working together.

2. Policy

The Company has established its policy on employee discipline as follows:

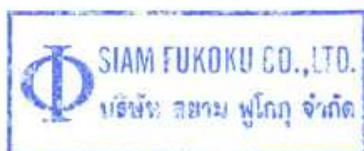
- 2.1 Supervisors shall endeavor to prevent disciplinary problems from arising by applying sound personnel management or good governance principles.
- 2.2 Normally, disciplinary action should be carried out in stages so that the employee has an opportunity to improve themselves and to strengthen work discipline, except where the offense is of a serious nature.

3. Employee Discipline

For orderliness and efficiency in working together, employees shall comply with the following rules:

3.1 General discipline

- 3.1.1 Conduct oneself as a good citizen, abiding by the rules and norms of society, not engaging in misconduct or committing or jointly committing any act that violates the laws of the land, both inside and outside the Company premises.
- 3.1.2 Obey and comply with the lawful orders of supervisors.
- 3.1.3 Strictly comply with the work rules, orders, and various regulations of the Company as prescribed.
- 3.1.4 Notify the Company of changes in one's status in the case of a change of name/surname, residence, marriage/divorce, having a child, the death of a family member, change of national ID card, and additional education or training for which a certificate is obtained, within fifteen days from the date of change in each case.
- 3.1.5 Help maintain cleanliness and orderliness within the Company premises, and dispose of waste or refuse in the areas provided by the Company.
- 3.1.6 Help take care to economize on the use of equipment, tools, energy, and other things so as to minimize consumption.



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3.1.7 Not arrive late, leave early, or take leave without proper reason or excessively.

3.1.8 Display polite manners and speech, and not insult, demean, despise, defame, slander, mock, make cutting remarks, behave rudely or aggressively, accuse, harass, or commit any improper act toward others.

3.1.9 Not assist, support, induce, connive at, or ignore the wrongful acts of other employees.

3.1.10 It is prohibited to use the Company's items, tools, or products for personal benefit, or for other purposes unrelated to the Company's business, without permission.

3.1.11 Not conduct oneself or commit any act that brings the Company into disrepute or may cause it damage.

3.1.12 Take care to look after and preserve the Company's items or property, and must notify a supervisor when the Company's items or property are damaged or lost.

3.1.13 It is prohibited, without permission, to post notices, advertise, write graffiti, distribute leaflets, or disseminate any documents or printed matter within the Company premises, as well as to remove, destroy, write on, or add to any of the Company's documents, notices, or orders.

3.1.14 Not disclose information or conceal facts in a way that may cause damage to the Company.

3.1.15 Not insult or defame other persons, or despise supervisors, customers, or visitors, or commit any other improper act.

3.1.16 Every employee of the Company must wear the employee uniform as prescribed by the Company, in accordance with the regulations on employee uniforms and dress.

3.2 Entering or leaving the Company premises

3.2.1 Every employee of the Company must personally record their working time each time upon starting and finishing work.

3.2.2 Employees shall not record time on behalf of others or connive at having others record time for them.

3.2.3 Employees entering the Company premises must be neatly dressed in the employee uniform prescribed by the Company. Any employee leaving the workplace during working hours or their break time, in any case, must comply each time with the entry/exit rules prescribed by the Company.

3.2.4 Apart from work according to their duties, employees shall not enter restricted zones or areas before obtaining permission.

3.2.5 It is prohibited to bring outsiders into the Company premises without authorization.

3.2.6 Not use working time to receive or meet visitors on personal business; if necessary, prior permission from a supervisor must be obtained and the place provided by the Company shall be used for only as much time as necessary.

3.2.7 It is prohibited to bring into, use, consume, or possess weapons, narcotics, intoxicants, or illegal items—such as kratom leaves, kratom water, e-cigarettes, cannabis



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and related products not permitted by law, and alcoholic beverages—within the Company premises.

3.2.8 It is prohibited to bring any pets into the Company premises.

3.3 Attendance at work

3.3.1 Employees must come to work normally and regularly according to their working days and hours.

3.3.2 Employees must strictly comply with the rules on recording entry and exit times.

3.3.3 Employees must strictly comply with the rules on leave or absence.

3.3.4 Employees must comply with the schedule and times regarding leaving for and returning from work outside the Company, and finishing work.

3.4 Performance of duties

3.4.1 Employees must comply with orders when the Company issues an order to transfer an employee to be stationed at any unit, whether temporarily or permanently.

3.4.2 Employees must perform their duties to the best of their ability with honesty and diligence.

3.4.3 Employees must perform their duties attentively, prudently and carefully, and in a state of readiness both physically and mentally.

3.4.4 Employees must use all of their working time for the benefit of the work of their duties.

3.4.5 Employees are prohibited from posting notices, arranging meetings, conferences, or discussions within the Company, as well as selling or distributing documents within the Company, without permission from the Managing Director or a person assigned by them.

3.4.6 Employees are prohibited from sleeping during working hours.

3.4.7 It is prohibited to use tools or machinery without having related duties.

3.4.8 It is prohibited to abandon one's duties or be absent during normal working hours or overtime work.

3.4.9 Employees must not do anything else that is inappropriate to the proper and honest completion of their duties.

3.4.10 Employees must perform the duties or responsibilities as assigned by their supervisor.

3.4.11 Employees must comply with the orders of their supervisor in the case of promotion, transfer, assignment of duties, and demotion.

3.4.12 Employees must comply with the methods of using work materials and equipment, or the work procedures, as prescribed by their supervisor.

3.4.13 It is prohibited to smoke or eat in places not provided by the Company and it must be at the location specified by the headquarters and/or branch only.



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3.5 Keeping the Company's confidential information

3.5.1 Employees must keep confidential the information of the Company's customers, other employees, or other persons connected with the Company.

3.5.2 Employees must safeguard the confidential information and reputation of the Company.

3.5.3 Employees must keep confidential the methods and processes of manufacturing the Company's products, and must not disclose them to outsiders or the Company's business competitors.

3.6 Protection of interests

3.6.1 Employees must not be involved in carrying out any business that affects the interests of the Company or competes with the Company.

3.6.2 Employees must not do anything contrary to the interests of the Company, whether directly or indirectly.

3.6.3 Employees must maintain and promote the good reputation of the Company.

3.6.4 Employees must protect the interests of the Company as if they were their own interests.

3.6.5 Employees must help improve the Company's working methods.

3.6.6 Employees are prohibited from using the Company's employee uniform in a manner that causes damage, harms the reputation or image of the Company, or affects the Company's credibility.

3.7 Use and care of the Company's property

3.7.1 Employees must not smoke or do anything that produces sparks in places where flammable materials or fuel substances are stored within the factory premises.

3.7.2 Employees must not use the Company's equipment or property other than for work for the Company.

3.7.3 Employees must take care that the Company's property is not lost or destroyed, even if it is not their direct duty.

3.7.4 Employees must always study and understand the methods of use and the safety instructions for the Company's property before using it.

3.7.5 Employees must use and maintain the Company's property as an ordinary person would use and maintain their own property.

3.8 Honesty and integrity

3.8.1 Employees must provide the Company with their personal information as required by the Company truthfully, and if the information already provided is incorrect for any reason, employees must report the correct information to the Company as soon as possible.

3.8.2 Employees must cooperate with the Company in investigating various matters that the Company requires, and in such cooperation employees must act with honesty.



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3.8.3 Employees must not use their authority or duties, or their opportunity in working with the Company, to seek any benefit contrary to their professional ethics, work customs and rules, the law, or the interests of the Company.

3.8.4 Employees must not make false statements or take false sick leave with their supervisor or the Company.

3.8.5 Employees who frequently take sick leave without a valid reason or abuse sick leave will be examined by a level 1 modern medicine doctor. If the doctor believes that the illness still allows them to work, the company will consider disciplinary action regarding false sick leave. In addition to providing false information to supervisors, it is also considered a serious offense against the company on the grounds of committing fraud.

3.8.6 Employees must not conceal or distort the truth in order to obtain benefits for themselves and others.

3.8.7 Employees must maintain the work of their duties in a manner that builds up or preserves efficiency in performance.

3.8.8 Every employee must receive and serve customers to the best of their ability and must protect the interests of the Company to the utmost.

3.9 Conduct

3.9.1 Employees must not start quarrels or use violence against one another within the Company premises. This provision shall include other places when the Company organizes activities or events off-site, or while working off-site.

3.9.2 Employees must be punctual for appointments relating to the performance of work.

3.9.3 Employees must not carry weapons or possess illegal items within the Company premises or while performing their duties.

3.9.4 Employees must conduct themselves with good morals and must not engage in serious misconduct, both inside and outside the factory premises.

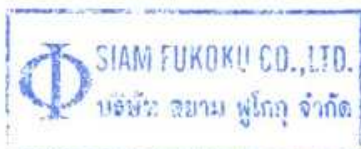
3.9.5 Employees must obey and comply with the lawful orders of their supervisor or the Company, whether orders given orally, in writing, or by other communication.

3.9.6 Employees must be respectful, and must not speak, express words, or display behavior that is insinuating, contemptuous, condemnatory, or that insults or belittles other employees, supervisors, or subordinates.

3.9.7 Employees must help maintain unity within the Company and must not incite, promote, support, or act in a way that causes division, quarrels, or physical harm among the Company's employees or with outsiders, both inside and outside the Company premises.

3.9.8 Employees must not intentionally commit any act that is a criminal offense punishable by law, even if not prosecuted, such as gambling or taking narcotics.

3.9.9 Employees are prohibited from gambling within the factory premises or congregating in areas where gambling takes place, whether during or outside working



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hours; or from gambling while performing their duties or promoting gambling; or from incurring debts from gambling; or from being arrested for gambling, whether outside or inside the workplace.

3.9.10 It is prohibited to bring in and/or use, consume, or possess weapons, narcotics, intoxicants, or illegal items within the Company premises, and employees must consent to narcotics testing in accordance with the Company's measures for the prevention and suppression of narcotics in the workplace.

3.9.11 Employees are strictly prohibited from engaging in sexual harassment or sexual intimidation, whether verbal, through looks and gestures, physical, through digital media, through the use of intimidating power, or causing sexual nuisance.

3.9.12 Smoking within the factory premises is prohibited except in the places designated by the Company; and it is prohibited to smoke or eat in places not provided by the Company.

4. Disciplinary penalties

The employee discipline specified herein must be strictly complied with by employees. If any employee fails to comply with, or omits, any act that is deemed a breach of such discipline, the employee shall be subject to disciplinary penalty according to the nature of the offense, the gravity of the act, or the seriousness that arises, considered together with the conduct record and intent of that employee on a case-by-case basis. In this regard, the Company may impose a penalty under any one or several of the items below at the same time, without having to impose penalties in the order of the headings that follow.

The Company establishes four types of disciplinary penalties for employees who violate or fail to comply with the Company's work rules and discipline, as follows:

4.1 Warning

4.1.1 Verbal warning, made in writing specifying the offense, valid for 1 year from the date the employee committed the offense. If the same offense is repeated within 1 year, the employer may terminate employment without paying severance pay.

4.1.2 A written warning specifying the offense, used when an employee repeats an offense for which a verbal warning was given, or commits a clear breach of discipline/Company rules.

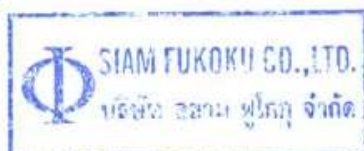
4.2 Suspension from work without wages for not more than 7 days, provided that the employee must be notified before the suspension.

4.3 Termination of employment without severance pay and without advance notice.

Furthermore, in addition to the penalties stated above, if the offense causes damage to the Company's items or property, the employee who committed the offense must also compensate for the damage that arises according to the value of that damage.

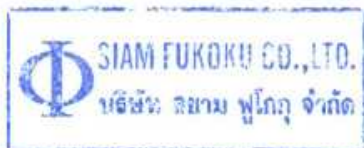
5. Disciplinary violations deemed serious offenses

The Company deems the following offenses to be serious offenses, for which the Company will consider imposing a heavy penalty or termination of employment as it sees fit.



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- 5.1 Stealing or embezzling the property of the Company or of fellow employees within the Company premises, including acts showing an attempt to commit such theft or embezzlement.
- 5.2 Disclosing the Company's confidential information to outsiders.
- 5.3 Harassing or committing any act with intent to delay the Company's work.
- 5.4 Gambling or playing games in the nature of gambling, or acting as a bookmaker or playing the underground lottery, within the Company premises.
- 5.5 Accepting bribes or improper rewards in connection with one's duties.
- 5.6 Starting a quarrel, fighting, or causing physical harm to fellow employees during the performance of duties or within the Company premises, including during the Company's off-site activities.
- 5.7 Committing any act of inciting, agitating, disturbing, or supporting the occurrence of unrest.
- 5.8 Using rude or aggressive language or behavior toward, or causing physical harm to, a supervisor or subordinate.
- 5.9 Forging or making false evidence, or reporting or giving false statements to the Company.
- 5.10 Inciting, agitating, carrying out, or participating in an unlawful strike.
- 5.11 Posting notices, advertising, writing graffiti, disseminating documents or printed matter, or committing any act hostile to the Company, including removing, destroying, or writing on or adding to any of the Company's documents, notices, or orders.
- 5.12 Recording entry/exit times for others, or conniving at having others record time for oneself, or altering, destroying, or harassing other employees in the recording of working time.
- 5.13 Committing any act that constitutes dishonesty in one's duties for property or any other benefit, for oneself or others.
- 5.14 Violating the Company's rules that have been announced and that are deemed to be serious offenses.
- 5.15 It is prohibited to bring in and/or use, consume, or possess weapons, narcotics, intoxicants, or illegal items within the Company premises, and employees must consent to narcotics testing in accordance with the Company's measures for the prevention and suppression of narcotics in the workplace.
- 5.16 Strictly not engaging in sexual harassment or sexual intimidation, whether verbal, through looks and gestures, physical, through digital media, or through the use of intimidating power.
- 5.17 It is prohibited to use communication devices, mobile phones, or cameras to record images in production areas or restricted areas as announced by the Company, except with permission.



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5.18 Employees must wear a helmet every time they ride a motorcycle or bicycle, and always wear a seatbelt when driving a car. They must strictly follow the traffic laws and are prohibited from driving any type of vehicle while intoxicated by alcohol or drugs.

The Company is not required to pay severance pay to an employee terminated in any of the following cases:

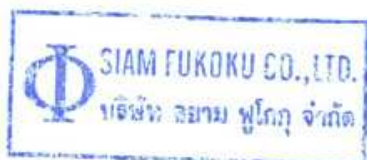
- 1) Committing dishonesty in one's duties or intentionally committing a criminal offense against the employer.
- 2) Intentionally causing damage to the employer.
- 3) Causing serious damage to the employer through negligence.
- 4) Violating the work rules, regulations, or lawful and fair orders of the employer, where the employer has already given a written warning—except in the case where the employee commits a serious offense under Section 5, in which case the employer need not give a warning.
A warning letter shall be in effect for not more than one year from the date the employee committed the offense.
- 5) Abandoning duties for three consecutive working days, whether or not there is a holiday in between, without proper reason.
- 6) Being sentenced to imprisonment by a final court judgment.

In the case of (6), if the offense was committed through negligence or is a petty offense, it must be a case that causes damage to the employer.

6. Where the Company investigates an employee accused of committing an offense, the Managing Director or a person assigned by them may order the suspension of the employee. In this regard, the Company must issue a written suspension order specifying the offense, setting a suspension period of not more than seven days, and must notify the employee before the suspension. During the suspension, the Company shall pay the employee fifty percent of the working-day wage that the employee received before being ordered suspended. After the investigation is completed, if it appears that the employee committed no offense, the Company shall pay the employee wages equal to the working-day wages from the date the employee was ordered suspended onward, together with interest at 15 percent per annum.

7. The Company reserves the right to make additional changes to the Company's work rules and regulations as appropriate to future circumstances.

8. The person authorized to consider and carry out disciplinary penalties is the Managing Director or a person assigned by them.



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Chapter 9

Grievances

1. Objectives The Company establishes the grievance rules for the following objectives:

- 1.1 To strengthen good relations between the Company and employees.
- 1.2 To reduce or eliminate problems of dissatisfaction that affect employees' morale.
- 1.3 To ensure that decisions on disciplinary penalties are made fairly and correctly.

2. Scope and definition

A grievance means a case where an employee is dissatisfied or distressed arising from work, conditions of employment, supervision, the giving or assignment of work, the payment of remuneration for work or other benefits, or any improper treatment between a supervisor and an employee or between employees, and the employee submits that dissatisfaction or distress to a supervisor or a representative of the Company so that the Company may take action to remedy or settle the matter—all in order to create good relations between the Company and employees and to enable employees to work happily.

3. Method and procedure for submitting a grievance in writing

An employee who is dissatisfied or distressed due to work should submit a grievance and bring the problem to consult directly with their immediate supervisor (notifying the foreman to pass it on to the section head), except where the matter to be raised concerns the conduct of that supervisor or that supervisor is the cause, in which case the grievance shall be submitted to a supervisor one level higher. In every case, a grievance shall be submitted by filling in the form prescribed by the Personnel Department.

4. Investigation and consideration

When a supervisor receives a grievance from an employee, they shall conduct an investigation to ascertain the facts of the matter complained of in as much detail as possible, acting on their own or with the assistance of the Company; in this regard, the employee who submitted the grievance is expected to provide the supervisor with the facts in detail as well.

After investigating the facts, the supervisor shall consider the grievance. If the matter is within the scope of that supervisor's authority and the supervisor can remedy it, the supervisor shall complete the remedy promptly and notify the employee who submitted the grievance, and shall also report to the Company's representative.

If the matter complained of is beyond the scope of that supervisor's authority, the supervisor shall refer the grievance, together with a proposal for remedy or an opinion, to a higher-level supervisor in order.

The higher-level supervisor shall investigate and consider the grievance in the same manner as the first-line supervisor who received it. Supervisors at each level must act on the grievance promptly, no later than 7 days.

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5. Process for settling a grievance

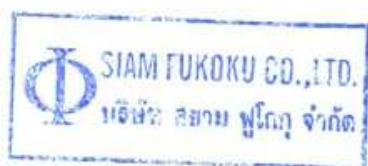
After the supervisor at each level who has considered the grievance remedies or settles the situation giving rise to the grievance and notifies the employee who submitted it, if the employee is satisfied, they shall promptly notify the supervisor; but if the employee who submitted the grievance is not satisfied, they shall file an appeal by filling in the content of the appeal in the form prescribed by the Company and submitting it to the highest-level supervisor within 7 days from the date of learning the result of the grievance from the first-line supervisor.

The highest-level supervisor shall consider the appeal, remedy or settle the situation according to the grievance, and notify the employee who submitted the grievance of the result of the consideration and action within 15 days.

If the employee who submitted the grievance is still not satisfied with the result of the appeal by the highest-level supervisor, they have the right to proceed by other lawful means (or may propose to the Company to jointly appoint an arbitrator for the problem arising from that grievance).

6. Protection of the complainant and persons involved

Since a grievance made in good faith by an employee brings great benefit to the Company and to employees as a whole, an employee who submits a grievance, an employee who gives statements, information, facts, or any evidence concerning a grievance, and an employee who considers a grievance—when they have acted in good faith, even if it causes any difficulty to the Company—shall be guaranteed by the Company that it will not be, or be treated as, a cause to terminate, penalize, or take any action detrimental to such employee.



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Chapter 10

Termination of Employment, Loss of Employee Status, and Payment of Severance Pay and Special Severance Pay

1. Policy

1.1 The Company sincerely wishes for every employee to work happily with the Company and succeed in their work; however, there may be occasions when an employee wishes to leave the Company, or the Company may find it necessary to terminate employment for various reasons as the case may be.

1.2 When any employee is to lose their employee status for any reason whatsoever, the employee must return the Company's property that they have drawn out and used in performing their duties, and must pay off their various debts to the Company.

1.3 An employee who wishes to resign must give written notice to their immediate supervisor at least 30 days in advance.

2. Termination of employment and loss of employee status

2.1 Termination of employment means:

2.1.1 The Company not allowing the employee to continue working and not paying wages, whether by reason of the expiry of the employment contract or any other reason.

2.1.1 The employee not working and not receiving wages because the Company is unable to continue its business operations.

2.2 Termination of employment occurs in any one of the following cases:

2.2.1 Termination by reason of redundancy, where it appears that there are more people than work and this causes waste to the Company, or where the Company considers it necessary to dissolve that unit.

2.2.2 Termination by reason that the employee's health is unsuitable.

2.3 An employee loses their employee status when:

2.3.1 Resigning.

2.3.2 Death.

2.3.3 Being terminated during the probationary period set at not more than 119 days.

2.3.4 Retirement.

2.3.4.1 The case where an employee loses status due to retirement.

2.3.4.2 The Company sets the retirement age of employees at 55 years of age.

2.3.4.3 The retirement date of an employee is set as 31 December of the year in which they reach 55 years of age.

2.3.4.4 An employee who retires shall receive severance pay in accordance with Clause 4.2.

(Labor Protection Act, Section 118)



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2.3.4.5 Employment of an employee after retirement. Where the Company has a retired employee and still needs the employee to continue assisting with work, the Company shall draw up a new employment contract in accordance with Section 118 of the Labor Protection Act, setting the contract term at 1 year at a time. "When the employment contract term expires, the employer need not give advance notice and need not pay any severance pay."

2.3.4.6 An employee employed after retirement shall receive rights and welfare benefits in accordance with the agreement in the new employment contract, based on Section 118 of the Labor Protection Act.

2.4 Termination for any one of the following reasons:

- 1) Committing dishonesty in one's duties or intentionally committing a criminal offense against the employer.
- 2) Intentionally causing damage to the employer.
- 3) Causing serious damage to the employer through negligence.
- 4) Violating the work rules, regulations, or lawful and fair orders of the employer, where the employer has already given a written warning—except in the case where the employee commits a serious offense under Section 5, in which case the employer need not give a warning. A warning letter shall be in effect for not more than one year from the date the employee committed the offense.
- 5) Abandoning duties for three consecutive working days, whether or not there is a holiday in between, without proper reason.
- 6) Being sentenced to imprisonment by a final court judgment.

In the case of (6), if the offense was committed through negligence or is a petty offense, It must be a case that causes damage to the employer.

3. Notice of termination of the employment contract

3.1 For employment with a fixed term, the employment contract ends upon the expiry of the term of employment, without the Company or the employee giving advance notice.

3.2 For employment with no fixed term, the Company or the employee may terminate it by giving the other party written advance notice of at least 30 days.

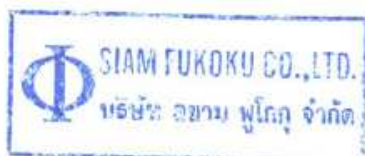
4. Severance pay

4.1 In the case of ordinary termination, the Company shall pay the employee severance pay as prescribed by labor law, except in the following cases:

4.1.1 When the employee is terminated under Clause 2.4 of Chapter 10.

4.1.2 An employee terminated due to a disciplinary penalty under Clause 5 of Chapter 8 of these regulations.

4.1.3 An employee terminated during the probationary period set at not more than 119 days.



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4.1.4 An employee whose term of employment is fixed and definite and who is terminated according to that term, for employment in a specific project that is not the ordinary work of the Company's business or trade and that must have a definite start and end of the work, or in work of a temporary nature with a set ending or completion of the work, or in seasonal work where the employment is for the period of that season—such work having to be completed within a period not exceeding two years, with the Company and the employee having made a written contract from the start of the employment.

4.2 An employee shall receive severance pay in the case of termination as follows:

4.2.1 For an employee who has worked continuously for 120 days but less than 1 year, including holidays, leave days, and days on which the Company ordered a work stoppage for the Company's benefit, the Company shall pay severance pay equal to 30 days of the last wage rate.

4.2.2 For an employee who has worked continuously for 1 year but less than 3 years, including holidays, leave days, and days on which the Company ordered a work stoppage for the Company's benefit, the Company shall pay severance pay equal to 90 days of the last wage rate.

4.2.3 For an employee who has worked continuously for 3 years but less than 6 years, including holidays, leave days, and days on which the Company ordered a work stoppage for the Company's benefit, the Company shall pay severance pay equal to 180 days of the last wage rate.

4.2.4 For an employee who has worked continuously for 6 years but less than 10 years, including holidays, leave days, and days on which the Company ordered a work stoppage for the Company's benefit, the Company shall pay severance pay equal to 240 days of the last wage rate.

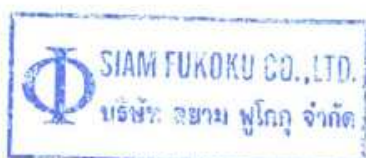
4.2.5 For an employee who has worked continuously for 10 years but less than 20 years, including holidays, leave days, and days on which the Company ordered a work stoppage for the Company's benefit, the Company shall pay severance pay equal to 300 days of the last wage rate.

4.2.6 For an employee who has worked continuously for 20 years or more, including holidays, leave days, and days on which the Company ordered a work stoppage for the Company's benefit, the Company shall pay severance pay equal to 400 days of the last wage rate.

5. Special severance pay

5.1 In the case where the Company improves a unit, production process, sales, or services due to the introduction of machinery or technology, which causes a reduction in the number of employees in any unit, the Company shall act as follows:

5.1.1 The Company shall give advance notice of the termination date, the reason for termination, and the names of the employees to be terminated at least 60 days in advance. An employee whom the Company notifies of termination shall receive severance pay under the conditions of Clause 4.2.



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5.1.2 In the case where the Company cannot give notice, or gives notice of termination of less than 60 days, the Company shall pay special severance pay in lieu of advance notice equal to 60 days of the last wage rate.

5.1.3 In the case where the Company terminates an employee under Clause 4.1 and that employee has worked continuously for 6 years or more, the Company shall pay additional special severance pay, in addition to Clauses 4.1.1 and 4.1.2, of not less than 15 days of the last wage rate per completed year of work, provided that the total severance pay in such a case shall not exceed 360 days of the last wage rate.

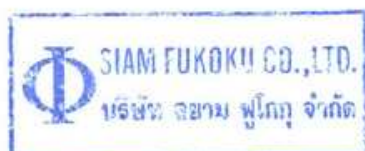
5.1.4 In the case where the period of work is less than 1 year, if the remaining fraction of the period of work is more than 180 days, it shall be counted as one full year of work.

5.2 In the case where the Company relocates its place of business to another location, which significantly affects the normal living of an employee or their family, the Company shall act as follows:

5.2.1 The Company must give the employee advance notice of at least 30 days before relocating the place of business. In the case where the Company gives notice of the relocation of the place of business of less than 30 days, it shall pay special severance pay in lieu of advance notice equal to 30 days of the last wage rate.

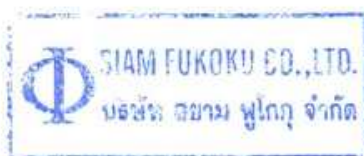
5.2.3 If the employee does not wish to move to work there, the employee has the right to terminate the contract, in which case the employee is entitled to special severance pay of not less than fifty percent of the rate of severance pay to which the employee is entitled under Clause 4.2.

5.3 The employee has the right to submit a request to the Labor Welfare Committee for consideration within 30 days from the date the Company relocated its place of business, as to whether it is a case in which the Company must give advance notice, or a case in which the employee has the right to terminate the employment contract with the right to receive severance pay.



Chapter 11
Enforcement and Promulgation

- 1. These regulations shall apply to all employees from 1 July 2026.**
- 2. As for any regulations, announcements, or orders that were in effect in the Company before the date of promulgation and that contain text differing from these regulations, the text shall be repealed only in the part that conflicts with these regulations, and these regulations shall apply instead.**



Announced on 1 July 2026


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(MR. MAKOTO ITO)

PRESIDENT