



Tong Thai Rubber Group

Employee Handbook

Code:

Handbook-01

Version:

02

Date:

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Effective per:

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Welcome to Tong Thai Rubber Group



Dear Employee,

Welcome to **Tong Thai Rubber Group**! We are delighted to have you as part of our team. This handbook serves as a guide to help you understand our company's values, policies, and expectations as we work together toward shared success.

At **Tong Thai Rubber Group**, we are committed to fostering a workplace that encourages collaboration, integrity, and excellence. Our core principles are:

- **Working together** as a team to achieve common goals.
- **Prioritizing ethical conduct** in every action we take.
- **Focusing on quality and continuous improvement** to serve our clients and stakeholders effectively.
- **Respecting all individuals** and valuing diversity in our workplace.

We believe that by embracing these principles, we can create a positive, productive, and rewarding work environment for everyone. This handbook will help you navigate your journey with us and ensure that you are informed about our policies and workplace culture.

We look forward to your contributions and hope your time with **Tong Thai Rubber Group** is both fulfilling and successful.

Welcome aboard!

Sincerely,

Ms. Shi Ching Chien

On Behalf of the Management Team of
Tong Thai Rubber Group



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Introduction to Tong Thai Rubber Group

Tong Thai Rubber Group consists of the following companies:

1) Tong Thai Rubber Co., Ltd. (บริษัท ทองไทยรับเบอร์ จำกัด)

Tax ID: 0105531059956 (สำนักงานใหญ่)

Head Office : 984/52 ถนนสุขุมวิท 71 แขวงคลองตันเหนือ เขตวัฒนา กรุงเทพมหานคร 10110

Registered on 08/08/1988



2) Sin Tong Thai Rubber Co., Ltd. (บริษัท สินทองไทย รับเบอร์ จำกัด)

Tax ID: 0105547070628 (สำนักงานใหญ่)

Head Office : 984/51 ถนนสุขุมวิท 71 แขวงคลองตันเหนือ เขตวัฒนา กรุงเทพมหานคร 10110

Factory 1 : 178/1 หมู่ที่ 2 ตำบลแก่ง อําเภอมะนัง ะยอง 21160

Factory 2 : 179 หมู่ที่ 2 ตำบลแก่ง อําเภอมะนัง ะยอง 21160

Registered on 25/05/2004



3) Tongthai Technical Rubber Co., Ltd. (บริษัท ทองไทย เทคนิคอล รับเบอร์ จำกัด)

Tax ID: 0105541009463 (สำนักงานใหญ่)

Head Office : 984/52 ถนนสุขุมวิท 71 แขวงคลองตันเหนือ เขตวัฒนา กรุงเทพมหานคร 10110

Factory : 28 หมู่ 1 ต.เขาวงกต อ.แก่งหางแมว จ.จันทบุรี 22160

Registered on 13/02/1998



4) Grand Rubber Co., Ltd. (บริษัท แกรนด์รับเบอร์ จำกัด)

Tax ID: 0105531053290 (สำนักงานใหญ่)

Head Office : 984/52 ถนนสุขุมวิท 71 แขวงคลองตันเหนือ เขตวัฒนา กรุงเทพมหานคร 10110

Factory : 28/3 หมู่ 1 ต.เขาวงกต อ.แก่งหางแมว จ.จันทบุรี 22160

Registered on 18/07/1988



5) TTN Rubber Co., Ltd. (บริษัท ทีทีเอ็น รับเบอร์ จำกัด)

Tax ID: 0105553123614 (สำนักงานใหญ่)

Head Office : 984/51 ถนนสุขุมวิท 71 แขวงคลองตันเหนือ เขตวัฒนา กรุงเทพมหานคร 10110

Factory : 28/1 หมู่ 3 ต.วังนกแอ่น อ.วังทอง จ.พิษณุโลก 65130

Registered on 06/10/2010





About Tong Thai Rubber Group

Established in 1958, Tong Thai Rubber Group has over three generations of experience in managing the trade and production of natural rubber. We specialize in Ribbed Smoked Sheet Rubber (RSS) and Technically Specified Rubber (TSR). Our manufacturing facilities are strategically located in Phitsanulok province in Northern Thailand, as well as Rayong and Chanthaburi provinces in the Eastern region.

At Tong Thai Rubber Group, we are committed to **sustainability, technological advancements, and continuous development**. Our goal is to produce premium-quality Ribbed Smoked Sheet (**RSS 1 - 5**) and Technically Specified Rubber (**STR10, STR20, and Mixture Rubber**) while minimizing our environmental impact and ensuring responsible sourcing.

Currently, we distribute our products both domestically and internationally. We have established long-term business relationships with globally recognized tire manufacturers across Asia, Europe, and America, including Sumitomo, Goodyear, Michelin, Apollo, Bridgestone, and Maxxis. Our total production capacity stands at approximately 166,000 MT per year.

Commitment to Quality, Sustainability, and Carbon Footprint Reduction

At Tong Thai Rubber Group, quality assurance and sustainability are at the core of our operations. Our management continuously seeks ways to enhance product quality, improve operational efficiency, and reduce environmental impact. We are actively integrating sustainable practices into our supply chain by promoting responsible sourcing, reducing waste, and optimizing energy efficiency.

To ensure that our production meets international standards, our manufacturing plants are certified with:

- **ISO 9001:2015** – Quality Management System
- **ISO 14001:2015** – Environmental Management System
- **ISO 45001:2018** – Occupational Health & Safety Management System

Additionally, we have set ambitious carbon footprint reduction goals to contribute to a more sustainable future. These include:

- **Conducting carbon footprint assessments** across our operations to measure and track emissions.
- **Reducing greenhouse gas emissions** by optimizing energy efficiency in our manufacturing processes.
- **Increasing the use of renewable energy** sources where feasible.
- **Enhancing supply chain transparency** to ensure sustainable and deforestation-free rubber sourcing.

By integrating these goals into our operations, we aim to align with global environmental regulations, improve traceability, and support responsible rubber production. Our commitment to sustainability not only strengthens our corporate image and reputation but also ensures long-term growth while reducing our environmental footprint.

Since our inception, we have remained dedicated to the principles of superior quality, environmental responsibility, and exceptional service. We firmly believe that these values foster trust and long-lasting business relationships with our customers while contributing to a more sustainable future.



Mission

Our mission is to deliver high-quality products and services while fostering sustainable and ethical practices across the natural rubber supply chain. We are committed to reducing environmental impact, promoting social equity, and ensuring long-term value creation for our stakeholders, contributing to a better future for generations to come

Vision

Our vision is to be the most trusted and enduring natural rubber supplier, recognized for our exceptional quality, services, and customer satisfaction. We are dedicated to developing a sustainable supply chain that drives economic growth, promotes environmental stewardship, and advances social progress. Through our unwavering efforts and resilience, we strive to create a better future for communities and generations to come.

Core Values

- **Customer Focus:** Strive to exceed expectations by delivering exceptional service and value.
- **Sustainability:** Commit to responsible practices that protect the environment and preserve resources for future generations.
- **Social Responsibility:** Operate ethically and contribute positively to the communities we serve.
- **Employee Development:** Cultivate a supportive environment where employees can grow, innovate, and reach their full potential.
- **Resilience:** Adapt to change, embrace challenges, and continuously improve productivity and innovation.
- **Teamwork:** Foster collaboration and unity to achieve shared goals.
- **Environmental Stewardship:** Lead with responsibility to protect and preserve the planet.
- **Continuous Improvement:** Pursue excellence through innovation, learning, and ongoing development.

Products and Services

- Ribbed Smoked Sheet (RSS 1-5)
- Standard Thai Rubber (STR 10, 20, 5L and Mixture Rubber)
- Latex Concentrate (High Ammonia, Low Ammonia)
- Skim
- ADS-XL



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Our Management – Tong Thai Rubber Co., Ltd. (Head Office)



Tong Thai Rubber Co., Ltd.



Ms. Sirirat Usanakornkul (Ning)

- Managing Director
- Sales and Marketing
- Purchase



Mr. Tawat Sirisuwat

- Operation Manager
- Shipping and Logistics



Ms. Shi Ching Chien

- Managing Director
- ERP/Data Mining
- CSR/EUDR/Sustainability



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Our Management - Tongthai Technical Rubber Co., Ltd. (Plant Code: BL)



Grand Rubber Co., Ltd.



Tongthai Technical Rubber Co., Ltd.



Mr. Preedee Leelasetavong

- Managing Director
- Plant Manager



Mr. Kanin Sirisuwat

- Managing Director
- Production Manager



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Our Management – Sin Tong Thai Rubber Co., Ltd. (Plant Code: CA)



Sin Tong Thai Rubber Co., Ltd.



Mr. Yong Sincharoenkun

- Managing Director
- Plant Manager



Mr. Somyot Sincharoenkun

- Managing Director
- Production Manager



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Our Management – TTN Rubber Co., Ltd. (Plant Code: TTPS)



TTN Rubber Co., Ltd.



Mr. Phomephon Sirisuwat

- Managing Director
- Plant Manager
- Production Manager
- QA and QC



Company Policies

The following company policies serve as a comprehensive framework outlining the guidelines and expectations for our employees and suppliers. They define the ethical, operational, and sustainability standards that govern how our group of companies conducts business.

These policies ensure compliance with legal and regulatory requirements, promote responsible sourcing and environmental stewardship, and uphold our commitment to quality, integrity, and social responsibility.

By adhering to these principles, we aim to foster a transparent, resilient, and sustainable supply chain while maintaining the highest standards of excellence in our operations. Please read the following company policies and sign with acknowledgment:

Admin 100: Code of Ethics

- Anti-Corruption and Bribery
- Responsible Information Management and Data Compliance
- Conflict of Interest
- Money Laundering and Terrorist Financing
- Fraud and Embezzlement

Admin 200 : Labor and Human Rights Policy

- Employee Health and Safety
- Working Conditions
- Commitment to Living Wage
- Social Dialogue
- Career Management and Training
- Child Labor
- Forced Labor and Human Trafficking
- Diversity, Equity and Inclusion (DEI)

Admin 300 : Environment Policy

- Energy Consumption
- Water Management
- Biodiversity
- Air and Noise Pollution
- Materials and Chemical Management
- Waste Management
- Product End-of-Life
- Customer Health and Safety



Admin 400 : Sustainable Procurement Policy

- Preference for Sustainable Sources
- Suppliers' Environmental Responsibilities
- Suppliers' Social Responsibilities
- Suppliers' Engagement and Selection

Admin 500 : Supplier Code of Conduct

- Ethical Business Practices
- Labor and Human Rights
- Supplier Chain Transparency, Compliance, and Sustainable Procurement
- Supplier Engagement and Monitoring
- Environmental Responsibilities

Admin 600 : Information Technology, Email, Social Media and Cybersecurity Policy

- Internet Use
- Email Use
- Social Media Use
- Cybersecurity Measures

Admin 700 : Whistleblowing Policy

- Child Labor and Forced Labor
- Harassment, discrimination, or unethical workplace conduct
- Fraud, bribery, or corruption
- Information Security Breach

Admin 800: Equal Opportunity Employment Policy

- Non-Discrimination Commitment
- Fair Employment Practices
- Anti-Harassment and Anti-Retaliation

Admin 900: Work Health and Safety Policy

- Legal Compliance and Safety Standards
- Risk Management and Hazard Control
- Workplace Safety Procedures
- Emergency Preparedness and Response
- Incident Reporting, Investigation, and Learning
- Health and Well-being of Employees
- Safety Training and Awareness



Terms and Conditions of Employment

Objective

These rules and regulations establish the general conditions of employment at Tong Thai Rubber Group.

Scope

These rules and regulations are based on the Labor Protection Act (1998 B.E. 2541) of the Kingdom of Thailand. As such, they form an integral part of the contractual terms and conditions of employment with Tong Thai Rubber Group.

For the purposes of this document, the term “employee” or “you” refers to any individual who has signed an employment agreement with the company.

Code of Conduct

Employees are required to exercise strict discretion regarding any information obtained during their employment at Tong Thai Rubber Group. By signing this document and your employment agreement, you are bound by corporate confidentiality obligations, which continue even after your departure from the company.

All work-related materials—including drafts, notes, photocopies, digital files, graphics, books, and any other documents acquired during your tenure—are the property of Tong Thai Rubber Group. Upon leaving the company, employees must return all such materials without retaining copies. Additionally, any company-owned equipment or other employer-provided assets must be returned.

Workplace Cleanliness

To maintain a pleasant and professional working environment, all employees share the responsibility of keeping the workplace clean and organized. Maintaining tidiness in workspaces contributes to a productive and efficient workplace for everyone.

Appointments

Letter of Appointment

Every new employee hired by Tong Thai Rubber Group will receive a letter of appointment outlining the terms and conditions of employment, in addition to those specified in this handbook. Employment may be subject to the successful completion of a medical examination.

Upon joining Tong Thai Rubber Group, you will be provided with:

- A desk and personal computer (if applicable)
- A company email address
- A set of business cards (if applicable)
- Keys and access codes for the main entrance



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Submission of Documents

Upon employment, you must submit all required documents, including certificates, references, passport-sized photographs, and any other information requested by the company.

Probationary Period

Unless stated otherwise in your letter of appointment, the standard probationary period is **three months**. If performance is deemed unsatisfactory or if the initial period is insufficient for evaluation, the probationary period may be extended for an additional **three months**.

During the probationary period, either **you or the company** may terminate the employment contract by providing **one (1) calendar week's notice (5 working days)** or paying the equivalent of **one (1) week's salary** in lieu of notice. You will be notified of the outcome of your probation before the **end of your probationary period**.

Temporary Employment and Contractors

At times, **Tong Thai Rubber Group** may hire individuals for **specific durations** or **project-based assignments**. Employees engaged under these conditions will be classified as **temporary contractors**. The job assignment, work schedule, and duration of the position will be determined on a case-by-case basis.

Reviews

Transfer

Employees may be transferred between departments or within **Tong Thai Rubber Group** at the discretion of management. In the event of a transfer, you will be required to fulfill the responsibilities associated with your new role.

Performance Appraisal

An **annual performance appraisal** is conducted every **January**. Your immediate supervisor will assess your performance and submit a formal evaluation report.

Salary Adjustment

Salary adjustments are determined at **management's discretion**, taking into account **economic conditions** and **standard of living guidelines**. Adjustments will be evaluated in conjunction with the **annual bonus considerations** to ensure a balanced and fair compensation approach.

Promotion

Whenever possible, **Tong Thai Rubber Group** prioritizes internal promotions when a vacancy arises, provided that qualified employees meet the job requirements. **Promotion** is defined as a transition to a position of **higher grade and responsibility** within the company or group.



Overtime & Payment

If you are eligible for **overtime pay** and are required to work beyond regular hours, please take note of the following:

- **Overtime is applicable** only when your work hours exceed **8 hours per day** or **48 hours per week**.
- **Approval from your immediate supervisor** must be obtained **before** performing overtime work.
- After completing your overtime workload, you **must clock out** in the system to accurately record your working hours.

Overtime Compensation Rates

Eligible employees will be compensated based on the following rates:

- **1.5 times** the hourly rate for:
 - Any hours worked beyond normal working hours on regular workdays.
 - Hours worked within regular working hours on a **weekly holiday**.
- **2 times** the hourly rate for up to **8 hours** of work on a **holiday or scheduled day off**.
- **3 times** the hourly rate for **any additional hours** worked beyond 8 hours on a **holiday or scheduled day off**.

This ensures that employees are fairly compensated for their additional time and effort.

Public Holidays

All employees are entitled to **paid public holidays** as designated by the **Government of Thailand** during their employment.

At the beginning of each year, the different companies within **Tong Thai Rubber Group** will publish their **annual paid holiday schedule**. Employees are granted a **minimum of 13 paid holidays** per year, in accordance with **Thailand's labor laws**.

Attendance & Absenteeism

- Employees are expected to **work until the designated end of their shift** unless prior approval for early departure has been granted by their immediate superior.
- To prevent disruptions to departmental operations, employees must keep their **supervisors informed of their whereabouts** during working hours.
- In case of an **emergency preventing attendance**, employees must notify their immediate supervisor as soon as possible, preferably **before 9:00 a.m.**
- **Unreported absences** may result in **salary deduction** for the period of absence. If an employee is absent for **more than two consecutive days** without prior approval or a valid reason, it will be considered **voluntary resignation** from employment.



Medical Leave

- Any **medical leave** must be **reported** to the department head immediately upon return to work.
- Medical certificates** must be submitted **on the first working day after the sick leave** or, if not possible, **within 48 hours** of the approved leave.

Absence or Tardiness

At times, you may need to be **absent from work** or arrive **later than usual** due to **emergencies, illnesses, or personal matters**. While the company understands such situations, employees are expected to follow proper procedures to minimize disruptions.

Planned Absence or Tardiness

- If you know in advance that you will be absent or late, notify your **manager** as soon as possible to allow for work adjustments.
- Approval for absence or tardiness is at the **sole discretion** of your manager. If your request cannot be accommodated, it may be denied.

Unexpected Absence or Tardiness

- If you are unable to come to work due to an **illness or emergency**, you must **inform your manager immediately** and, if possible, provide an estimated return date.
- If you expect to arrive late, notify your manager of your estimated arrival time.
- If you are unable to call personally due to an emergency or illness, have someone **contact your manager on your behalf**.
- If your manager is unavailable, you may **contact the Human Resources (HR) department** instead.

Attendance and Disciplinary Actions

- Your manager will **document** any absence or lateness, including the reason, in your **personnel file**.
- Your **attendance record** will be considered when evaluating requests for **promotions, transfers, leaves of absence, and time-off approvals**.
- Excessive absenteeism, tardiness, or leaving work early** may lead to **disciplinary action**, including **possible dismissal**.
- Absence for two (2) consecutive days without notifying your manager or HR** will be considered **voluntary resignation** and will be processed accordingly.



Salaries, Allowances & Other Payments

Payment of Salary

Employees are required to provide a **bank account number** for the **direct deposit** of their salaries, allowances, and other payments.

- **Monthly employees:** Salaries are paid **once a month**, at the **end of each month**. If the last day of the month falls on a **Saturday or Sunday**, payment will be made on the preceding **Friday**.
- **Daily workers:** Payments are made **twice a month**, on the **15th and 30th/31st**. If either date falls on a **Saturday or Sunday**, payment will be processed on the preceding **Friday**.

Bonus

The **management of each company** within **Tong Thai Rubber Group** reserves the **discretion** to grant bonuses based on **Key Performance Indicators (KPIs)** set for the year. Bonus payments are typically made **on the eve of Chinese New Year** or **with the first payroll of the new year**, depending on the policies of each company within the group.

Cessation of Employment

Resignation / Termination of Employment

Unless otherwise stated in your **letter of appointment**, either party may terminate the **employment contract** by providing the required **notice period** or **payment in lieu of notice**.

Notice of Termination

- **For Probationary Employees:**
 - A minimum of **one calendar week (5 working days)** written notice or the notice period specified in the **letter of appointment**, or **payment in lieu of notice**, may be given by either party without the need to provide a reason.
- **For Permanent Employees:**
 - A minimum of **one calendar month** written notice or **payment in lieu of notice** may be given by either party without the need to provide a reason.

Additional Terms:

- **Earned or accrued leave** and **unconsumed public holidays cannot** be used to offset any part of the notice period **without management approval**.
- The company **reserves the right** to **waive all or part of the notice period** under special circumstances.
- The company also **reserves the right to terminate employment without notice** if an employee is found guilty of **misconduct** that violates the expressed or implied conditions of service.



Confidential Information

As a condition of employment, all employees must sign a **Confidential Information and Invention Assignment Agreement** before starting work at **Tong Thai Rubber Group**.

Employees are responsible for safeguarding any **confidential information** obtained during their employment. Throughout your work, you may have access to sensitive information regarding the **company, its suppliers, customers, or fellow employees**. It is your duty **not to disclose or share** such information unless required for the performance of your job duties.

- Access to confidential information is granted strictly on a **need-to-know** basis and must be **authorized by your manager**.
- Any **breach of confidentiality** will not be tolerated and may result in **legal action** by the company.

Employment of Relatives

Relatives of employees may be **eligible for employment** at **Tong Thai Rubber Group**, provided that:

- They **do not work in a direct managerial or supervisory relationship**.
- Their roles do not create a **conflict of interest**.

For the purposes of this policy, “**relatives**” include **spouses, children, siblings, parents, in-laws, step-relatives, and equivalent relatives of an employee’s spouse**.

Marriage Between Employees

- If two employees get **married**, they may continue working at the company **as long as they do not**:
 - Supervise one another.
 - Work in positions where a conflict of interest could arise.
- If a **direct supervisory relationship exists**, the company will attempt to **reassign** one of the employees to a suitable position, if available.
- If no suitable position is available, **one of the employees may be required to leave** the company. The decision will be made by the **spouse-employees** themselves.

Personal Relationships Between Employees

If two employees who **work together or supervise each other** enter into a **personal, non-work-related relationship**, the same procedures will apply. One or both employees may be **transferred or asked to leave** to avoid potential conflicts of interest.



Equal Opportunity Employment Policy

Tong Thai Rubber Group is committed to providing **equal employment opportunities** to all individuals, regardless of **race, gender, age, physical or mental disability, medical condition, religion, national origin, marital status, sexual orientation, ancestry, political beliefs or activities, veteran status, family care responsibilities, or any disability that does not affect the performance of essential job functions.**

This policy applies to all aspects of employment, including:

- **Recruitment and hiring**
- **Training and professional development**
- **Promotion and transfer**
- **Termination and layoff**
- **Compensation and benefits**
- **All other terms and conditions of employment**

Equal employment opportunity notices are **displayed on employee bulletin boards** as required by law. These notices summarize employees' rights and provide contact information for government agencies that can be reached in case of discrimination concerns.

Responsibility for Implementation

While **management** is responsible for ensuring the **implementation** of this policy, **all employees** share in the responsibility of maintaining a **fair and inclusive work environment** through their actions.

Any employee, including **managers**, found to be engaging in **discriminatory practices** will be subject to **disciplinary action, up to and including termination.**

Outside Employment

Employees are free to use their personal time as they choose. However, if you hold a **full-time position** at **Tong Thai Rubber Group**, your **primary employment obligation** is to the company.

- Any **outside employment** must not interfere with your ability to **perform your job duties** effectively.
- You **may not** engage in work for a company that is in **direct competition** with **Tong Thai Rubber Group.**
- Employees are expected to dedicate their **full professional energy** to their role within the company.

Approval for Outside Employment

- Employees must **submit a written notice** detailing the **employer, job responsibilities, and expected working hours** for review and approval.
- **Company supplies, equipment, vehicles, or property** must **not** be used for any external employment.



- If you hold a **second job**, you are required to **complete a Conflict of Interest form** to ensure there is **no conflict between your personal interests and the company's interests**.

Return of Company Property

Upon termination of employment, all **company property** must be returned to the **Human Resources (HR) Department** on your **last working day**.

Retirement

The **standard retirement age** at **Tong Thai Rubber Group** is **60 years old**. However, at **management's discretion**, employees may continue working **up to 65 years old**, provided they remain **physically fit** for their position.

Leave

Annual Leave

Employees are entitled to paid annual leave based on their length of service, as outlined in this handbook:

- **1 to 5 years:** 6 working days per year
- **6 to 10 years:** 7 working days per year
- **11 to 15 years:** 8 working days per year
- **16 to 20 years:** 9 working days per year
- **21 to 25 years:** 10 working days per year
- **26 to 30 years:** 11 working days per year
- **31 to 35 years:** 12 working days per year
- **36 to 40 years:** 13 working days per year

For new employees who do not complete a full year of service in their first year, annual leave entitlement will be prorated as per the terms stated in their appointment letter.

Leave applications can be submitted electronically or via the prescribed application form through an employee's immediate superior and Department Head. While the company will generally approve requested leave, it reserves the right to adjust the leave period to accommodate work schedules.

Unused annual leave will be compensated at the end of the year. Employees must utilize their annual leave before requesting personal business leave.



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Sick Leave

Employees are entitled to up to **30 days of paid sick leave per year**, provided they submit a medical certificate from a registered medical doctor or a government or government-restructured hospital/clinic.

If an employee's illness exceeds the 30 days of paid sick leave, the employer is not required to provide additional paid leave and may terminate the employee with proper notice and severance pay in accordance with their length of service.

Paid sick leave will **not** be granted if an employee falls sick on a rest day, public holiday, or while on annual leave. Additionally, employees receiving compensation for temporary disablement under the Workmen's Compensation Act are not entitled to paid sick leave during that period.

Sick leave **cannot** be carried forward to the following year.

Maternity Leave

Female employees who have worked for the company for at least **180 days** are entitled to **98 days of maternity leave** per pregnancy, which includes both pre-natal and post-natal periods.

- The company will provide **45 days of paid maternity leave** as required by law.
- The remaining **53 days** may be covered by the **Social Security Fund**, subject to government regulations and eligibility criteria.

Employees may choose to take a shorter pre-confinement leave to extend their post-confinement leave, provided there is mutual agreement between the employee and the company. However, the total maternity leave entitlement **cannot exceed 98 days**.

Maternity leave entitlement begins only after the **seventh month of pregnancy**. Any absence from work due to miscarriage or premature birth occurring within the first **seven months of pregnancy** will be considered **sick leave**, not maternity leave.

Application for Maternity Leave

- Must be submitted **at least one week** before the expected start date of maternity leave.
- Must be accompanied by a medical certificate from a **registered medical practitioner** and submitted to the **immediate superior**.
- The employee must notify the company of the **actual date of childbirth** within **seven days** of delivery.

Paternity Leave

Male employees are entitled to **three (3) working days of paid paternity leave** upon the birth of their child.



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Matrimonial Leave

Confirmed employees are eligible for **three (3) consecutive days of paid matrimonial leave** for their legal marriage.

- A request for matrimonial leave must be submitted to the **immediate supervisor** at least **one month** in advance.

Special / Compassionate Leave

Confirmed employees may be granted up to **five (5) working days of paid special or compassionate leave** per calendar year under the following circumstances involving their immediate family:

- **Critical illness** of the employee's **spouse, children, parents, parents-in-law, grandparents-in-law, or siblings** from the same parents.
 - "Critical illness" applies only to cases listed as "**Dangerously Ill**" by a hospital.
- **Death** of the employee's **spouse, children, parents, parents-in-law, grandparents-in-law, or siblings** from the same parents.

Conditions for Special / Compassionate Leave

- Employees must provide **satisfactory evidence** to the company, such as a **doctor's or hospital certification**, to qualify for paid leave.
- Compassionate leave **begins immediately** on the day of the death or critical illness.
- The **immediate superior** must be informed of the employee's absence **as soon as possible**. If the employee is unable to notify the company personally, a **family member or relative** must contact the **immediate superior or HR Department** immediately.

Workmen's Compensation

All employees are covered under the **Workmen's Compensation Insurance** policy, which provides protection against personal injuries sustained due to **accidents or occupational diseases** arising in the course of employment.

Compensation coverage includes:

- **Death**
- **Permanent total disability**

Business Travel Accident Insurance

Employees are automatically covered under the **Business Travel Accident Insurance** provided by airline. The coverage includes:

- **Travel Accident**
- **Flight Delay**
- **Missed Flight Connection**
- **Lost or Damaged Luggage**
- **Delayed Luggage**



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- Trip Cancellation Coverage
- Personal Liability
- Emergency and Accidental Medical Expenses

Testimonials

The company will provide a **standard employment verification letter**, confirming **dates of employment** and **position held**. Any additional details must be requested **directly from the immediate supervisor** on an individual basis.

Long Service Awards

Employees who have **completed 25 years of continuous service** with the company will be recognized with a **Long Service Award** as a token of appreciation for their dedication.

Change of Personal Particulars

Employees must promptly notify the **HR Department** of any changes to their **personal details**, such as **address, contact information, marital status, or emergency contacts**, to ensure company records remain up to date.

Required Standards of Conduct

By accepting employment with the company, you have a **responsibility** to uphold the company's values and to maintain a **professional and respectful work environment** for both yourself and your colleagues. Adhering to company policies and behavioral standards is essential.

Violations of the company policies, misconduct, or failure to comply with company rules may result in **disciplinary action**, which can include:

- Verbal or written warnings
- Suspension
- Termination of employment

Misconduct and unacceptable behavior generally fall into **two categories**:

1. **Severe violations** that may lead to **immediate termination**.
2. **Other infractions** that may result in **disciplinary action, up to and including termination**.

The following lists of **unacceptable conduct** are **not exhaustive**. They serve as examples of behaviors that may lead to disciplinary action. Each situation will be evaluated based on its unique circumstances to determine the appropriate course of action.

This policy does **not** change the **at-will nature** of your employment. The company or the employee may choose to terminate the employment relationship at any time, with or without cause, and **without requiring misconduct**.



Actions Resulting in Disciplinary Action

Engaging in any of the following activities, as well as violating any **Tong Thai Rubber Group** rules or policies, may result in **disciplinary action**, including **immediate dismissal** when necessary.

Performance & Work Conduct

- **Unsatisfactory or careless work performance**, failure to meet objectives, production, or quality standards as communicated by your manager.
- **Mistakes due to carelessness** or failure to seek necessary instructions.

Behavior & Professionalism

- Use of **obscene, abusive, or disrespectful language** toward any **manager, employee, customer, supplier, or visitor**.
- Acting in a **rude, abusive, disorderly, or antagonistic manner** while on company property.

Attendance & Punctuality

- **Leaving work early or failing to be prepared to work** at the start of the workday **without prior approval** from your manager.
- **Failure to report absences or late arrivals**, as well as **excessive absenteeism or tardiness**.

Use of Company Resources

- **Excessive use of company telephones** for personal calls.

Workplace Conduct & Safety

- **Smoking in unauthorized areas** on company premises.
- **Creating or contributing to unsanitary conditions** in the workplace.

Company Property & Communication

- **Posting, removing, or altering notices** on any company bulletin board without permission from a company officer.

Solicitation & Unauthorized Activities

- **Soliciting** or selling merchandise during working hours **without authorization**.
- **Collecting funds for charities** or engaging in any activity that interferes with another employee's work **without prior approval**.

Failure to comply with these standards may result in disciplinary action, up to and including **termination of employment**.



Actions Resulting in Immediate Termination

The following actions are strictly **prohibited** and will **not** be tolerated under any circumstances. Engaging in any of these activities may result in **immediate termination** of employment.

Serious Policy Violations

- **Willful violation of company policies** or any **deliberate action** that is extreme in nature and detrimental to **Tong Thai Rubber Group's** business operations.

Substance Abuse & Illegal Possession

- Being **intoxicated** or under the influence of **controlled substances or drugs** while on company premises or representing the company.
- **Use, possession, or sale of controlled substances or drugs** on company property or while representing the company, except for medications prescribed by a physician.
- **Unauthorized possession, use, or sale of firearms, weapons, or explosives** on company property or while representing the company.

Violence & Misconduct

- **Engaging in criminal conduct** or acts of **violence**, or making threats of violence toward anyone while on company property or representing the company.
- **Fighting, horseplay, or provoking a fight** while on company premises or in a professional setting.
- **Negligent or intentional damage to property** belonging to the company, employees, customers, suppliers, or visitors.
- **Engaging in sabotage** or willfully causing destruction or damage to company property.

Theft & Unauthorized Use of Property

- **Theft of company property**, including **documents and intellectual property**.
- **Unauthorized possession, removal, or use of company property or equipment** for personal reasons or profit **without management approval**.

Fraud & Dishonesty

- **Dishonesty, falsification, or misrepresentation** on employment applications or work records.
- **Lying about sick leave, personal leave, or other reasons for absence**.
- **Falsifying company records, documents, or data**.



Confidentiality & Conflict of Interest

- **Violating the non-disclosure agreement** or sharing confidential company information with **competitors, unauthorized employees, or external organizations.**
- **Working for a competing business** while employed by **Tong Thai Rubber Group.**
- **Unauthorized disclosure of personnel or proprietary information.**

Harassment & Discrimination

- **Any form of harassment, including sexual, racial, or other discriminatory behavior.**
- **Telling sexist or racially offensive jokes, making racial slurs, or engaging in discriminatory conduct** while on company property or representing the company.

Threats & Intimidation

- **Threatening, intimidating, or coercing fellow employees** while on company property or representing the company.

Unethical & Unlawful Behavior

- **Engaging in immoral conduct, lewdness, or indecency** while on company premises or in a professional setting.
- **Conducting or participating in gambling or lotteries** while on company property or representing the company.
- **Engaging in any illegal or unlawful activity** while on company premises or in any professional capacity.

Failure to adhere to these standards **will result in immediate termination** and may lead to **legal action if applicable.**

Social Media Use

Tong Thai Rubber Group recognizes that social media platforms—such as **Facebook, Twitter, blogs, wikis, and news media communications**—offer valuable opportunities for engagement and information sharing. However, employee use of social media must be handled responsibly to protect **confidential company information, brand reputation, and legal compliance.**

To minimize risks to the company, maintain productivity, and ensure that **IT resources and communication systems** are used appropriately, employees are expected to **adhere to the following guidelines.** While personal use of social media is permitted within the scope of this policy, employees are encouraged to use social media responsibly to promote **business opportunities and brand awareness** for Tong Thai Rubber Group.

Compliance with Related Policies and Agreements

All **existing company policies** remain in effect and must be followed when using social media. Employees must ensure that their social media activity does not:

- **Defame or disparage Tong Thai Rubber Group,** its affiliates, officers, employees, customers, clients, business partners, suppliers, or other stakeholders.
- **Harass** or create a **hostile environment** for any employee.



- **Violate anti-discrimination policies** or circumvent company policies protecting **equal employment opportunities** for all employees and job applicants.

Employees who violate this policy may be subject to **disciplinary action**, up to and including **termination of employment**.

Personal Use of Social Media

We acknowledge that employees may occasionally wish to **access social media** during work hours. Limited **personal use** of social media on company computers, networks, or IT resources is permitted **as long as it does not**:

- Contain **unprofessional, offensive, or inappropriate content**.
- **Interfere with work responsibilities or productivity**.
- **Circulate spam, chain letters, or promotional content unrelated to company business**.
- **Engage in commercial, personal, religious, or political solicitation** that is not related to company activities.

Employees are encouraged to exercise **caution and professionalism** when engaging in social media activities, ensuring that their conduct **aligns with company values and policies**.

No Expectation of Privacy

All **IT resources and communication systems** provided by **Tong Thai Rubber Group** are the **property of the company**. Employees should have **no expectation of privacy** regarding any **messages, files, data, documents, phone calls, social media posts, or any other communications** that are **transmitted, received, printed, stored, or recorded** using the company's electronic systems.

To **prevent misuse**, the company **reserves the right to monitor, intercept, and review** all employee activities conducted through its IT resources and communication systems. This includes, but is not limited to:

- **Social media postings and activities**
- **Emails, messages, and calls**
- **Documents and data transfers**
- **System logins and transactions**

By using the company's IT resources, employees **expressly consent** to such monitoring, which may involve:

- **Accessing, recording, disclosing, and reviewing communications**
- **Retrieving and inspecting system usage**
- **Keystroke capturing and network monitoring technologies**

The company **may store copies** of electronic communications for a specified period and reserves the right to **delete such records without notice**.

Employees should not use the company's IT resources or communication systems for any personal or confidential matters that they wish to keep private.



Protecting the Company's Goodwill, Brand, and Reputation

Employees of **Tong Thai Rubber Group** are prohibited from posting **disparaging or defamatory statements** about the company or its business interests. Additionally, employees should **exercise caution** when making social media communications that could be **misinterpreted** or perceived as damaging to the company's **goodwill and reputation**, even **indirectly**.

When posting on social media:

- **Clearly indicate that you are speaking on your own behalf.**
- **Use the first person** and communicate via your **personal email address**.
- **You are personally responsible** for all content you share online.

Keep in mind:

- Social media posts may remain accessible **indefinitely** and could be seen by **colleagues, future employers, and the company itself**.
- If you mention your affiliation with **Tong Thai Rubber Group**, it is **recommended** that you include a **disclaimer** stating that your views are personal and **do not represent the company**. For example:
 - *"The views expressed in this post are my own and do not reflect those of my employer."*

If you are **unsure** about the appropriateness of a statement or post, **consult your manager** before publishing it.

Respecting Intellectual Property and Confidential Information

Employees must **adhere to the confidentiality and intellectual property policies** outlined in the **Tong Thai Rubber Group Employee Handbook**. In addition to these mandatory restrictions, employees should take **extra precautions** to protect the company's **trade secrets, confidential information, and intellectual property** when using social media.

Furthermore, employees must **not**:

- Use or disclose **confidential company information** on social media.
- **Misappropriate or infringe** on the intellectual property rights of other companies or individuals, as this could create **legal liability** for both the employee and **Tong Thai Rubber Group**.
- Use the company's **logos, brand names, taglines, slogans, or trademarks** in social media posts **without prior written permission** from the **Marketing Department**.

Respecting Co-Workers and Other Stakeholders

Employees must maintain **professionalism and respect** when engaging in social media activities. Do **not** post content that could be considered **offensive, discriminatory, or inappropriate**, including:

- **Ethnic slurs, sexist remarks, or discriminatory comments**
- **Insults, obscenities, or defamatory statements**

Additionally, do **not** share any information or images related to:

- **Co-workers**



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- **Customers, clients, business partners, suppliers, or vendors**

without their explicit written consent.

By following these guidelines, employees help **preserve a respectful, professional, and legally compliant workplace.**

Harassment

Tong Thai Rubber Group is committed to maintaining a **work environment free from discrimination and harassment**. Harassment based on **sex (including sexual harassment, gender harassment, pregnancy, childbirth, or related medical conditions), race, age, physical or mental disability, medical condition, religion, national origin, marital status, sexual orientation, ancestry, political beliefs, veteran status, family care responsibilities, or any disability that does not prevent the performance of essential job functions** is strictly prohibited.

Any employee found in violation of this policy may face **disciplinary action** and **personal legal liability**.

What Constitutes Harassment?

Harassment includes **unwelcome verbal, physical, or visual conduct** that:

- **Creates an intimidating, offensive, or hostile work environment**
- **Interferes with an employee's ability to perform their job**
- **Is made a condition of employment (explicitly or implicitly)**
- **Influences employment decisions, such as promotions or terminations, based on acceptance or rejection of the conduct**

Examples of Harassing Conduct

Harassment can take various forms, including but not limited to:

Verbal Harassment

- **Offensive remarks, epithets, slurs, or derogatory comments** about an employee's **race, gender, age, disability, medical condition, religion, national origin, marital status, sexual orientation, ancestry, political beliefs, veteran status, or family care responsibilities ("Protected Bias")**.

Visual Harassment

- **Displaying derogatory, offensive, or sexually explicit materials**, including **posters, photos, cartoons, drawings, or gestures** related to a **Protected Bias**.

Physical Harassment

- **Unwanted touching, assault, blocking movement, or physical interference** with work due to a **Protected Bias**.

Sexual Harassment & Coercion

- **Threats or demands** for sexual favors as a condition of employment.
- **Offering employment benefits** (such as promotions or raises) in exchange for sexual favors.

Retaliation

- **Retaliating against employees** who report or **threaten to report harassment**.



Enforcement & Reporting

All employees are responsible for fostering a **respectful and inclusive workplace**. Any incidents of harassment should be **immediately reported** to a **supervisor or HR department**. Retaliation against employees who report harassment **will not be tolerated**.

Tong Thai Rubber Group remains committed to **ensuring a safe, professional, and equitable work environment for all employees**.

Sexual Harassment

Definition of Sexual Harassment

Sexual harassment includes **unwelcome** verbal, physical, or visual conduct of a **sexual nature**, which creates a **hostile, intimidating, or offensive work environment**. This includes, but is not limited to:

- **Unwelcome sexual advances, flirtations, or propositions**
- **Offering employment benefits in exchange for sexual favors**
- **Verbal abuse of a sexual nature**, including sexual innuendos or commentary about an individual's body
- **Displaying sexually suggestive or derogatory materials**, including posters, cartoons, drawings, or objects
- **Sending or circulating suggestive or obscene notes, letters, emails, or invitations**
- **Leering, making sexual gestures, or engaging in inappropriate visual conduct**
- **Using sexually degrading words or making sexual comments about an individual's body**
- **Making derogatory jokes, epithets, or slurs of a sexual nature**
- **Threatening retaliation after rejection of sexual advances**
- **Any other physical or verbal conduct of a sexual nature by supervisors, coworkers, or others in the workplace**

Sexual harassment is **unlawful**, regardless of whether the harassment is **male-to-female, female-to-male, same-gender harassment, or harassment by non-employees** (such as clients, vendors, or business partners).

Preventing Sexual Harassment

Tong Thai Rubber Group is committed to fostering a **harassment-free workplace**. To **prevent** harassment, we have implemented a **zero-tolerance policy** and a **proactive training program** to educate employees and prevent incidents before they occur.

Complaint Procedure

Employees who experience or witness harassment should:

1. **Address the situation directly to HR** – Clearly and **firmly inform the harasser** that their behavior is unwelcome and inappropriate.
2. **Report the harassment** – Employees are encouraged to file a **written or verbal complaint** with:
 - Their **supervisor**



○ Human Resources

The complaint should include:

- **Details of the incident(s)**
- **Names of individuals involved**
- **Names of any witnesses**

Managers and supervisors **must** immediately refer all harassment complaints to the **management**.

Investigation Process

Upon receiving a complaint, the company will **promptly conduct a thorough, objective, and confidential investigation**.

- The investigation will be **conducted impartially and completed as efficiently as possible**.
- Both the **complainant and the accused** will be informed of the **determination**.
- If harassment is found to have occurred, the company will take **appropriate corrective and disciplinary action** based on the circumstances.

Disciplinary Actions & Protection Against Retaliation

If an investigation **substantiates a harassment claim**, disciplinary actions may include:

- **Verbal or written warnings**
- **Mandatory training**
- **Suspension**
- **Termination of employment**

The **harassed employee will be informed** of the corrective actions taken. Additionally, **retaliation against any employee who reports harassment will not** be tolerated and will result in disciplinary action.

Responsibility & Employee Conduct

Every **manager and supervisor** is responsible for ensuring **full compliance** with this policy within their area of responsibility.

All employees are expected to:

- **Exhibit professionalism and mutual respect** in workplace interactions.
- **Exercise sound judgment** in their conduct and communications.
- **Report any harassment or inappropriate behavior** immediately.

By working together, we can maintain a **safe, respectful, and professional workplace** for all employees.



Disciplinary Action

If an issue arises, your manager will first attempt to **coach and counsel** you to develop an effective solution. However, if coaching does not result in improvement or if a serious incident occurs, **formal disciplinary actions** may be taken.

The following **progressive discipline steps** may be applied at the **company's discretion**. While this procedure serves as a general guideline, **Tong Thai Rubber Group** reserves the right to **modify or bypass any step** depending on the severity of the issue. In certain cases, the company may **repeat a disciplinary step** or proceed directly to **more serious action, including termination**.

Additionally, this policy does **not alter** the company's **at-will employment policy**, meaning either you or **Tong Thai Rubber Group** may terminate the employment relationship **at any time**, with or without cause, in the absence of misconduct or unsatisfactory performance.

Step One: Verbal Warning

Your manager will meet with you to **discuss the issue**, ensuring you understand the **nature of the problem** and the **expected corrective action**. The goal of this discussion is to reinforce **company rules and performance expectations**, emphasizing that **you are responsible for meeting them**.

A **record of the verbal warning** will be documented in your **personnel file** and made available upon request.

Step Two: Written Warning

If **no improvement occurs** within a **reasonable timeframe** after a verbal warning, or if **another violation** of company policies, practices, or standards occurs, your manager—after consulting with senior management—will issue a **written warning**.

- This warning will **reinforce the seriousness of the issue** and outline **necessary corrective actions**.
- A **formal memo** summarizing the discussion will be provided to you, with copies sent to **Human Resources** and placed in your **personnel file**.

Step Three: Decision-Making Leave and Immediate Termination

If your **performance or behavior does not improve** following a **written warning**, or if another violation occurs, you may be placed on **Decision-Making Leave**—the **final step** in the company's **progressive disciplinary process**.

- **Decision-Making Leave** is a **one-day paid suspension**, allowing you time away from work to decide whether you will **commit to correcting your behavior** or **separate from the company**.
- If you **choose to continue employment**, you must acknowledge in writing that:
 - You **understand the expectations** and agree to follow **company policies**.
 - Any **further violations** may result in **immediate termination**.

A **formal letter** detailing this agreement will be issued, requiring your signature. A copy will be placed in your **personnel file** and forwarded to the **management**.

If you **decline to commit** to the company's expectations, your **employment may be terminated immediately**.

Crisis Suspension & Immediate Termination



If you engage in any of the **serious offenses** listed under "**Actions Resulting in Termination**", or **commit a similarly severe violation**, you may be placed on **suspension without pay** while an **investigation is conducted**.

- Depending on the **circumstances**, the company may **take additional disciplinary measures, including immediate termination**, without requiring prior warnings.
- If an investigation confirms misconduct, your **employment may be terminated immediately**, even if no previous disciplinary action has been taken.

Termination of Employment

Dismissal

Employment with **Tong Thai Rubber Group** is based on **performance, adherence to company policies, and the ability to fulfill job responsibilities**. If an employee's performance is unsatisfactory due to:

- **Lack of ability**
- **Failure to comply with company rules, policies, and standards of conduct**
- **Inability to meet job requirements**

The company will typically **notify the employee** of the issue and provide **guidance on necessary improvements**, as outlined in the **Discipline Policy**.

However, due to the **at-will nature of employment**, serious violations or misconduct may result in **immediate dismissal**, without prior warning or an opportunity for corrective action.

Resignation

While we value long-term employee relationships, we understand that career changes may require employees to **resign from their position**. Employees are encouraged to provide **written notice at least one month in advance** to their **manager** to ensure a smooth transition.

For employees **resigning in good standing**, a **one-month notice period** is required.

Return of Company Property

Employees are required to return all **company-issued property** upon:

- **Resignation or dismissal**
- **Request from a manager or company management**

This includes, but is not limited to:

- **Laptops and other electronic devices**
- **Cellular phones**
- **Company credit cards**



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- Product samples
- Tools or equipment

Employees are **responsible** for any **lost or damaged company property**. The **replacement cost** of unreturned items may be **deducted from the employee's final paycheck**, and a **wage deduction authorization** may be required for this purpose.

Your Personnel File

Your **personnel file** contains important employment records, including:

- Hiring documents
- Salary and payroll information
- Performance evaluations
- Signed agreements
- Training records

Keeping Your Information Updated

It is essential to keep your **personnel file up to date** to ensure accurate **payroll, deductions, benefits, and other employment-related matters**. If you experience any of the following changes, please notify your **manager** as soon as possible:

- Legal name
- Home address
- Home telephone number
- Emergency contact(s)
- Number of dependents
- Marital status
- Change of beneficiary
- Military or draft status
- Payroll deduction changes

Reviewing Your Personnel File

Employees may review their **personnel file once per year**. To request access, please contact the HR.



Performance & Compensation Reviews

Performance Reviews

The primary purpose of **performance reviews** is to ensure that employees have a **clear understanding** of how their work performance is perceived by **managers and colleagues**. These reviews also serve to:

- **Identify strengths and areas for improvement**
- **Reinforce the company's understanding of your skill set**
- **Discuss performance-related concerns**
- **Evaluate how your performance aligns with your job responsibilities and objectives**
- **Explore career interests and set professional development goals**

Performance reviews are conducted **regularly**, as determined by **Human Resources**.

During a formal review, your manager will assess various factors, including:

- **Attendance, initiative, and effort**
- **Job knowledge and expertise**
- **Attitude, teamwork, and willingness to contribute**
- **Quality and quantity of work output**

Performance reviews provide an opportunity for **constructive feedback, goal setting, and career growth discussions**.

Compensation & Position Reviews

Compensation Reviews

Compensation reviews are conducted **annually**, typically in conjunction with **performance evaluations**. **Salary adjustments are determined at management's discretion, taking into account economic conditions and standard of living guidelines**. Adjustments will be **evaluated in conjunction with the annual bonus considerations** to ensure a **balanced and fair compensation approach**.

Please note:

- **A compensation review does not guarantee a salary increase.**
- **A positive performance evaluation does not automatically result in a pay raise.**
- **Compensation adjustments are not a guarantee of continued employment.**
- **Any approved salary adjustments will be reflected in the first pay period following approval.**

Position Reviews

In addition to individual performance evaluations, **Tong Thai Rubber Group** periodically reviews **position descriptions** to:

- **Ensure role responsibilities remain current.**
- **Recognize changes in job duties.**
- **Assess whether positions are adequately compensated based on responsibilities.**



Miscellaneous Information

Start Date

Your **official Start Date** is the first day you report to work. This date is used to calculate **eligibility for benefits and other employment conditions** outlined in this handbook.

Working Hours

Your work schedule will be assigned by your **manager**, based on company needs.

- **Head Office Hours:** Monday – Friday, 8:30 AM – 5:30 PM, with a 1-hour lunch break from 12:00 PM – 1:00 PM.
- **Manufacturing Plants:** Monday – Saturday, 8:00 AM – 5:00 PM, with a 1-hour lunch break from 12:00 PM – 1:00 PM.

Personal Phone Calls

The company's **telephone system** is a **business communication tool** owned and maintained at **significant expense** for **company operations**. Employees are expected to use the system **primarily for business purposes**.

- Personal calls should be limited to **breaks, lunch periods, or after work**.
- The company **reserves the right to monitor phone usage** if there is a **business need**, without prior notice to the employee.

Dress Code

Employees are expected to **dress appropriately** for their work environment.

- **Clothing should be clean, professional, and free of holes or excessive wear.**
- If **uniforms** are provided, employees **must wear them** during working hours.

Employees should **maintain a professional appearance** that aligns with the company's standards and work responsibilities.

Email

This policy establishes **consistent and professional standards** for the use of **Tong Thai Rubber Group's** electronic mail (email) system.

All **electronic communications and stored information** transmitted, received, or archived through the company's email system are **company property**. The company **reserves the right to access and disclose all email messages**. Employees should adhere to the following guidelines when using the email system:

- **Use professional language** – Avoid sending **abusive, harassing, threatening, or unethical messages**, even as a joke. Do not share **jokes or content** containing **sexual, racial, or discriminatory themes**.
- **Be mindful of confidentiality** – Once an email is sent, **you cannot control who may eventually read it**. Assume that emails **are not private** and avoid writing anything you would not want made public.
- **Review messages before sending** – Written communication lacks **tone and facial expressions**, so **double-check** that your message cannot be misinterpreted.
- **Respect others' time** – Avoid **unnecessary group emails** or excessive forwarding.



Tong Thai Rubber Group

Employee Handbook

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- **Email is not private** – The company **may review** employee emails **at any time**, with or without notice.

Personal Use of Company Property

Employees **must obtain written approval** from their **manager** before using **company equipment or tools** for **personal purposes**, whether during or after work hours. Approval is at the **sole discretion of the manager** and may be granted or denied **with or without reason**.

By using company equipment for personal projects, employees **agree to the following terms**:

- **Tong Thai Rubber Group is not liable** for any personal injury sustained while using company property.
- Employees **accept full responsibility** for any injuries, damages, or malfunctions that occur during use.
- All equipment must be **returned in good condition**.
- Employees are **responsible for any damages**, and **repair costs may be deducted from wages** as necessary.

Failure to comply with these policies may result in **disciplinary action**.

Lockers

Lockers are provided **free of charge** to both **contractors and employees**. However, **Tong Thai Rubber Group is not responsible** for any **lost, stolen, or damaged personal belongings** stored in company lockers.

- Employees and contractors **may use a personal lock** to secure their items.
- Personal belongings left in lockers will be **kept for up to 30 days** following an employee's termination or the end of a contractor's term.
- **Lockers remain company property** and are subject to **inspection at any time, with or without prior notice**.

Office Supplies

Company-funded supplies are **available in the designated supply area**. Employees are encouraged to take **only what is necessary** for **business purposes**.

Food & Beverages

Company-funded food is **available in the kitchen area**. For specific details regarding food policies, employees should consult their **manager**.

- **Other food expenses will not be covered** unless **pre-approved** by a manager.

Cell Phone Policy

Certain employees may require a **company-issued mobile phone** to perform their job efficiently. If you believe you need a **cell phone for work**, speak to your **manager** for guidance on the **current policy**.



Company Expense Reports

Employees who need to **purchase materials** related to a company project may be eligible for **expense reimbursement**.

- All expenses must be **documented in an expense report** and include **corresponding receipts**.
- **Receipts older than 90 days will not be accepted** for reimbursement.
- **Approved expense reports** must be submitted **at least two business days before the end of the month** to be processed for reimbursement in the **next pay period**.

Failure to comply with these guidelines may result in **delayed or denied reimbursements**.

Computer Software

Tong Thai Rubber Group strictly prohibits the **unauthorized duplication or distribution of software**. Copyright law grants software owners **exclusive rights**, including the **right to copy and distribute** their work.

- **It is illegal** to copy or distribute copyrighted software **without proper authorization**.
- The only exception is the **user's right to create a backup copy** for **archival purposes**.
- Employees must **comply with all licensing agreements** and ensure **only authorized software** is installed on company devices.

Violations of this policy may result in **disciplinary action** and potential **legal consequences**.

References

All **requests for references** must be directed to the **management**. No other employee, including **managers**, is authorized to provide references for **current or former employees**.

Company policy regarding references for past employees is limited to disclosing **only the dates of employment and the title of the last position held**. No additional information will be provided.

Health & Safety

Tong Thai Rubber Group is committed to maintaining a **safe and healthy workplace**. Employees are expected to **strictly adhere** to the company's **health and safety policies** to ensure a **hazard-free work environment**.

Smoking in the Workplace

To promote a **healthy work environment**, **smoking is strictly prohibited** in the following areas:

- **Inside the office**
- **Lobbies**
- **Restrooms**
- **Production area**

Employees must also ensure that their **guests and visitors** comply with this policy while on company premises.



Alcohol & Drug Use

Tong Thai Rubber Group recognizes that **alcohol, drug, or substance abuse** can negatively impact an employee's **health, performance, workplace safety, efficiency, and overall productivity**.

- Employees **struggling with addiction** are encouraged to **seek medical treatment**.
- Employees who **voluntarily disclose their condition** and **actively pursue treatment** will **not face dismissal** solely for their addiction.
- However, **working under the influence of alcohol or drugs** in the workplace is **strictly prohibited** and may result in **disciplinary action**, up to and including **termination**.

Work Safety

Tong Thai Rubber Group is committed to **ensuring a safe working environment** for all employees.

- Safety **policies and procedures** are established and **communicated to all departments**.
- **Supervisors** are responsible for ensuring that **employees understand and follow** all **safety guidelines**.
- **Every employee** plays a vital role in maintaining **workplace safety**.
- Employees must **prioritize safety** as part of their daily responsibilities and **follow all safety protocols** while completing their assigned tasks.

Maintaining a **safe workplace** is a **shared responsibility**, and adherence to **safety regulations** is **mandatory** for all employees.

Accident at Work

The following guidelines outline the **recommended actions** to take in the event of a workplace accident. These instructions serve as a **general guide**, but employees should **exercise common sense** based on the **specific circumstances** of the accident.

Minor Accidents

If an employee sustains a **minor injury**, they must:

- **Report the incident** to their **supervisor as soon as possible**.
- If immediate reporting is impractical (e.g., needing urgent medical attention), the employee should **inform their supervisor** either **in person or by phone** before commencing accident leave.
- **First aid boxes** are available at designated locations within the workplace. Employees requiring **minor medical assistance** should **contact their supervisor** to access the nearest first aid station.

Serious Accidents

If an accident results in a **serious injury**, the following steps should be taken **immediately** by any employee who witnesses the incident:

1. **Inform the nearest supervisor** immediately.



2. **If a telephone is available, call for an ambulance** and request emergency medical assistance.
3. **If trained in first aid**, provide immediate assistance to the injured person.
4. **If not trained in first aid, do not attempt to administer aid**—instead, seek help from a **doctor or another qualified person**.
5. **Do not move the injured person** unless absolutely necessary due to **immediate hazards**, such as:
 - Fire
 - Exposure to toxic fumes
 - Risk of drowning

Ensuring **quick and appropriate action** can help minimize injury severity and provide **prompt medical care** for the affected employee.

Fire Safety Procedures

Employees must **strictly follow** the **fire safety instructions** displayed in designated areas of **buildings and installations**. The following **guidelines** provide general steps to take when discovering a fire. However, circumstances may vary, and **employees should use common sense** when determining the appropriate course of action.

In the Event of a Fire:

1. **Activate the nearest fire alarm to raise the alert.**
2. **Call the fire brigade** if a telephone is readily available.
3. **If safe to do so**, attempt to control or extinguish the fire using a **portable fire extinguisher**, provided it is within your capability.
4. **Employees not involved in firefighting duties** should **evacuate the premises immediately** in a **calm and orderly manner**. **Do not run.**

Following these steps ensures a **swift and safe response** to fire emergencies.

Notices and Announcements

Important **company news, updates, and announcements** are regularly shared through multiple channels:

- **Bulletin boards** located throughout the workplace.
- **Company intranet** for easy access to official updates.
- **Email notifications** sent directly to employees.

Employees are encouraged to **check these sources regularly** to stay informed about **organizational updates, policies, and important communications**.

If you still have any questions, please contact your direct supervisor or the HR department.