



HR.

บริษัทสยามเฟล็กซิเบิ้ลอินดัสตรี จำกัด

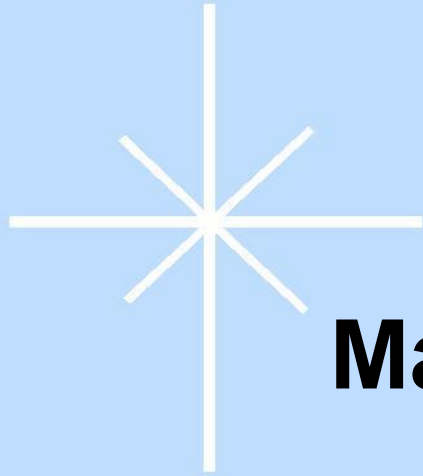


SIAM FLEXIBLE INDUSTRIES CO.LTD



Location

**12/3 Moo 4 Rama 2 Rd.,
T. Nadee, A. Muang,
Samutsakorn, 74000
Tel: 034-861048-9
www.siamflexible.net**



Management Team



Frank Reginal Reitsema
CEO



Graham Richard Knight

Executive Manager – Business Services



David John Conquest
Executive Manager Commercial



Sakchai Monthirad

**Executive Manager
Technical**



Emerton Trevor John
Flexibles Manager



Waight Christopher John
Printing Foreman



Smith Brian Thomas
Extrusion Foreman



Boonruang Srijantek
Conversion Foreman



Patcharee Boonpemthana
Manufacturing Manager Ziplock



Ariya Kongthungmon
Extrusion Foreman



Sornsutha Tantap
Printing Foreman



Maynardo Apostol Magtuto

QC Manager

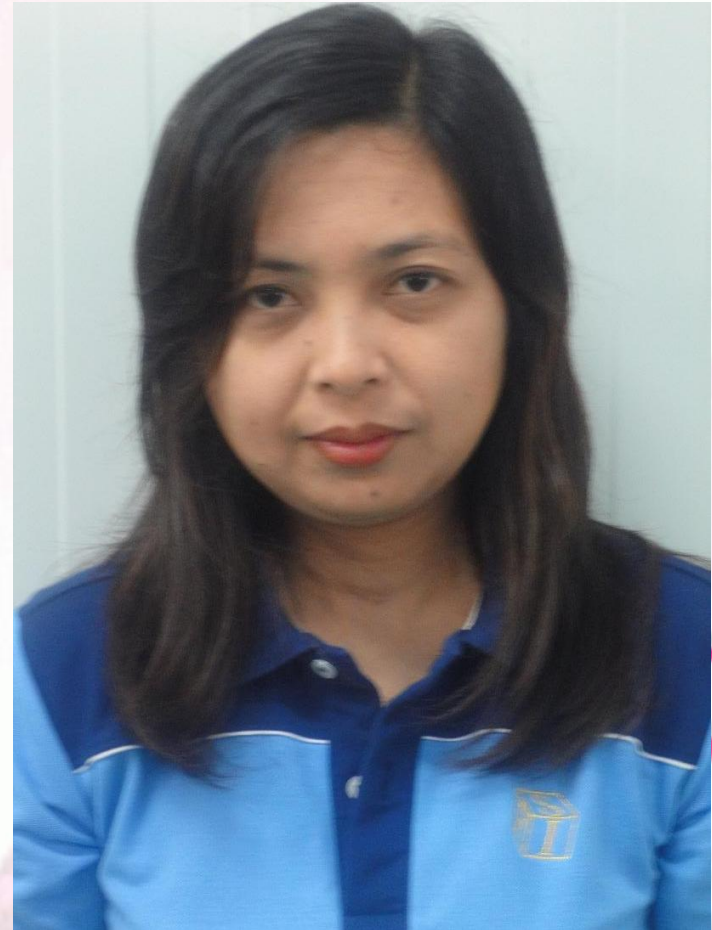


Ruangwit Thosakul

Warehouse Manager



Kamonwan Srisuk
HR



Sunida Rodphai
Safety Officer



Duangjit Jetchavalit
Translator

Company Rules and Regulations

**New employees
are required to
serve a probation
period of 119
days.**

**Employee Benefit:
Employees are entitled to receive
diligent payment from the first working
day, if**

Do

Have no absence from work.

Not take any day off.

Not late to work.

**Step
Diligent
Payment**

Step 4

700 baht

Step 3

600 baht

Step 2

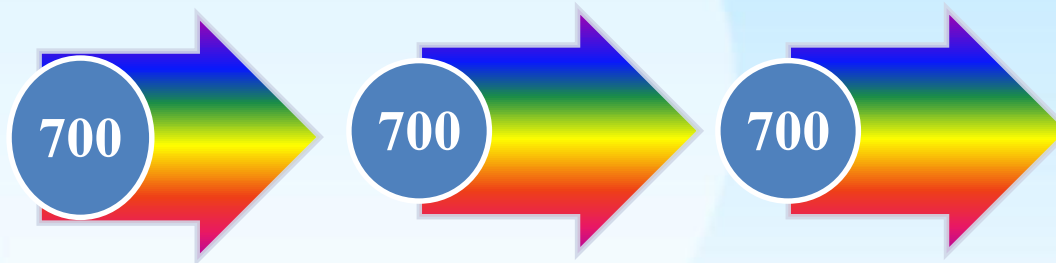
500 baht

Step 1

**Start 400
baht**



**Continue to receive
700 baht of diligent
payment at the end of
the month.**



**If you have no
absence from work,
do not take any day
off, and do not late to
work.**

If you fail, you start over again with 400 baht.

Step 4

700 baht

Step 3

600 baht

Step 2

500 baht

Step 1

Start 400 baht

Restart

**After
completion
of probation
period**

**Pass the
probation
period**

**Performance
Review**

**Fail the
probation
period**

Fail the probation period

You will be given
a one week notice.

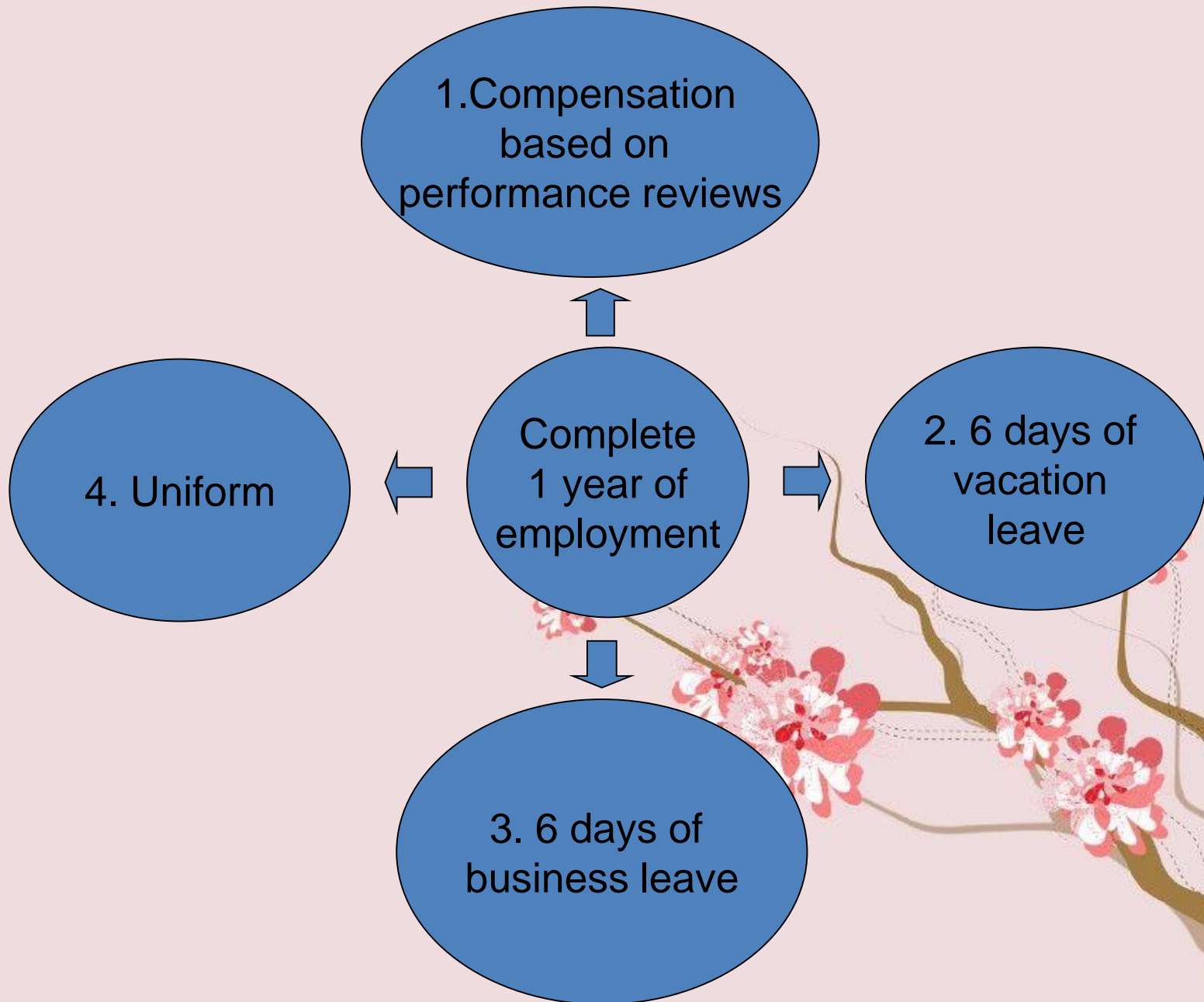
1. Compensation based on performance reviews

2. 5 baht a day in food stamps

Pass the probation period

3. 10 baht a day in compensation for night shift working

4. Uniform



Working hours

Employees are required to work 6 days a week (Monday to Saturday)

8 hours per day

1. Day shift 8AM – 5PM
2. Night shift 8PM – 5AM

Breaks

1. Day shift 12PM – 1PM

2. Night shift 12AM – 1AM

**3. 30 minutes break
before continuing with
overtime**

Working overtime

Working overtime



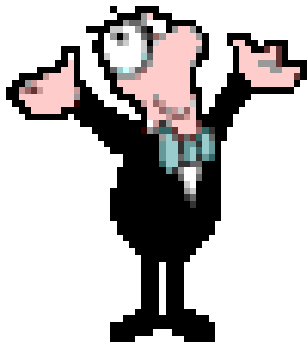
Working in excess of the basic working hours

**Working on
a holiday**

Working
on a
holiday

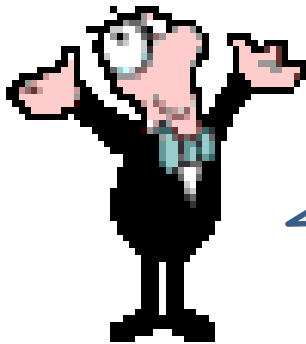
Working on the
company's holiday
which is weekend
holidays, national
holidays, and
annual leave
holiday

Overtime compensation



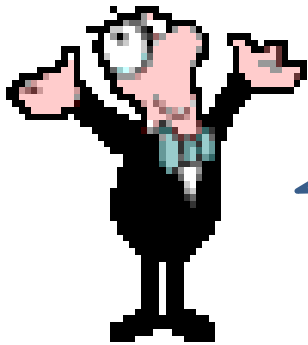
Normal
working days
= 1.5X basic
hourly wage

Overtime compensation



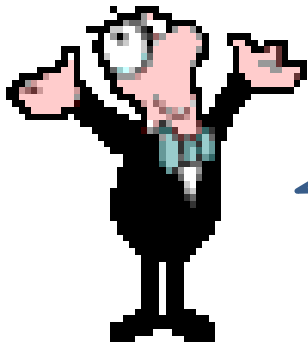
Salaried
employees will
be compensated
at their regular
daily rates.

Overtime compensation



Daily employees
will be
compensated at
2X their regular
daily rates.


Overtime compensation



Holiday = 3X
basic hourly
wage



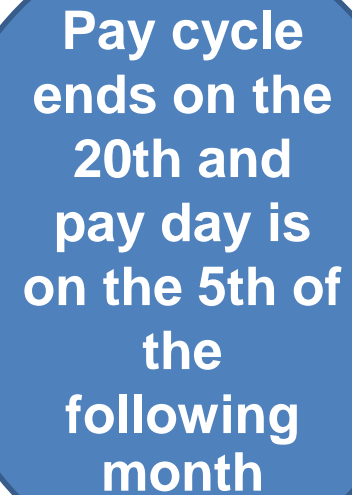
Pay day



Pay cycle ends on the 15th and pay day is on the 20th of the month



Daily employees



Pay cycle ends on the 20th and pay day is on the 5th of the following month

Pay day

Pay cycle ends at the end of the month.

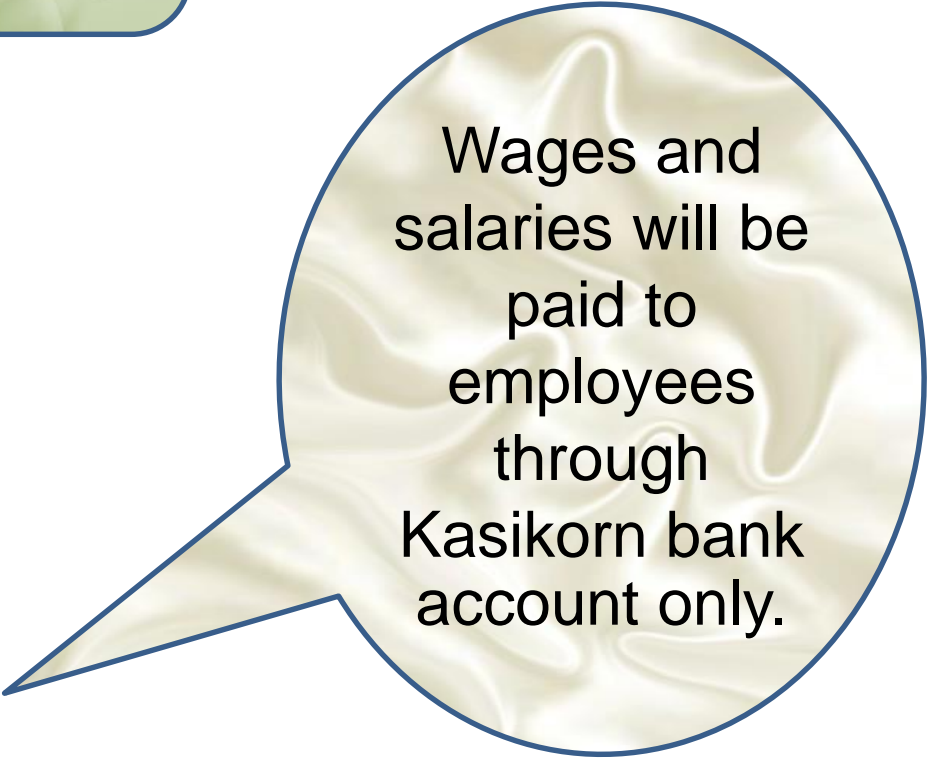
Salaried employees

Pay day is at the end of the month.

OT, food stamp, night shift extra pay cycle ends on the 25th of the month



**Payment
method**



Wages and
salaries will be
paid to
employees
through
Kasikorn bank
account only.



Holidays

Sunday is holiday.

There are 13 paid national holidays per year. The Company will post a list of scheduled national holidays for each calendar year before the end of the preceding year. If a national holiday falls on Sunday, then the next working day will be considered to be a holiday.



Annual Leave

After one year of employment, the Employee will be eligible for 6 days of paid vacation time.

The Employee must request the leave from the supervisor at least 3 days in advance.

The request must be granted.



Annual Leave

Leave

Sick Leave

1. In case Employees become sick unexpectedly and need to take sick leave, or if they are unable to report for work, they must call in to inform the supervisor of their illness.

2. Alternatively, call Tan HR at 086 9965810 anytime between 8AM and 6PM

3. Employees who are absent through sickness for 2 or more consecutive days are required to produce a medical certificate.

4. When you return to work, please complete the sick leave request form.

Leave

1. Complete the Employee Leave Request form before leave is taken. See HR.

Business Leave

2. The request must be granted by the supervisor.

Leave

1. No days off during probationary period

2. No pay for unauthorized absence

3. Unauthorized absence results in unfavorable performance evaluation.

Unauthorized Absence

4. Any Employee absenting himself without Authorization for any period up to two (2) consecutive working days shall receive a written warning.

5. Any Employee absenting himself without Authorization for three (3) or more consecutive working days shall be liable for summary dismissal.

Leave

Maternity Leave

1. Employees can take maternity leave for up to 90 days.

2. The Company offers paid maternity leave of up to 45 days.

3. The rest of 45 days is paid by the Social Security.

Leave

Ordination Leave

1. The male Employee will be eligible for 15 days of paid ordination time.

2. He must complete two years of employment.

3. He must give 7 days' notice.

4. Ordination leave is given one time only.


Any breach of the company rules and regulations will render an Employee liable to disciplinary proceedings. These may take the following forms;

1. Verbal Warning

2. Written Warning


3. Break up to 7 days without pay

4. Summary Dismissal without severance pay

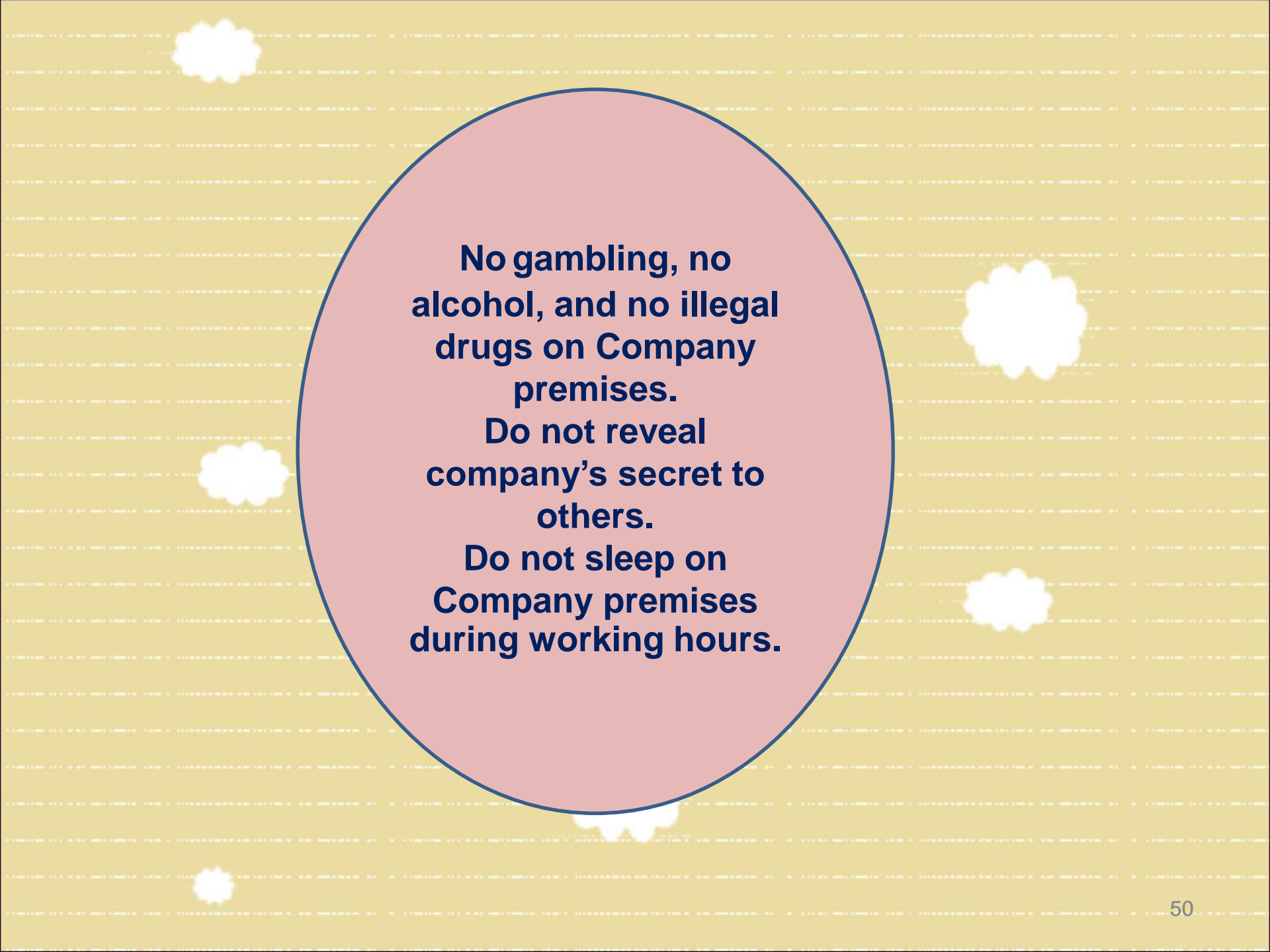


**Hard-working,
cooperative,
responsible,
competent and
efficient, careful,
diligent, not being
negligent.
Employee's
negligence can
cause damage to
Company.**

**Do not tease,
intimidate, mock,
make fun of or
sexually harass
another employee.
Do not eat during
work hours. Do
not create problem,
conflict, opposition
in the company.
Do not interfere in
other departments.**

The slide features decorative floral graphics in the corners. In the top-left and bottom-left corners, there are clusters of flowers in shades of orange, pink, and yellow, with green leaves. In the top-right and bottom-right corners, there are similar clusters of flowers, with the bottom-right cluster partially cut off by the edge of the slide.


**Keep and maintain
company's reputation.
Do not assault, or
abuse, victimise
Employees either
physically or verbally
inside or outside
Company premise,
otherwise you will be
dismissed.**



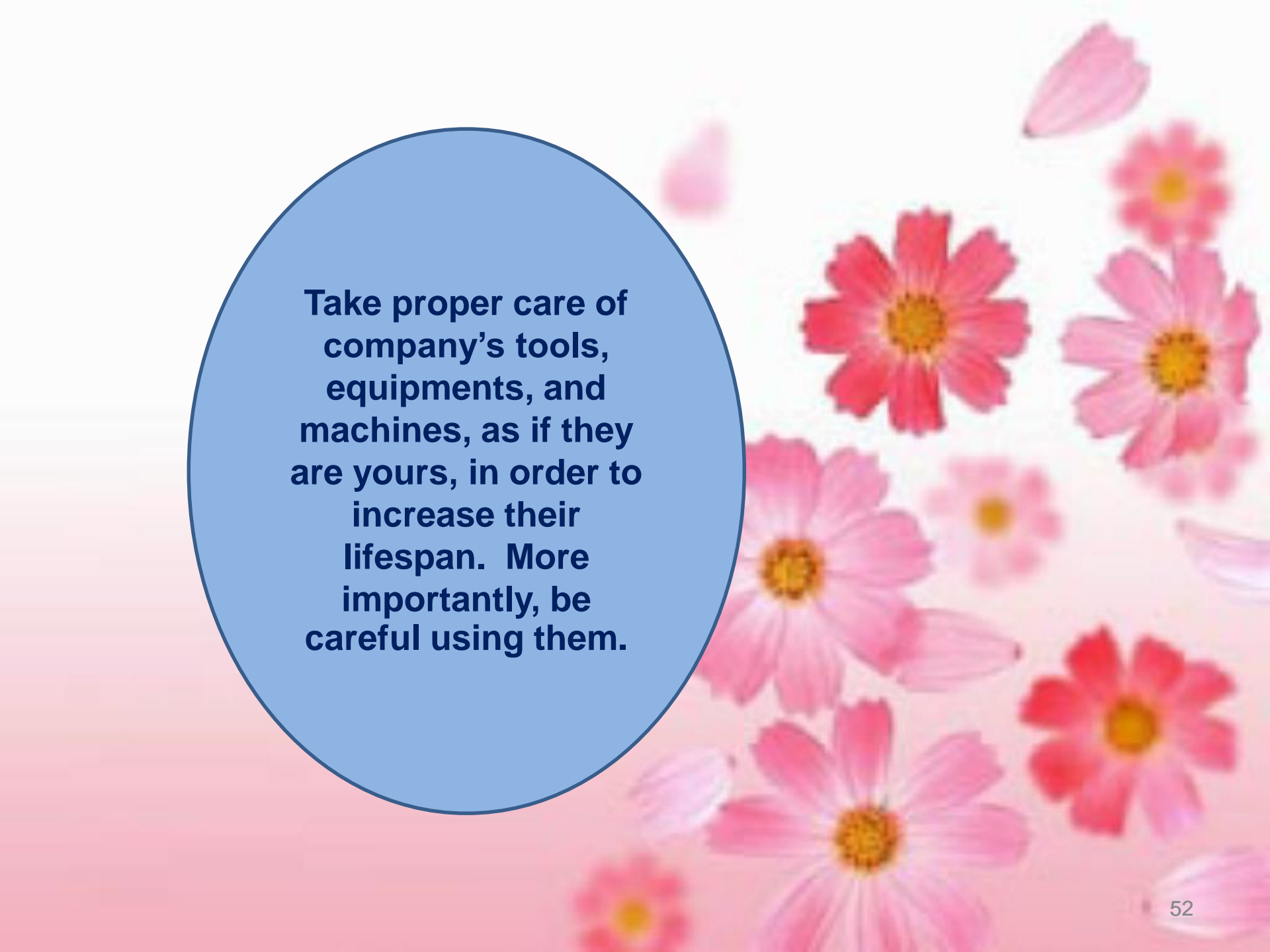
**No gambling, no
alcohol, and no illegal
drugs on Company
premises.**

**Do not reveal
company's secret to
others.**

**Do not sleep on
Company premises
during working hours.**



**No sexual harassment.
No affair with other
employees.
Having an affair can
result in quarrel, which
could affect person's
work performance,
company's reputation,
and production.**

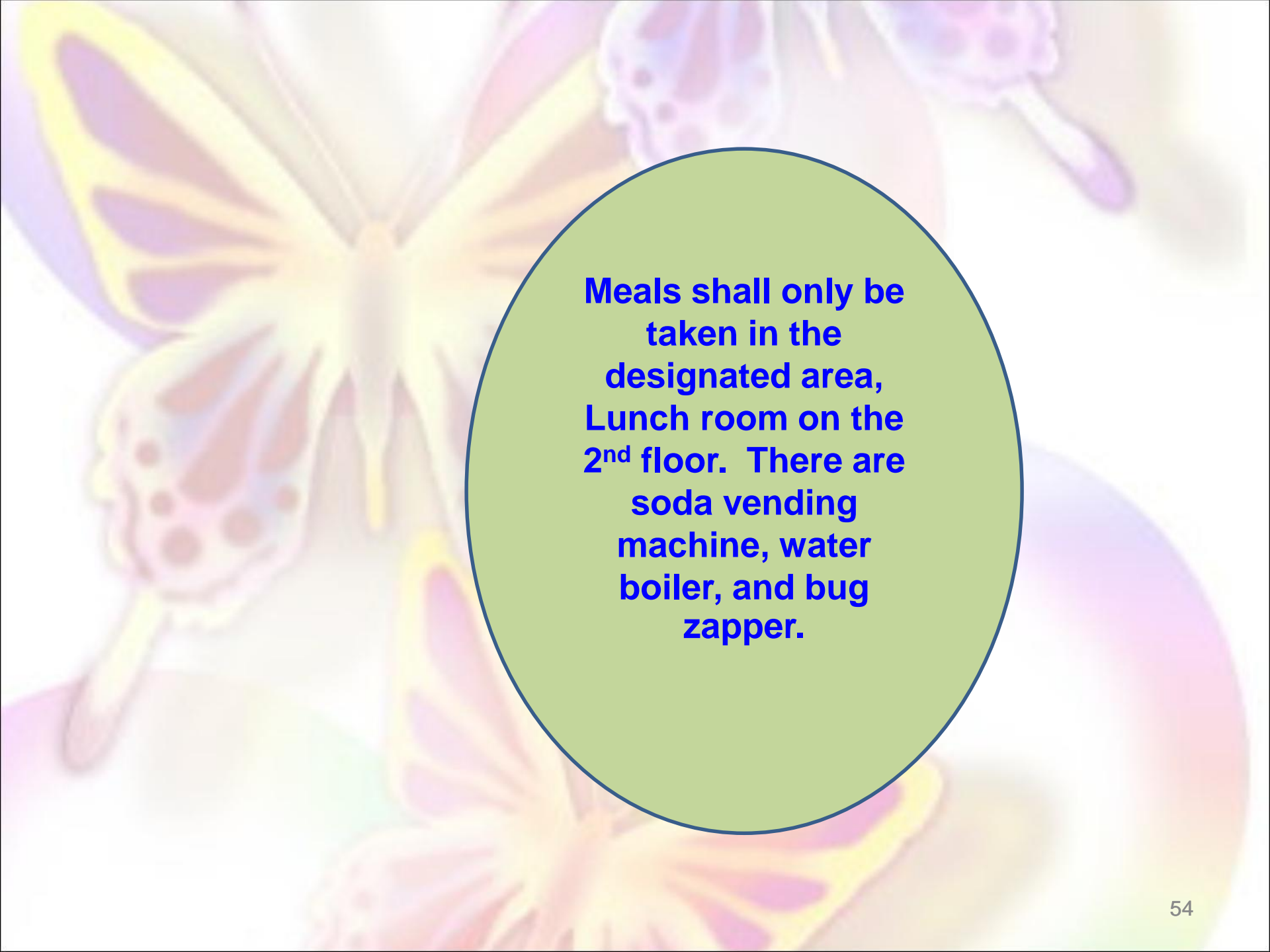


Take proper care of company's tools, equipments, and machines, as if they are yours, in order to increase their lifespan. More importantly, be careful using them.



**Keep company
premises and
lawn clean.
No littering.
Please trash in
designated
area.**

**Please park in
designated
area.
Do not park
under the trees
and the
buildings.**



Meals shall only be taken in the designated area, Lunch room on the 2nd floor. There are soda vending machine, water boiler, and bug zapper.

**The
Lunchroom is
located on the
2nd floor in
dormitory.**

**Or you can go
to the canteen
next door –
Khao Gang
Mahachai.
If you wear
company white
hat, you will
receive 5 baht
discount.**

**While working on
a machine**

**1. Turn off your
cell phone.**

**2. Use your
cell phone
during a break.**

**3. If you are
found using a
cell phone, you
will be given a
written warning.**



Employees are required to ensure that they are appropriately attired to carry out their duties. Employees will be checked by our security guard at the company gate. If employees dress inappropriate, they will be asked to leave.

**Before you leave the company
at the end of the day, you will
be checked by our security
guard.**

**Please give your cooperation
to the guard.**

Enjoy your work.

