



**MORAGEN CO.,LTD.**

บริษัท โมราเจน จำกัด

### **Labour Management Policy**

The company defines labour management policies by setting out the details in the Company's Working Regulations.

1.The company will provide employment conditions relating to wages, working hours and others by defining in the working regulations, and inform to employees.

2.The company will not avoid complying with labour and social security laws.

3.The company will keep appropriate employees records, including payment, total wages, working hours, overtime hours.

4.The company will comply with labour law by requiring employees to have a normal working time of not more than 48 hours a week.

5.Overtime may occur with the consent of an employee under the labour law and will not be enforced, threatened to terminate or be forced to accept or quarantine or punishment for not working overtime.

6.The total number of hours of work and overtime will not be over 60 hours per week, unless there is an agreement together or in exceptional circumstances such as peak production period or during an accident or emergency, which must be given the consent of the employee and appropriate equipment is required to protect the health and safety of the employee.

7.The company will arrange a weekly rest day at least 1 day per week, as defined in the working regulations.

8.The company will arrange for traditional holidays and leaves, including maternity leaves, annual holidays, which will be paid according to the law, as defined in the working regulations.

9.The company will arrange annual holidays in accordance with the labor law which will be paid.

10.The company will pay the employee not less than the minimum wage rate as required by law.

11.Overtime pay arrangement will not be less than as required by law.

12.The company will arrange payment according to the methods and periods set forth in the Work Regulations.

13.The company will not deduct employee wages unless it is permitted by law.

14.The company will not force employees to purchase food or other services from the facilities provided to employees without choice.

15.The company will not pay advance wages, and the payment is subject to the law.

16.All kinds of violence and harassment in the workplace are prohibited, including no physical punishment. Acts of vilification or shame, sexual harassment, physical abuse, psychological abuse,

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verbal or sexual discrimination, interaction and intimidation, whether direct or indirect in any form are prohibited

in the workplace. Employees must be treated with respect, honor, not under threat or violence or threaten against employees, family or colleagues.

17.The communication of the disciplinary process, disciplinary procedures, and the equal treatment of employees, which is defined in the working regulations, have to be informed to the employee.