



HY GROUP CO., LTD. (Head Office)
709/23 Soi Onnut 7, Sukhumvit 77 Road

Onnut, Suanluang, Bangkok 10250, Thailand

EMPLOYMENT, LABOR PROTECTION & COMPENSATION POLICY

Effective Date: 1 January 2026

1. PURPOSE

1.1 This policy defines the Company's standards for employment practices, labor protection, and compensation.

1.2 This policy supplements the Workplace Safety & Labor Standards Policy and complies with Thailand's Labor Protection Act.

2. EMPLOYMENT

2.1 All employees receive a written employment agreement in a language they understand.

2.2 Hiring follows applicable law, including right-to-work verification and valid work permits for foreign staff.

2.3 Notice periods for resignation and the timeline for final wage payment are defined in employment agreements and follow legal requirements.

2.4 Wages are not deducted except on grounds permitted by law.

3. LABOR PROTECTION

3.1 The Company observes the minimum legal working age and does not employ persons under 18 years of age.

3.2 The Managing Director is responsible for ensuring compliance with age-of-employment requirements for direct employees and any sub-contracted workers.

3.3 Foreign and migrant workers are hired in accordance with the law, without discrimination and without forced labor. Workers are never charged recruitment fees, and the Company never retains original identity documents.

4. WORKING HOURS AND LEAVE

4.1 Working hours comply with legal limits, with at least a one-hour lunch break per working

day.

4.2 Working hours and rest days are tracked to monitor compliance.

4.3 Employees receive paid public holidays, annual leave, and sick leave in accordance with the law.

5. COMPENSATION AND BENEFITS

5.1 Wages are paid on time and meet or exceed legal minimum requirements.

5.2 Employees receive clear information in an appropriate language on how their wages are calculated.

5.3 The Company registers employees for social security and makes the required contributions.

5.4 Overtime, where applicable, is compensated in accordance with the law.

6. GRIEVANCES

6.1 Employees may raise concerns directly with the Managing Director in writing.

6.2 Concerns are handled confidentially and reviewed within 14 business days.

6.3 No retaliation will occur against employees raising concerns in good faith.

Approved by:

Umi Meder

Managing Director

Signature: _____

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