



No. HRG0750/2568

## Flexible Working Hours Policy

### Definitions and Fundamental Principles

This Flexible Working Hours Policy has been established to provide employees with the opportunity to adjust their starting and ending working hours from the Company's standard schedule, either through "staggered hours" or "shifted working hours." The primary objectives are as follows:

For the benefit of employees:

- To reduce commuting burdens during peak hours
- To promote work-life balance
- To enhance employees' overall quality of life

The implementation of flexible working hours must be voluntary and subject to the Company's consent, with approval from the employee's direct supervisor on a case-by-case basis. Such arrangements must not adversely affect departmental responsibilities or the Company's overall operations.

### 1. Objectives of the Policy

- To enable employees to manage their working hours in alignment with their individual life circumstances.
- To enhance employee productivity by allowing work schedules better suited to their lifestyles.
- To support appropriate flexibility in balancing personal time and working hours.

### 2. Scope of Application

This policy applies to all permanent employees working at the Company's premises. Employees may request adjustments to their start and/or end times on a case-by-case basis, within the framework prescribed by applicable labor laws and relevant Company regulations.

Flexible arrangements may apply to work performed at the Company's premises or at another agreed location, subject to approval by the direct supervisor or the department manager.



### 3. Principles for Requesting Flexible Working Hours

- Employees may request adjustments or changes to their starting and/or ending working hours from the Company's standard schedule.
- Requests must be made voluntarily for the employee's benefit and require approval from the direct supervisor.
- Requests must be submitted at least one (1) week prior to the commencement of the relevant quarter.
- Applications may be submitted via documentation or through the electronic system designated by the Company.
- Approval shall be granted for a maximum period of three (3) months per quarter and may be renewed as appropriate.

### 4. Conditions and Compliance Requirements

- Employees must properly manage their working hours, leave, and rest periods to ensure adequacy and appropriateness.
- Flexible working hours must not be used to avoid responsibilities or neglect assigned duties.
- Employees must record their working hours in accordance with the Company's timekeeping system and remain accountable for their assigned tasks.
- Supervisors reserve the right to reject or revoke approval if the arrangement results in operational disruption or is deemed inappropriate.
- Any adjustment to working hours must not negatively impact work delivery, customer service, or internal coordination.

### 5. Administration and Responsibilities

#### Employees:

Must manage their working hours appropriately in accordance with their responsibilities, and in compliance with labor laws and Company regulations.

#### Direct Supervisors:

Are responsible for reviewing and approving requests, monitoring implementation, and evaluating the suitability of flexible working arrangements on a case-by-case basis.



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**Human Resources Department:**

Shall oversee the overall implementation of this policy to ensure compliance with labor laws and fairness to all parties.

**6. Reservation of Rights**

The Company reserves the right to amend, revise, or revoke this policy as necessary due to business requirements or changes in labor laws. Employees will be appropriately notified in advance of any such changes.

**Guidelines for Requesting Flexible Working Hours**

Employees must submit individual requests for flexible working hours on a quarterly (three-month) basis. The flexible period must fall within one of the following quarters:

| <b>Quarter</b> | <b>Period</b>   |
|----------------|---|
| Quarter A      | February – March – April                              |
| Quarter B      | May – June – July                                     |
| Quarter C      | August – September – October                          |
| Quarter D      | November – December – January (of the following year) |

Application forms or electronic submission channels for flexible working hours may be obtained from the Human Resources Department. Requests must be reviewed and approved by the employee's supervisor and department manager at least seven (7) days prior to the commencement of the relevant quarter.

Upon completion of each three-month period, employees are required to submit a summary of their staggered working hours to the Human Resources Department, together with recorded time logs duly verified by the supervisor and approved by the department manager within seven (7) days.

Announced on 29 July 2025

Mr. Surajin Tappanchai  
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