

- (2) Energy saving by reusing or recycling to reduce energy consumption to prevent pollution.
- (3) Training employees to enhance environmental knowledge to increase an efficient environment responsibility.
- (4) Follow and improve the consumption of limited energy to create the most efficient use.
- (5) Reduce and stop usage of toxic substances to environment accordingly to customers' regulations.

Safety at work

The company realizes the significance of work safety providing protection methods and conveniences:

1. Using footbridge
2. Wearing a helmet while riding a motorcycle
3. Wearing protective equipment while working in risk areas

Safety and environmental management

1. If there are any problems related with work occur or cause insecurity, please contact committee members or administrative department to solve a problem.
2. All employees who are working with a machine must not tease each other while working, and need to tag a warning sign every time of fixing a machine to notify others.
3. Repairing or taking equipment must be done after a machine stops working to prevent a danger.
4. All employees must be trained how to use an extinguisher correctly to be able to do it when there is an incidence happens.
5. When an alarm is loud, all workers must follow safety regulations and go to an assembly point.
6. When an accident happens to body, workers must go to see a nurse at nursing room immediately to be diagnosed and cured for reducing hazard.
7. When conflagration happens, all workers must follow foreman's command.
8. All employees must know MSDS (Material Safety Data Sheet) for work safety with chemicals, and safety system and management of ISO 14000.
9. All workers must classify garbage when dumping it in the workplace such as clothes for wiping chemical liquid, glass bottles of waste liquid, and papers to classify to dispose and reduce conflagration.

10. The use of equipment in operation has to use a container such as a container that contains chemical liquid should be closed completely and if no press on a container, chemical liquid must not flow out. The container should not be pierced by us strictly to prevent evaporation of chemical liquid and reduce an accident from conflagration while working.
 11. The amount of flammable liquid chemicals using in the workplace must be tagged flammable label and a name of that flammable liquid chemicals clearly. If it is used in the workplace, it should not exceed 1 liter. If it is more than 1 liter, it must be contained in a chemical storage only. If it is more than 5 liters or over like a stock, it must be kept in a proper place which is not in a factory like a warehouse.
 12. Employees must be able to use protective machines and equipment correctly to prevent a danger such as gloves, ear protections, masks, and a hand-press machine to reduce and prevent a dangerous accident from working such as splashing of liquid chemicals or substances which cause a danger.
- The company has been certified Environmental Management System (ISO14001). Therefore, all employees must save environment in the factory areas, cooperate to develop environment in the factory areas accordingly to environmental policies attaching around the factory. Employees must know environmental policies and follow it to create truly benefits because every day in Cal-comp is World Environment Day.

Basic knowledge about safety system of property

Employees must inform the foreman immediately if there is any suspicious situation such as no employee card, visitor card, or customer card to present including finding any suspicious box.

If employees notify about any suspicious situation which can cause any loss of lives and property to the company to prevent it to happen, that employee will be rewarded.

Working days and working hours

Working days: Monday – Saturday; working hours: 08:00a.m.-05:00p.m.
 Sunday is a weekly holiday. OT hours will start from 05:30p.m.

Working days: Monday –Friday; working hours: 08:00a.m.-05:40p.m.
 Saturday and Sunday are weekly holidays. OT hours will start from 06:00p.m.

Break time is 10:00a.m. - 10:10a.m. and 02:30 p.m. - 02:40p.m. Lunch break is 40 minutes.
 Public holidays are 13 days.

Working hours of workers who are working in SMT room are divided into 2 shifts:
 - Day-shift: 08:00a.m. – 08:00p.m.
 - Night-shift: 08:00p.m. – 08:00a.m.
 Break time is 40 minutes
 08:00a.m.-04:30p.m. (Sunday)

Recording working hours

- 1.1 All employees are required to record their working hours before starting work and to clock out at the end of each work session in accordance with the company's regulations.
- 1.2 Failure to record working hours in the manner prescribed by the company will be considered as a failure to do so, and may result in disciplinary action for tardiness, leaving work early, or other related issues.
 (Note: "Tardiness" refers to recording working hours more than 3 minutes after the start of work on a given day.)

- 1.3 The company reserves the right not to pay wages or salaries to employees who are late, absent, leave work early, or fail to record their working hours in accordance with the prescribed procedures or timeframes.
- 1.4 In cases where an employee is unable to record their working hours, such as forgetting to do so or losing their employee card, they should notify their supervisor to sign their name as evidence, or inform the HR department to issue a new card. Otherwise, the employee will be considered absent for that period or time frame.

Wage

Standard wage rate of daily employees of Phetchaburi province was announced by the Ministry of Labor. Employees who work between 5th 19th will be paid on 1st of month. Employees who work between 20th 4th will be paid on 16th of month. Wages will be paid through any bank accounts (Except banks for Agriculture and loan) Monthly employees; employees work between 19th -20th will be paid on 1st of month.

Compensation

1. Employees who work continually 120 days but less than a year, the company will pay compensation for not less than the wage rate of the last 30 days.
2. Employees who work continually 1 year but not complete 3 years, the company will pay compensation at least last 90 days of pay rate.
4. Employees who work continually 10 years but not reach 20 years, the company will pay compensation of the wage rate of not less than the last 300 days.
5. Employees who work continually 20, the company will pay compensation of the wage rate of not less than the last 400 days.

How to calculate OT rate

Overtime on a normal working day;

1. Working not more than midnight; Hourly pay rate of normal working day x 1.5 x overtime work hours.
2. Working over midnight; Hourly pay rate of normal working day x 2 x overtime work hours. Overtime on holidays;
1. Employees will be paid 2 times per hour of the wage rate in the normal working day.
2. Working not more than midnight; Hourly pay rate of normal working day x 3 x overtime work hours.
3. Working over midnight; Hourly pay rate of normal working day x 4 x overtime work work.

For example, an employee works overtime on a normal day, the employee will be paid (Hourly pay rate of normal working day x 1.5 x overtime work hours) If an employee works on Sunday or public holiday will be paid (Hourly pay rate of normal working day x 2 x overtime work hours)

Special Allowance

Employees who doesn't take leave, late or have absenteeism except vacation leave (J) gets special allowance 1,000 baht per month.

Shift Allowance

Normal working hours (Day Shift) 8:00 a.m. to 4:40 p.m.

Normal working hours (Night Shift) 8:00 p.m. to 4:40 a.m.

Shift Allowance Calculation	Working 2 weeks of Night Shift with 2 Weeks of Day Shift	Working 4 weeks of Night Shift
Employee (DL) who has full attendance	Receive incentive of 500 THB/month	Receive incentive of 1,000 THB/month
Take *leave 1 day	Receive incentive of 400 THB/month	Receive incentive of 800 THB/month
Take *leave 2 day	Receive incentive of 150 THB/month	Receive incentive of 300 THB/month
Take *leave 3 day or more	No incentive for shift allowance	No incentive for shift allowance
Absent 1 day (N)	No incentive for shift allowance	No incentive for shift allowance

Remark: *Leave include personal leave (D), sick leave, and tardiness (L) exclude annual leave (J) **Leave**

Business leave (D); Employees are entitled to take 6 days of personal leave within 1 year and receive their wages. In the first year of employment, employees are entitled to personal leave and wages proportionate to the period of employment. If an employee takes personal leave beyond the specified period, the company reserves the right not to pay wages. Personal leave must be notified 1 day in advance.

Maternity leave (H); maternity leave is 98 days paid, 45 days paid from the company, and another 45 days from Social Security.

To leave for burial (I) must be husband, wife, parents or children

Vacation leave (J) employees who work fully a year will get vacation leave 6 days per year, and will increase 1 day per year, and not exceeding 15 days.

Sick leave (E) employees who work fully a year will get 30 days paid of sick leave a year, employees who use consecutive 3 days of sick leave must have a medical certificate to present.

Ordination leave (Q) men employees who work fully a year have the right to leave for 15 days, and will be paid 7 days.

Marriage leave (G) employees get 3 days paid of marriage leave, and they must present Invitation Card.

Absenteeism (K) absent employees who do not inform absenteeism in advance, they will be deducted their wages.

Resignation; employees who need to resign has to return shirts, shoes, cards, department employees. If that person is not required by the Company, the company has the right to pay the payment in cash and employees can receive it at HR office by themselves.

Proper dresses following the company's regulations

1. Male female employees must wear a uniform of the company.
2. Wearing polite color pantaloons

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3. Female employees who have long hair must put the hair up.

4. Employees must carry on their employee ID card all time of working.

How to get an employee card

1. All new employees will be provided employee ID card from HR department.

2. Employees must carry on their employee ID card all time of working.

3. Changing employees ID card, damaged card, or changing the factory can make a new card at HR office.

Social security

The Government has enacted the laws to enforce to any companies hiring more than 1 employee.

Sending subsidy

Every time the employer pays wages, subsidy will be deducted at a rate of 5% from the wages.

Methods of calculate Social security

Working 26 days in each month, using the wages X 26 X 5%, after deducted 3 months, Social Security Officer will provide employees a card within 90 days. Minimum payment is 83 Baht.

When the right of Social security can be used

- In case of illness and disability, employees must pay to the Social Security at least 3 months during 15 months before receiving medical services.

- In case of deliver a child, employees must pay to the Social Security at least 5 months during 15 months before giving a child.

- In case of deliver death, employees must pay to Social Security at least 5 months before death.

- In case of Child allowance, employees must pay to the Social Security at least 12 months during 36 months before having the right.

- In case of senility, at age of 55 years old, the insurer is terminated, disability or death.

- In case of unemployment, employees must pay to the Social Security at least 6 months during 15 months before being unemployment.

Our service (Welfare)

- Uniform (Shirts), ESD shoes

- Using transportations (buses) providing from the company, employees can get in at the assembly point. It is for free.

- Free lunch

- For Medical Welfare, the administrative department provides a nursing room in each factory with specialist nurses and standardized medicines.

- Provident fund (For monthly staff)

- **Company does not allow employees to take pictures, use photograph while inside company, or use company's name on any social media.**

The annual health checkup

For a good health of all employees, Administration Department holds the annual health checkup for security and healthiness of employees.

New Year Party

On the third Saturday of December, the company will hold a banquet for a New Year festival every year. The company will provide music show, stage performances, and drawing a lot of awesome big prizes.

Employees should have the following ethics

1. Being an honest person to the company and customers, and do not use a power on duties for exploitation.

2. Do not use the authority to do any illegal actions.

3. Employees should not apprise the company and customers' secrets of production and business operations of the company.

4. All employees must not expose the intellectual property of the company and customers. All employees must keep it as a secret of the company.

5. Purchasing department must compete fairly for the best price. Purchasing officers must not expose the price from the outside auction and keep it as a secret including not doing anything that can cause a scandal to the company.

6. Employees must follow the commands strictly, if somebody fine an Offender, they must notify the company and the company will provide protection and security for informers, and will offer a prize as appropriate.

7. Participating in Corporate Social Responsibility in social activities to create a relationship and develop a society. An offender from the above regulations, the company will reserve the right to sue for damages.

Punishment

Employees must follow the above regulations, announcements, and commands strictly. The offenders who offend the above regulations will be punished accordingly by the following conditions;

1. Warning

2. Written warning

3. Be suspended from job without pay for 7 days

4. Lay off

Social Responsibility Policy

Cal-Comp Electronics (Thailand) Public Company Limited has intention in working with responsibility of any effects causing from the company's business operations by running business with trustworthiness, verifiableness, ethics, respectfulness of Human rights and benefits of stakeholders. The company intends to produce safe products to customers and be aware of any effects to community and environment. The company follows laws, regulations, and related international practices involving intention to development, and improvement to build a foundation of social responsibilities constantly.

Regulations of the company

1. All employees are prohibited to bring foods inside the factories.

2. All employees are prohibited to sell foods inside the factories.

3. All employees must wear a helmet every time of riding a motorcycle.

4. All employees must fasten seat belt

5. Parking a car in a specific place providing by the company

6. Employees who smoke a cigarette have to smoke a cigarette in smoking areas.

7. All employees are prohibited to bring valuables to the company. If there is any loss, the company shall not be responsible.

8. The company shall not be responsible for any loss of belongings keeping in a locker.

9. All employees are prohibited to bring a handbag or backpack inside the factories.

Support Service, Advice,
Report complaints
Telephone No (032) 447766
Ext No. 25903, 25844, 25861
HOT LINE (032) 561475 , (034)849266
Suggestion boxes every factories, and
canteens



**Cal-Comp Electronics (Thailand)
Public Company Limited**

**Philosophy
Unity honest excellent**

Company profile

Cal-Comp Electronics of Taiwan selected Thailand as a manufacturing base for exporting goods and opened a factory to produce electronic calculators in 1973 by collaboration of a group of engineers. Cal - Comp is a short form of calculator. By Cal-comp's main business was production calculators. At the present, Cal-comp is expanding to produce wireless telephones, Ink-Jet Printers, Fax machines, Satellite receiver, and etc. for leading companies in the world under trademarks of those companies such as Japanese companies, American companies, and European companies.

Quality policy

Excellent quality and customer satisfaction are important keys to administer the factory. Therefore, this is our quality policy. Cal-comp offers good quality products and services to reach our customers' expectation. Every employee should do their works correctly in the first time, follow, and continue improving quality to have excellent quality.

Environmental policy

Cal Comp promises to abide global environmental policies saying that it is the duty of all mankind and every day at Cal Comp is the World Environment Day. Furthermore, Cal Comp has added the following policies: (1) Corrective actions to prevent pollution, reduce and treat industrial waste, then examine accordingly to a schedule to be legalized by law.