

**-Translation-**

**AAI – 022 – 2022**

**Employee Remuneration and Welfare Policy**

**(Revised edition no.2/2024)**

Remuneration and welfare policy for full-time employees and/or employees under the employment contract for a specified period (“employees”) of Asian Alliance International Public Company Limited and its subsidiaries (the “Company”) shall be as follows:

**Composition of remuneration**

The Company sets the composition of the remuneration as:

- 1) Salary and Overtime
- 2) Annual bonus based on performance
- 3) Welfare
- 4) Compensation in case of employment termination (According to the Labor Protection Act B.E. 2541 (1998), including those amended)

**Salary** It shall be based on the position, role, and responsibilities of each employee, including experience related to their roles and responsibilities. Meanwhile, the increase is considered according to the Company’s short-term and long-term performance, as well as inflation and individual considerations such as perseverance, determination, dedication, and ability to perform the work, respectively.

**Overtime** paid to employees who work beyond normal working hours. It is paid to employees working in the factory (excluding office employees) whose job grade is less than 12 only, in accordance with relevant laws.

**Annual bonus based on performance** It shall depend on the Company’s performance and the discretion of the management. The annual bonuses must be processed from the individual performance evaluation by supervisors and Human Resource Department.

The evaluation forms for individual employees consist of important items for assessment as follows:

- Key performance indicators
- Important behaviors at work
- Disciplinary behaviors and organizational activities
- Calculation of points and weights
- Calculation of cut-down points, absence, leave, late

**Welfare** the Company sets various benefits based on the employment contract of each employee. At present, the Company provides welfare for employees as follows:

- 1) Medical treatment
- 2) Provident fund
- 3) Annual health check
- 4) Uniform
- 5) Group insurance for employees
- 6) Funeral assistance



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- Employee
- Relatives

7) Visit basket for sickness

8) Company car

9) Travel/transportation expenses

10) Regular allowance

11) Temporary allowance

### **Attachment**

#### **Employee Welfare**

For employees who work with the Company and comply with the regulations and conditions set by the Company as follows:

##### **1. Medical treatment**

- The Company provides a first-aid room with equipment, medicines, and full-time nurses for first-aid if employees are sick or encounter dangers at work.
- Hospital with sick beds and necessary medical supplies sufficiently for medical treatment.
- Full-time nurses.
- Modern physicians *or* employers make an agreement with hospitals which open 24 hours a day for employees to obtain medical treatment conveniently and quickly at hospitals instead of having physicians with permission from the Director-General or persons assigned by the Director-General
- Vehicles to take employees to medical facility, hospital, or health center of 1<sup>st</sup> class level as agreed by employers to provide immediate medical treatment to employees who suffer from harm or illness in emergency.
- For employees who are sick or in danger at work, they can obtain medical treatment by using the compensation funds with hospitals or clinic networks contracted by the Company.
- For employees who are sick or in danger outside working hours, they can receive medical treatment according to the social security regulations.

##### **2. Provident fund**

**Provident fund** is a mutual fund set by employers and employees from one portion of money paid by the employee called “employee’s contribution” and the other portion paid by the employer called “employer’s contribution.” It is a form of welfare that the employer provides to the employees as financial security for enabling the employees to have their discipline in continual savings with employers’ assistance, while managing those savings for growth outcomes.

#### **Qualifications**

Employees of the Company who pass the probation period and eligible to apply for provident fund membership.

#### **Provident Fund Membership**

If a member resigns from the fund without resigning from his or her job, an application for provident fund membership as an employee of the employer cannot be submitted again, unless approved by the Provident Fund Committee only on part of the employer.

#### **Member’s contribution**

Employee’s contribution rate for 2% of wages, but not more than 15% of wages

#### **Employer’s contribution**

The Company’s contribution rate is 2% of wages. If wishing to resign from the provident fund, the member shall receive the contribution from the employer according to the average benefit as follows:

**Employee's service year**
**The Company's cumulative payment**

From the date of employment, but less than 3 years	-
From 3 years but less than 4 years	60% of normal wages
From 4 years but less than 5 years	80% of normal wages
From 5 years onwards	100% of normal wages

**3. Annual health check-up**

The Company has the annual health check-up for employees once a year.

**4. Employee uniform**

Employees who pass the probation period shall receive 5 uniforms.

**5. Group Insurance**

**Group insurance** – It's a life insurance for accidents, death, loss of organs (arm, leg, eye) and permanent disability due to accidents or illnesses, as well as a health insurance (inpatient) and outpatient (clinic) benefits.

**Qualifications**

Employees of the company who pass the probation period shall be eligible for group insurance

**6. Funeral assistance**
**Funeral assistance and family assistance**

If an employee working for a period of one year or the following person happens to die, the Company shall provide assistance to the employees or family members as follows:

**6.1** Funeral assistance in case of an employee's death at all levels, amount of 10,000 baht

**6.2** One bunch of wreaths

- Employee and up 1,000 baht
- Assistant Managing Director and up 1,500 baht

**6.3** Funeral assistance in case of the death of an employee's relative at all levels, amount of 5,000 baht, consisting of:

- Father, mother
- Spouse (legal)
- Children (except adopted children)

**7. Visit basket for sickness**

Welfare for visiting inpatients if an employee is hospitalized for 3 days or more, or an inpatient at least 1 day, with the doctor's opinion to go home for further recovery not less than 2 days and sickness from accidents at least 3 days.

- Visit basket not more than 500 baht per time, limited only 2 times a year.

**8. Company car**

**Company car** means a vehicle provided to executives for their performance of duties or work collectively assigned or related directly to their post, including throughout the use of travel to and from the accommodation and the office and other purposes as necessary and appropriate for the position as follows:

#### **8.1 Company car – Executive with driver**

The Company provides a car for the position with a driver for executives at the executive chairman level and Managing Director or any others in the management as deemed appropriate by the Board of Directors. The company car for those positions aims to facilitate commuting to work and business contacts through the consideration of the Board of Directors with a reasonable basis in purchasing a company car, which shall be processed according to the Company's approval. In addition, the Board of Directors is also responsible for providing opinions on the suitability every time for such purchase or sale of an executive's car.

#### **8.2 Company car – Sales Department or other departments to contact external customers**

Since an employee may have a job requiring regular contact with customers or outsiders for product sales, the Company thus provides a car welfare for the Sales Department (to be specified in the memorandum attached to the employment contract, on a case-by-case basis) other than the wages and general rules of the Company. The type of company car shall be arranged as appropriate to the area of work.

#### **8.3 Compensation in place of procuring a company car – Sales Department or other departments to contact outside customers**

Estimate rate/month/person (baht)						
Company	Department	Manager	Assistant Manager	Head of Department	Assistant Head of Department	Head of Unit – Employee
Asian Pets Cares Corporation Company Limited	Sales (GT)	10,000 baht, all levels specified in the memorandum attached to the employment contract and paid through payroll				
	Sales (MT)	5,000 baht, all levels specified in the memorandum attached to the employment contract and paid through payroll				

**Note:** For other positions or other companies not specified in this Table, please follow No. 9 for rate of vehicle assistance

#### **9. Rate of vehicle assistance**

##### **9.1 In case that employees use their personal cars for the company's business**

###### **9.1.1 Rate of assistance**

Oil price ( baht/litre )	Rate of assistance ( baht/km. )
< 24.99	3.00
25.00 – 29.99	3.40
30.00 – 34.99	4.10
35.00 – 39.99	4.70
40.00 – 44.99	5.30
> 45.00	5.625

The Company changes the rate according to the oil price. According to the rate in this Table, No. 9.1.1 uses PTT's Gasohol 95 price as a reference price.

###### **9.1.2 Rate of assistance for car depreciation rate 2.50 baht/km.**

**9.2 Distance for calculation**
**9.2.1 Between affiliated companies and nearby places**

Place	Distance (km/ride)
A5 – AIN (Bangkok and nearby)	55
A5 – A2 (Tha Chin)	12
A5 – Samut Sakhon	19
A5 – A7 (Phetchaburi and nearby)	96
A2 – AIN (Bangkok and nearby)	50
A2 – Samut Sakhon	10
A2 – A7 (Phetchaburi and nearby)	103

**9.2.2 Distance other than those specified in clause 9.2.1 shall be paid as actual by travel mileages.**
**Note:**

AIN – Asian Sea Corporation Public Company Limited (Khlongtoey – Bangkok)  
 A2 – Asian Sea Corporation Public Company Limited (Head Office – Samut Sakhon)  
 A5 – Asian Alliance International Company Limited (Samut Sakhon)  
 A7 – Asian Nutrition Co., Ltd. (Phetchaburi)

**10. Fixed allowance**

Fixed allowance means money paid to employees who travel outside their normal work places each month by calculating the daily allowance according to the specified rate for meals and expenses necessary to employees who have duties or jobs that have to deal with customers or outsiders on a regular basis, which will be in accordance with the regulations set by the Company based on the position and specified documents in the memorandum attached to the contract.

**10.1 Allowances – The Company shall pay for allowances to employees as follows:**

Rate of allowance/day/person (baht)						
Company	Department	Manager of Department	Assistant Manager of Department	Manager of Unit	Assistant Manager of Unit	Head of Unit – Employee
APCC – Asian Pets Care Corporation Co., Ltd.	Sales	650 baht	650 baht	550 baht	450 baht	400 baht

**Note:** For other positions or other companies not specified in this Table, please use No. 11 of temporary allowance.

**11. Temporary allowance**

The Company shall pay allowances to employees as follows:

- Employees who shall receive temporary allowances are those assigned by their supervisors to work for the Company outside the normal working area from time to time or temporarily.

2) Calculation for allowance

1. In case of working outside the work area for more than 6 consecutive hours, the Company or the person assigned by the Company shall consider and approve the allowance according to the position as follows:

<b>Rate of allowance/day/person (baht)</b>					
<b>Company</b>	<b>Manager of Department</b>	<b>Assistant Manager of Department</b>	<b>Manager of Unit</b>	<b>Assistant Manager of Unit</b>	<b>Head of Unit – Employee</b>
<b>Asian Alliance International Public Company Limited and its subsidiaries (the “Company”)</b>	<b>650 baht</b>	<b>550 baht</b>	<b>500 baht</b>	<b>450 baht</b>	<b>400 baht</b>

2. The Company or the person assigned by the Company shall consider the rate of allowance for employees, but not more than the specified allowance rate. Those who have the authority to approve for payment of allowances include executives from the level of Assistant Managing Director (AMD) or Managing Director (MD) and up.

This policy applies for the company and its subsidiaries operate in Thailand only.

This policy was considered and approved in the Board of Directors Meeting No. 4/2024, dated 7 November 2024, which shall come into effect from 7 November 2024 onwards.

**- Mr. Vichai Assarasakorn -**

(Mr. Vichai Assarasakorn)

Chairman of the Board

Asian Alliance International Public Company Limited