
	<p>Guide Book</p> <p>Guidance to dealing with the spread of epidemic situation</p>	<p>Document No. (Doc. No.)</p> <p>IA₃-HR-03</p>	<p>Effective Date</p> <p>22/09/2023</p>	<p>Revision No.</p> <p>02</p>	<p>Page</p> <p>1</p>
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-Translation-




Guidelines


**Guidance to dealing with the
spread of epidemic situation)**

(IA₃-HR-03)

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Document Approval Page

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Revision History

No.	Rev. No.	Pages	Summary of Changes	For the controller	
				Effective Date	Request No.
1	00	1-11	New document for operational use	27 May 2021	21/08
2	01	1-21	Revised entire document for alignment with operations	26 June 2021	21/09
3	02	1-19	1. Expanded scope to include subsidiaries and joint ventures. 2. Revised to cover general epidemic prevention, not just COVID-19.	22 Sept 2023	DAR-53/23

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1. Objective


- 1.1 To ensure that employees and the company comply with the guidelines/measures to maintain safety from infectious disease outbreaks.
- 1.2 To provide employees with knowledge in performing their duties appropriately in the situation of infection from epidemics.
- 1.3 To disseminate and communicate effectively to employees on how to prevent the spread of infectious diseases.
- 1.4 To inform employees of leave regulations related to the epidemic infection situation.
- 1.5 To safeguard employees from widespread infection and prevent work processes from being disrupted beyond the critical threshold of staff shortages, thereby ensuring operational continuity within an acceptable timeframe.

2. Scope

1. This serves as a guideline for responding to widespread infectious disease outbreaks occurring at any given time, characterized by extensive spread and constituting a public health emergency. It also serves as a framework for surveillance and prevention of such outbreaks to avoid impacting the health and illness of the company's employees and to facilitate efficient work operations.
2. This guideline is applicable within Applied DB Public Company Limited and its subsidiaries or associated companies that may exist in the future. Hereinafter, these entities will be collectively referred to as "the Company" in this document.


3. Definitions

- 3.1 **Quarantine means:** An order from a physician or the Task Force for an employee to cease working and isolate themselves at home until the specified period is completed, with a prohibition against leaving the quarantined area.
- 3.2 **Surveillance means:** The ongoing and systematic tracking, observation, and analysis of the occurrence, distribution, and characteristics of a disease, as well as related events and the factors that influence them. This process involves the collection, compilation, and analysis of data and information, followed by its dissemination to relevant stakeholders for informed planning, policy development, operational implementation, and effective evaluation of disease control and prevention measures.
- 3.3 **Confirmed case means:** A patient whose infection with an epidemic disease has been confirmed by a hospital, healthcare facility, or public health agency, showing a "Detected" result.
- 3.4 **Close Contact includes:**
 - Individuals who have been in close proximity to or had a conversation with a patient within a 1-meter radius for more than 5 minutes, or who have been exposed to coughing or sneezing from the patient.
 - Individuals who have been in a confined, poorly ventilated area with a patient within a 1-meter radius for more than 15 minutes, such as in an air-conditioned room.

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Close Contacts are categorized into 2 groups as follows:

- 3.4.1 **High-Risk Close Contacts** means: Individuals who have had a high probability of contracting or transmitting the infection from a patient due to potential exposure to the patient's respiratory secretions without wearing personal protective equipment (PPE).
- 3.4.2 **Low-Risk Close Contacts** means: Individuals who have a low probability of contracting or transmitting the infection from a patient. This category includes close contacts who do not meet the criteria for high-risk close contacts.
- 3.5 **At-Risk Group** means: Employees who meet the criteria for an at-risk group according to the Company's screening guidelines. The Company is required to provide protection or resolve issues on a case-by-case basis and must provide urgent assistance and problem-solving.
- 3.6 **Remote work or Work From Home (WFH)** means: The assignment of employees to work outside the office due to reasons of preventing or containing the spread of an epidemic, or the temporary inability to access a safe and readily available work area. The supervising manager who issues the work-from-home order should clearly specify how work will be controlled, monitored, and progress tracked. They must also prepare a written explanation for the work-from-home request/approval (as per the attached document) and submit it to the Human Resources Department before the employee commences working from home. Employees are eligible to receive their diligence allowance during the month they work from home.
- 3.7 **Daily Timeline Record** means: A detailed account of the places visited, times, and individuals encountered by an employee over the past 14 days.
- 3.8 **BCP (Business Continuity Plan) Team** means: The team responsible for managing the Company's business continuity plan.
- 3.9 **Responsible Person** means: the Working Group on Infectious Disease Prevention, hereinafter referred to in this document as the "Working Group", appointed by the Chief Executive Officer, with the following important duties:
 - 3.9.1 To establish necessary measures for the prevention of disease outbreaks.
 - 3.9.2 To manage internal operations and monitor to ensure the Company is safe and free from infections within its premises
 - 3.9.3 In the event of unforeseen circumstances, to provide rapid management and assistance to contain risks and prevent disruption or damage to the Company's business operations and reputation.
 - 3.9.4 To communicate, publicize, and educate employees on the situation and prevention of epidemic disease outbreaks.
 - 3.9.5 To allocate sufficient and appropriate budget for epidemic disease safety measures.

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- 3.10 **Acronyms for Crisis Situations means:** Acronyms used to represent target groups for concise and consistent communication. In real-world scenarios, codes are used to refer to different situation names, confirmed cases, quarantined individuals, etc., depending on the circumstances. The Company shall refer to the terminology as per public health announcements and communicate it to employees in a consistent manner. For example: Confirmed case referred to as L0, high-risk individual referred to as L1, etc.

4. Guidelines


4.1 Screening Measures

- 4.1.1 Establish screening points at the entrance of the factory area. Restrict entry and exit to a single channel for employees, contractors, business partners, and visitors
- 4.1.2 Conduct body temperature checks for everyone before entering the factory premises. Individuals with a body temperature higher than 37.5 degrees Celsius will be considered at risk and will not be allowed to enter the factory. They will be directed to a temporary isolation area to await transfer to a healthcare facility.
- 4.1.3 Provide hand sanitizing gel with an alcohol content of at least 70% for disinfection at the screening points.
- 4.1.4 Wearing a surgical mask or cloth mask is mandatory at all times. Non-compliance will result in denial of entry to the factory.
- 4.1.5 Require completion of a questionnaire for both employees and external visitors.
- 4.1.6 In the event of an epidemic with different observable symptoms or infection considerations than the aforementioned cases, the Company shall establish screening points based primarily on the recommendations of the Ministry of Public Health.

4.2 Social distancing measures

4.2.1 Daily Operations

- 4.2.1.1 For office staff, each department/division shall divide employees into two teams, A and B, considering the ability of teams to cover each other's work. These teams shall work in separate locations (different branches or areas) without face-to-face interaction for the duration of the area restriction order.
- 4.2.1.2 Production line staff shall not rotate shifts and shall remain on a single shift for the duration of the area restriction order.
- 4.2.1.3 Maintain a distance of at least 1-1.5 meters or use partitions/screens while working.
- 4.2.1.4 Avoid meeting colleagues from other departments/branches. If a meeting and conversation lasting more than 20 minutes is necessary, use a meeting room.

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4.2.1.5 Employees who need to meet external individuals or conduct external business shall work separately from the office area.

4.2.1.6 Each department shall maintain a logbook at its entrance for recording entry and exit. Personnel from other departments contacting the department must record their entry and exit before entering and limit their contact time to no more than 15 minutes per visit per day (unnecessary access to other areas is prohibited).

4.2.1.7 Designated dining areas with spaced seating and partitions shall be established. Departments shall arrange staggered break times to reduce the number of employees using common areas simultaneously. Office staff may eat at their desks

4.2.1.8 Limit the number of meeting participants to suit the size of the meeting room and keep meeting times concise. If long meetings are necessary, consider using online platforms such as Zoom instead.

4.2.1.9 When team rotation is necessary, screening measures as outlined in section 4.1 must be completed to ensure safety before entering the new work area.

4.2.2 Interaction with External Visitors

4.2.2.1 During severe epidemic outbreaks, the Company may issue an announcement prohibiting contact with external individuals. This will be communicated in writing to business partners and customers, or explained to visitors to ensure compliance with the Company's disease control measures.

4.2.2.2 Designated areas for external visitors shall be established, with specified conversation times and meeting room sizes appropriate to the number of visitors. Compliance with the posted meeting room usage guidelines is required.

4.2.2.3 For departments/divisions that require the exchange of work with external individuals, the Company shall designate document transfer areas between departments/divisions, and all deliveries shall be made to these designated areas only.

4.3 Personal Hygiene Practices

4.3.1 Follow the public health guidelines relevant to the specific disease outbreak.

4.3.2 General prevention measures include the following:


4.3.2.1 Avoid touching your face unnecessarily.

4.3.2.2 Avoid touching public objects unnecessarily. Wash hands frequently and properly (for at least 20 seconds).

4.3.2.3 Wear a cloth mask or surgical mask at all times while in the workplace.

4.3.2.4 Do not cover your nose and mouth with your hands when coughing or sneezing. Use a tissue or the crook of your elbow instead of your bare hands.

4.3.2.5 Avoid close contact with individuals who are ill.

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4.3.2.6 Regularly clean and disinfect personal belongings.

4.3.2.7 Do not share meals or personal items such as drinking glasses and eating utensils with others.

4.3.2.8 Refrain from organizing or participating in activities involving large gatherings of people, such as training seminars, exhibitions, ordination ceremonies, and funerals.

4.3.2.9 Dispose of infectious waste, such as used surgical masks (which are classified as infectious waste), properly in designated infectious waste bins or bags provided by the Company only.

4.4 **Cleaning and Disinfection**

4.4.1 The principles for cleaning various surfaces must consider the effectiveness of disinfection according to public health guidelines and avoid damage to surfaces, property, or product quality.


4.4.2 General cleaning procedures include the following:

4.4.2.1 Production Area/Laboratory or Storage Area

- 1) Stainless steel surfaces and equipment surfaces
- 2) Handles (pallet trucks/carts)
- 3) Sampling tools
- 4) Tissue boxes
- 5) Water hoses
- 6) Forklifts or trucks (hand-contact areas such as ignition keys, steering wheels, gear levers, door handles)
- 7) Metal detectors
- 8) Shared equipment
- 9) Production/packaging machinery
- 10) Light switches
- 11) Weighing scales
- 12) Pens/boards/tape guns
- 13) Equipment control buttons
- 14) Elevator buttons
- 15) Tool drawer handles
- 16) Maintenance tools

4.4.2.2 Office Area or Personal Items

- 1) Employee desks and chairs
- 2) Handles or doorknobs of rest areas/offices/meeting rooms with employee traffic

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- 3) Printers and photocopiers
- 4) Telephones
- 5) Armrests of office chairs
- 6) Refrigerators
- 7) Restrooms
- 8) Maintenance tools
- 9) Stairs and handrails


4.4.3 Disinfectants

Type of Disinfectant	Surface Type	Disinfection Time (Minutes)	Precautions
Alcohol concentration not less than 70%	Objects or equipment such as doorknobs, metal surfaces, or general surfaces	10	<ul style="list-style-type: none"> Do not use near heat sources or open flames. Use in well-ventilated areas.
Sodium hypochlorite concentration 0.1% (chlorine bleach)	Hard, non-porous surfaces such as ceramic tiles. Not recommended for metal surfaces.	5-10	<ul style="list-style-type: none"> May cause skin and tissue irritation. Do not mix bleach with other cleaning agents containing ammonia. Do not mix with hydrogen peroxide.
Hydrogen peroxide concentration 0.5%	General surfaces, except metal and coated products	1	<ul style="list-style-type: none"> May cause skin and tissue irritation. Do not mix with chlorine bleach.


Note: Disinfection time refers to the duration the disinfectant remains in contact with the surface.

4.5 Waste Management

Waste management procedures shall consider the activities that generate waste and the types of materials used. Designated personnel shall be assigned responsibility, and sufficient and appropriate equipment shall be prepared for the safe disposal of this waste. In the event of confirmed cases within the factory, infectious waste must be collected and disposed of correctly. Personnel involved in waste management must wear appropriate personal protective equipment (PPE). Transportation for disposal must be carried out as follows:

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Job Description	Type of Material/Waste	Waste Category	Laws
1. For personnel whose duties involve potential exposure to bodily fluids, such as nurses, doctors, and employees performing employee temperature screening.	<ul style="list-style-type: none"> ● N95 mask ● Surgical mask ● Medical mask ● Cloth mask ● Tissues ● Glove 	<ul style="list-style-type: none"> ● Infectious waste 	<ul style="list-style-type: none"> ● The Ministerial Regulation on the Disposal of Infectious Waste B.E. 2545 (2002), issued under the Public Health Act B.E. 2535 (1992).
2. General employees who regularly wear disposable surgical masks	<ul style="list-style-type: none"> ● Surgical mask ● Medical mask 	<ul style="list-style-type: none"> ● Non-hazardous industrial waste (If in a highest-risk infection area, immediate consideration should be given to reclassifying it as hazardous waste). 	<ul style="list-style-type: none"> ● The Announcement of the Ministry of Industry Regarding the Disposal of Waste or Unused Materials B.E. 2548 (2005) (Waste code 15 02 02 or 15 02 03)
3. General employees who regularly wear reusable cloth masks.	<ul style="list-style-type: none"> ● Cloth mask 	<ul style="list-style-type: none"> ● Non-hazardous industrial waste (If in a highest-risk infection area, immediate consideration should be given to reclassifying it as hazardous waste). 	<ul style="list-style-type: none"> ● The Announcement of the Ministry of Industry Regarding the Disposal of Waste or Unused Materials B.E. 2548 (2005) (Waste code 15 02 02 or 15 02 03)
4. Personnel responsible for cleaning the work areas of infected employees.	<ul style="list-style-type: none"> ● Cloth ● Absorbent materials ● Gloves ● Surgical masks 	<ul style="list-style-type: none"> ● Infectious waste 	<ul style="list-style-type: none"> ● The Ministerial Regulation on the Disposal of Infectious Waste B.E. 2545 (2002), issued under the Public Health Act B.E. 2535 (1992).

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4.6 Training and Communication

- 4.6.1 The Working Group shall maintain regular internal communication to prevent outbreaks, update information, and alert employees to epidemic control measures through supervisors and managers, such as personal hygiene practices.
- 4.6.2 Supervisors shall conduct small group training sessions while adhering to physical distancing measures, such as Morning Talk activities.
- 4.6.3 The Working Group shall prepare easily understandable informational materials for employees, such as placing awareness posters in appropriate locations around the factory, displaying news on computer screens, or distributing portable leaflets.
- 4.6.4 Prepare online or remote training for employees to ensure readiness for work-from-home arrangements.


4.7 Employee Care Before an Infection Incident Within the Company

4.7.1 The Working Group

- 4.7.1.1 The Working Group is responsible for issuing various mandatory measures to facilitate management and operations in each infectious disease outbreak situation to ensure safety.
- 4.7.1.2 Evaluate situations and analyze various risks, both external and internal to the organization, to ensure appropriate and timely management plans.
- 4.7.1.3 Investigate employee benefits and disciplinary actions.
- 4.7.1.4 Instruct employees to consult a physician for disease testing and analysis.
- 4.7.1.5 Order quarantine or work-from-home arrangements for employees to prevent the spread of infection and its impact on department/division operations, as well as to contain the disease

4.7.2 Epidemic Disease Screening

- 4.7.2.1 Establish screening points at the entrance of the factory area. Restrict entry and exit to a single channel for employees, contractors, business partners, and visitors.
- 4.7.2.2 Conduct body temperature checks for everyone before entering the factory premises. Individuals with a body temperature higher than 37.5 degrees Celsius will be considered at risk and will not be allowed to enter the factory. They will be directed to a temporary isolation area to await transfer to a healthcare facility.
- 4.7.2.3 Provide hand sanitizing gel with an alcohol content of at least 70% for disinfection at the screening points.

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4.7.2.4 Wearing a surgical mask or cloth mask is mandatory at all times. Non-compliance will result in denial of entry to the factory

4.7.3 Head of Work Unit Comprises the Division Director, Manager, or Heads of all job positions who have employees directly under their supervision.

4.7.3.1 Monitoring Personnel within the Department/Division. Even for minor illnesses of employees, they should pay attention, investigate the facts, and assess the potential impact on work and colleagues.

4.7.3.2 Analyze and differentiate the risks associated with the living environment and detailed work characteristics to understand the level of risk of incidents within their department/division, both before an outbreak and upon confirmation of a patient. The head of the work unit has the authority to order employees to leave the area to reduce the spread of the virus.

4.7.3.3 Monitoring and inquire with employees to obtain "Timeline" information for both those in quarantine and those suspected of various levels of risk, to support the consideration of preventing widespread impact on the department/division.

4.7.3.4 Monitor employees who are permitted to work from home (WFH) to ensure continuous and efficient operation of the department/division's work.

4.7.3.5 Monitor employees in quarantine to ensure strict adherence to the measure

4.7.4 Employees must comply with the various measures announced by the working group, maintain their personal hygiene both at work, residence, commuting to and from work, or traveling for business (branches) to ensure safety and stay clear of infectious disease outbreaks.


4.7.5 Employees must comply with the decisions made by the working group after investigation, prioritizing the interests of the company and the public.

4.7.6 Hiring New Employees After the Interview

Before starting work, interviewees must undergo an immunity check at a hospital designated by the company, with the following details:

4.7.6.1 Interviewees with Negative Test Results. The company will hire those with negative test results to work with the requesting division or department. The company will be responsible for the testing costs.

4.7.6.2 Interviewees with Positive Test Results. Those with positive test results are not yet considered employees of the company. Further detailed testing and any resulting expenses are the responsibility of the job applicant. Furthermore, the decision to hire them after recovery will be at the discretion of the executive of the requesting division, who will consider the suitability based on the situation and necessity.

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4.7.6.3 Procedure for Pre-Employment Screening. At least 2 working days prior, the requesting division/department should consider and plan the process to align with this timeframe.

4.8 Employee Work Practices During a Disease Outbreak

4.8.1 Employees Working Within Their Own Department

4.8.1.1 The head of the work unit must clearly define the duties and assign tasks to each employee and strive to minimize close contact and avoid physical touch as much as possible.

4.8.1.2 Clean work areas and equipment regularly, both before and after work.

4.8.2 Employees Required to Work with Other Departments or Enter Different Areas, such as Calibration, Safety Inspector, Maintenance, Internal Audit, etc.

4.8.2.1 Notify the area owner of their work plan at least 3 days in advance

4.8.2.2 If the work can be done remotely via communication tools, computer equipment, or social media, utilize these methods instead of on-site work.

4.8.2.3 In the event of a severe disease outbreak and inability to access the area, the originating department must send a letter clearly outlining the work approach to the relevant area. This plan must ensure no impact on product quality.

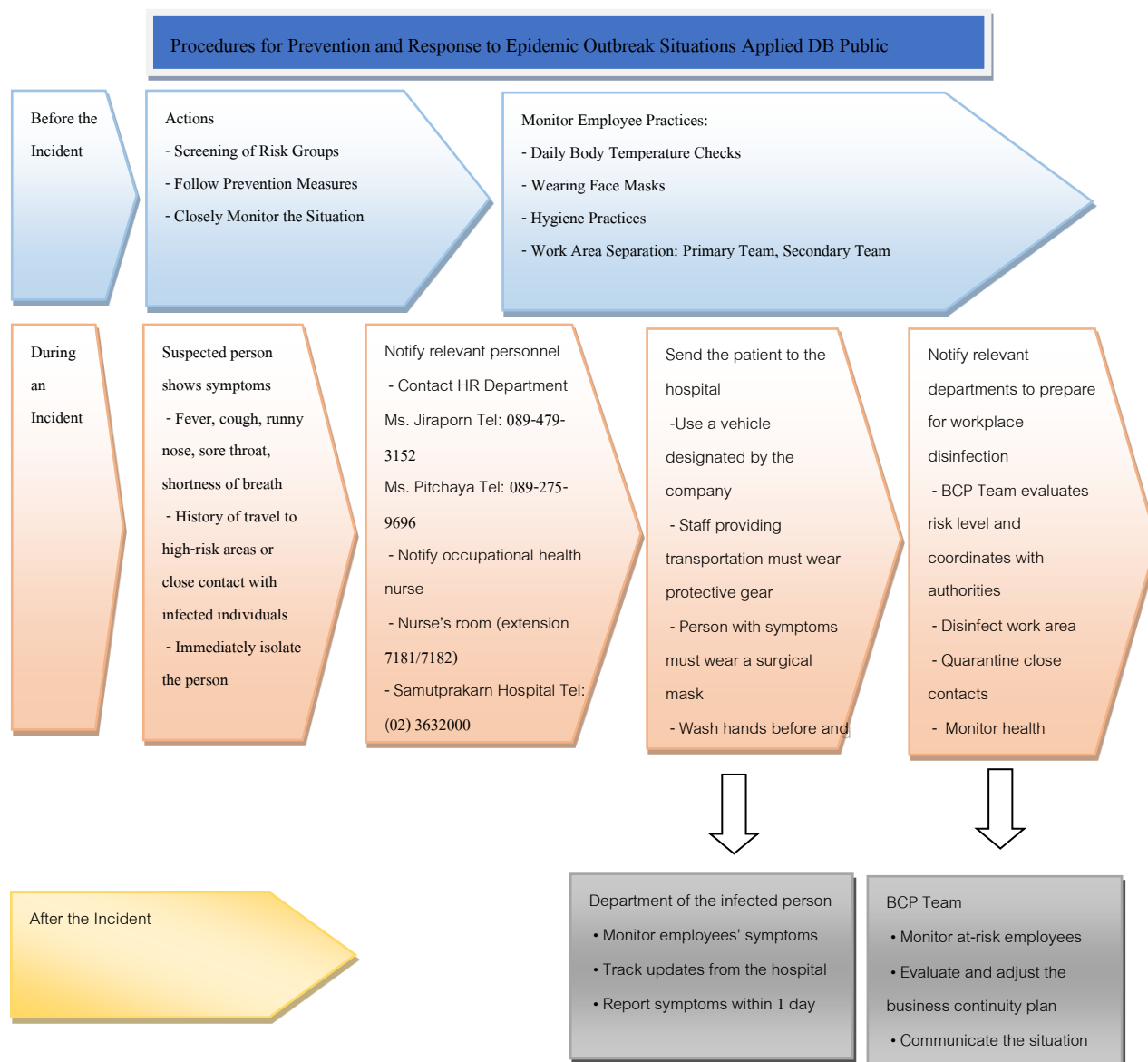
4.8.3 When External Personnel Enter the Area, such as Contractors or Service Providers

4.8.3.1 The coordinating person must inform the area owner to plan the work at least 3 days in advance.

4.8.3.2 Avoid close contact with service providers from external organizations.

4.9 Employee Care During an Infectious Disease Outbreak Within the Company


The working group will adhere to the principles outlined in the Business Continuity Plan for various events during an infectious disease outbreak, which simulates the following scenarios:



4.10 Investigation Procedures

Upon identifying individuals at risk during an outbreak, the approach to categorizing close contacts with a high risk of infection is divided into two groups:

Categorization of High-Risk Close Contacts	
Close Contacts within the Household	<ol style="list-style-type: none"> 1) Family members, relatives, and caregivers of the patient while the patient was symptomatic. 2) Individuals living in the same house as the patient while the patient was symptomatic.
Close Contacts in the Workplace	<ol style="list-style-type: none"> 1) Employees or colleagues, including groups of friends who met with the patient while the patient was symptomatic.

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	<p>2) Employees who were within a distance of no more than 1 meter from the patient or who were not wearing a face mask for a cumulative period longer than 5 minutes.</p>
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With the following operational guidelines:

4.10.1 Case 1: Company Employee Living in the Same Residence as a Person Infected with a Disease Outbreak

4.10.1.1 The working group will contact the employee at risk of infection to inquire about their timeline and monitor their symptoms and test results, especially if they and their family have been tested by public health authorities or a hospital.

4.10.1.2 The working group will instruct the employee to get tested for the disease outbreak under their social security rights if they have not already been tested by public health authorities or a hospital as mentioned in point 4.10.1.1.

Test Result: Not Infected The employee must self-quarantine at home or a facility designated by the government for an additional period of 14 days or as recommended by a physician.

- The working group will communicate with the relevant department head to ensure the cleaning of equipment, tools, and the high-touch areas used by the employee at risk of infection.
- The working group will notify the administration department to clean the area at least 1 hour before allowing employees to enter the workspace.


Test Result: Infected The employee must immediately receive medical treatment.

- The Human Resources Department and the working group will jointly prepare a letter of explanation for employees and relevant government agencies in accordance with the Communicable Diseases Act, B.E. 2558 (2015). (In cases requiring notification to the Stock Exchange of Thailand, this will be prepared by the Company Secretary's Office.) They will also immediately notify the public health authorities or a contracted private company to clean the company premises.
- The working group will discuss with the department head to categorize risk groups within that location, establishing criteria for risk separation according to the Department of Disease Control and potentially adding more risk groups for the overall safety of the company in each situation.

■ **Outcome of Consideration for Case 1**

High Risk (Level 1 - "L1")

- If an employee lives in the same residence as a person infected with a disease outbreak: The employee must self-quarantine for a period of 14 days or as recommended by a physician. If any abnormal symptoms occur, they must see a doctor and inform the company immediately. Before returning to work, they must undergo another test for the disease. If no infection is found, they can resume normal

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work duties. If an infection is still detected, they are not allowed to return to work and must see a doctor immediately.

- If an employee works closely with someone at risk of infection: The employee must self-quarantine for a period of 7-14 days or as per the situation assessment. If any abnormal symptoms occur, they must see a doctor and inform the company immediately. Before returning to work, they must undergo another test for the disease. If no infection is found, they can resume normal work duties. If an infection is still detected, they are not allowed to return to work and must see a doctor immediately.

Moderate Risk (Level 2 “L2”)

- The employee should work as usual but with a restricted work area for a period of 7 days. If any abnormal symptoms occur, they must immediately notify their supervisor or the working group and should see a doctor for confirmation. If no symptoms develop after 7 days, and before starting work, they must undergo another test for the disease. If no infection is found, they can resume normal work duties. If an infection is still detected, they are not allowed to return to work and must see a doctor immediately.

Low Risk (Level 3 “L3”)

- The employee should work as usual but must adhere to company rules and practice social distancing, avoid close contact with others, and monitor their symptoms for a period of 14 days or as recommended by a physician. If any abnormal symptoms occur, they must immediately notify their supervisor or the working group and should see a doctor for confirmation.


4.10.2 Case 2: Employee at Risk of Contacting a Person Infected with a Disease Outbreak

When the working group receives notification from an employee regarding contact with a person infected with a disease outbreak or encountering someone at risk of such contact, the working group will immediately schedule an investigation. The investigation steps are as follows:

- The employee will recount the events and provide evidence of the infected individual for the working group to jointly review and analyze the risk based on the investigation. The principles of disease transmission from the Department of Disease Control, Ministry of Public Health, will be used as a guideline for assessing each situation.

■ Outcome of Consideration for Case 2

High Risk: This refers to cases where a relative or family member of the employee is infected with a disease outbreak, and the employee resides in the same household. The same actions as the outcome of consideration for Case 1 will be followed.

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Medium Risk: This refers to cases where a relative or family member of the employee is in a high-risk area or works in a factory with infected individuals but is not yet infected or is awaiting their disease outbreak test results (classified as under surveillance). The employee must immediately separate themselves from the work area. If the employee's work can be done individually, the supervisor should arrange a workspace for the employee away from others while they await their test results and can continue working as usual. If the nature of the work cannot be separated from the area or a separate workspace cannot be arranged, the employee must self-quarantine at home to await their test results for approximately 2-3 days. Upon receiving the test results, they must immediately inform their supervisor or the working group.

Low Risk: This refers to cases where the employee did not enter a high-risk area but may have bought food from a food cart passing through a company with a high-risk area or where an infected individual works in the same company but in a different unit/department/division and there was no contact or conversation, or if there was conversation, it was at a distance and with masks worn at all times. The employee should work as usual but must strictly adhere to company rules, such as social distancing, avoiding close contact with others, and monitoring their symptoms for a period of 14 days. If any abnormal symptoms occur, they must immediately notify their supervisor or the working group and should see a doctor for confirmation.

4.11 Guidelines for Employee Leave and Wage Payment During a Disease Outbreak


To ensure a standardized procedure for employees who suspect they may be infected with a disease outbreak or those who are required to quarantine, and to prevent the spread of the disease in accordance with government policy, the company has established the following guidelines:

4.11.1 For Infected Employees: The company allows employees to use their sick leave entitlement for the duration of their treatment or as determined by the hospital. Sick leave can be taken for the actual duration of illness, with pay for a maximum of 30 days per year. For consecutive sick leave of 3 days or more, a medical certificate is required. The company has the following criteria for deducting sick leave days from conduct scores:

- If the illness is due to an outbreak in the area and there is evidence to consider that the employee followed the company's measures correctly, it will not be deducted from the conduct score for the company's bonus calculation.
- If the illness is contracted from family or colleagues due to non-compliance with the company's preventive measures, the company will deduct conduct points according to the company's regulations.

4.11.2 For Employees Who Have Been in Contact with Infected Individuals:

- In cases where the company requires quarantine due to work-related risks or unavoidable circumstances such as family infection:

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4.11.2.1.1 The company will pay 100% of the salary (excluding the diligent attendance allowance for the month of quarantine), and in some cases, may require a health check to certify the employee's fitness to return to work, with the company bearing the expenses.

4.11.2.1.2 If the company orders a health check at a company-designated hospital to certify the employee's fitness to return to work, the company will bear the expenses, including a lump-sum public transportation allowance of 250 baht per trip (if applicable).

4.11.2.1.3 Upon completion of the quarantine period, the employee should return to work with a medical certificate confirming their fitness to work (if applicable).

- In cases where the company requires quarantine because the employee is at risk due to personal activities or risky behavior and did not take care to protect themselves:

4.11.2.2 The company will allow the employee to use their personal leave or vacation leave entitlements on an ad-hoc basis to continue receiving their regular salary. If the leave taken exceeds their entitlement, the company will not pay wages for those excess leave days, and the company will use these leave days to calculate deductions from their conduct score according to company regulations.

4.11.2.3 Upon completion of the quarantine period, the employee should return to work with a medical certificate confirming their fitness to work. The employee will be responsible for any associated expenses (if applicable).

Note : If it is discovered later that an employee was at a risk level requiring quarantine due to non-compliance with the Ministry of Public Health regulations and company rules, leading to the need for quarantine due to negligence, the company will require the employee to take personal leave and vacation leave only. If both types of leave are exhausted, the employee must take unpaid personal leave.


4.11.3 Employees who have recovered and returned to work after treatment must undergo further investigation by the working group together with their supervisor to understand the relevant benefits and penalties, as well as to identify lessons learned to prevent future issues.

4.11.4 Employees who are required to quarantine, regardless of the reason, must record a daily timeline of their activities during the quarantine period and submit it to the Human Resources officer on their return-to-work date.

4.11.5 Employees who take leave without credible evidence of genuine illness or without evidence of required quarantine, or those who provide false information, will not be paid under any circumstances and will be considered a serious offense according to company regulations.

4.11.6 For necessary personal reasons, the company may approve leave for employees to travel to other provinces, return to their hometown, or participate in their own activities for the following reasons:

4.11.6.1 Serious illness or death of an immediate family member.

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4.11.6.2 Childbirth.

Beyond the above cases, approval must be obtained from the Division Director and the working group must be notified at least 3 working days in advance.


4.12 Leave for Disease Outbreak Vaccination

4.12.1 The company permits employees to take leave for disease outbreak vaccination without affecting their leave entitlements. However, employees must specify the date, time, and location on the leave request form and submit it to the Division Director for approval before going for vaccination. The leave form must be submitted to the Human Resources Department on the next working day for recording working hours in the system according to their entitlements.

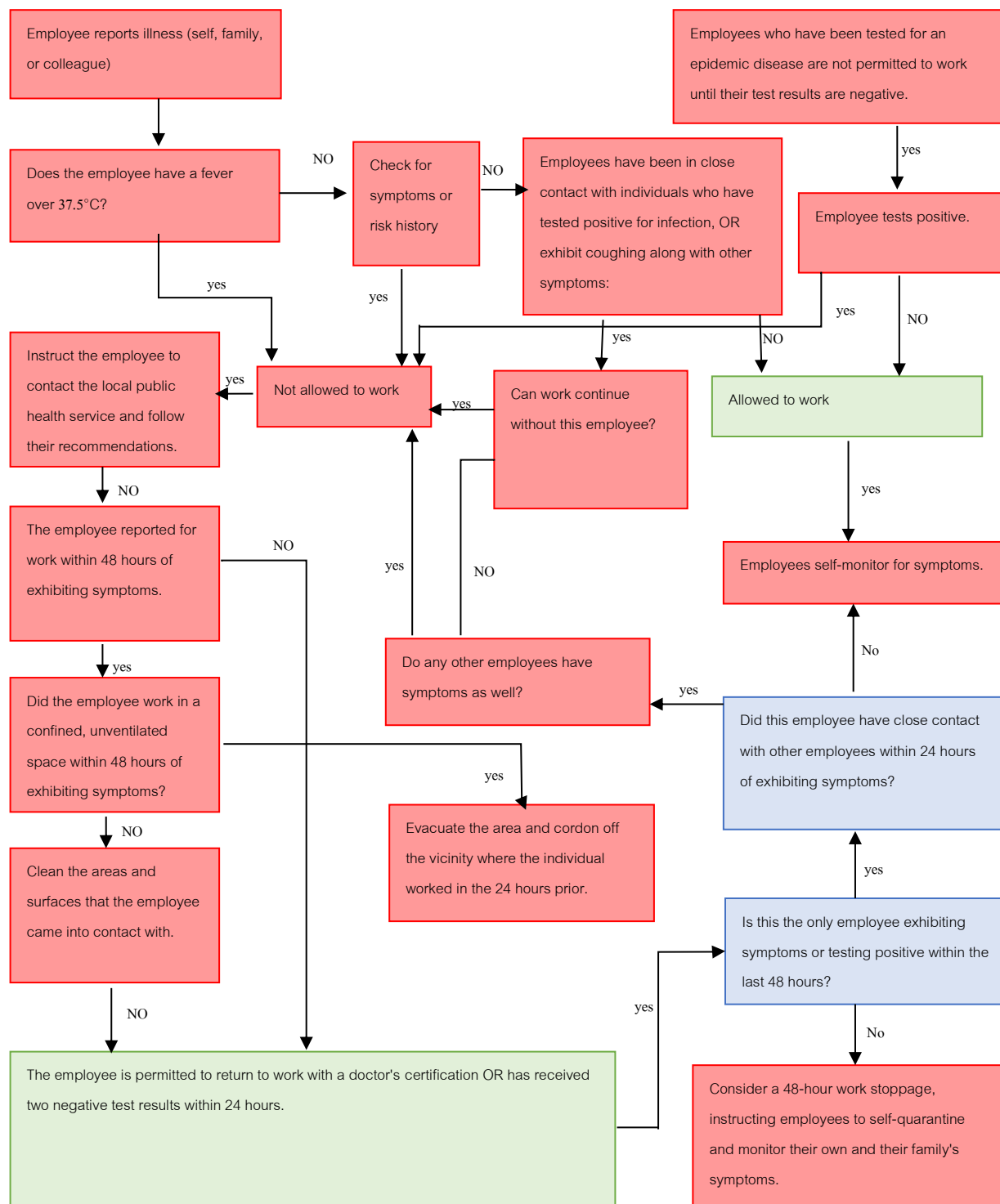
Once an employee has received two doses of the vaccine, they must submit a copy of the vaccination certificate to the Human Resources Department for recording in the HR system.


4.12.2 Employees experiencing complications from the vaccination and requiring rest for recovery should use their sick leave entitlement based on a medical certificate.

If employees suspect that they or their family may be at risk of infection from a disease outbreak, they can immediately consult with the working group or their respective department supervisors.

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Emergency Response to Infectious Disease Outbreak



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5. Important Control Documents

- 5.1 Various announcements of emergency situations must have their validity controlled or be revoked according to the actual situation.
- 5.2 Records of investigation history and penalties imposed for violations of emergency situation announcements.

6. Enforcement

The aforementioned control regulations have been approved by the Chief Executive Officer (CEO) for implementation.

7. Attached Documents

- 7.1 Letter explaining the request for/approval of Work From Home (WFH) due to the disease outbreak situation.
Attached document:

Attachment 1



บริษัท แอปPLIED ดีเอส จำกัด (มหาชน)
Applied DS Public Company Limited

**Request for Work from Home (WFH) approval letter
due to the outbreak situation**

Date.....

Attn: Vice President of

Subject: Request for approval of WFH due to the epidemic outbreak situation

Statement of employees:

Company opinion:

1.Opinion of Vice President:

Signed..... ☐ Approved ☐ Not Approved

2. Opinions of the working group representative (Chairman or Secretary of the Working Group on Epidemic Prevention)

Signed..... ☐ Approved ☐ Not Approved

Employees are informed of the results of the consideration

Signed..... Date.....