

Regulation of Worker Dormitory

Of

YNZ Interior Co., Ltd.

In order to provide the company with housing welfare for its permanent employees to be smooth and efficient in line with the objectives of providing housing welfare, the following practices and regulations for using the housing have been established as the main practices:

1. Only permanent employees of the company are entitled to stay in the residence.
2. Those who are entitled to stay in the residence must do the following:
 - 2.1 Sign to receive equipment and appliances in the residence.
 - 2.2 Stay only in the assigned room. In changing or moving the allocated room, the approval of the factory manager must be obtained every time.
 - 2.3 Do not allow other people to stay unless approved by the factory manager or an authorized person.
 - 2.4 Do not modify, add or cut any part of the residence without permission from the factory manager or an authorized person.
 - 2.5 Residents of the residence must be responsible for, repair or compensate for any damages to the residence and appliances during the stay. This includes any damages caused by the actions of other residents, unless there is an emergency.
 - 2.6 Do not keep any kind of animals that may cause disturbance, annoyance, disturb or harm others in the residential area.
 - 2.7 Do not do anything that may cause danger, damage to persons, property or cause disturbance, disturb others.
 - 2.8 If the resident will use high-powered electrical equipment, must request approval from the factory manager before installing such electrical equipment.
 - 2.9 Do not do anything or possess anything that is illegal.

- 2.10 Do not use the residence for profit, such as using it to conduct business that disturbs other residents, and do not use the company's common property for profit or share it with others in exchange for compensation.
- 2.11 Take care of and maintain the residence, bedding, cafeteria, shared bathroom, as well as the area around the residence and equipment to be clean, tidy and sanitary at all times. If you find anything unusual in the residence and surrounding area, notify the factory manager without ignoring it.
- 2.12 Do not do anything that causes noise or annoyance to others.
- 2.13 Do not place, hang, dry things or do anything similar on the walkway or balcony railing.
- 2.14 Do not pour or litter any waste around the residence. Waste and waste must be disposed of only in the containers provided.
- 2.15 Do not eat, prepare food, and throw away food scraps, clean dishes and cooking utensils outside the designated area. All residents must jointly maintain the cleanliness of the cafeteria area at all time
- 3. The factory manager is the person with authority and duty to control peace and order within the factory area, residences, accessories, water meters, electricity meters, and the safety of residents in the residences. Residents must strictly obey and comply with the factory manager's orders regarding the regulations for using the residences. If violated, the factory manager has the authority to give verbal and written warnings.
- 4. Room rates, water and electricity rates The Company aims to facilitate all employees. It does not aim to earn income and profit from providing accommodation for employees. Water and electricity rates that are set to be paid at a fixed rate and in excess of the minimum are to create awareness among employees about saving natural resources and to comply with the environmental policy issued and announced in the revised 2022 edition, which the company will calculate from actual usage every month.

- 4.1 Room rates Employees are entitled to free accommodation. The right to stay is set at 1 person per room, except if employees request to share a room with other employees, they must notify the factory manager in advance.
- 4.2 Water rates The Company sets a fixed rate of 30 baht per person per month.
- 4.3 Electricity rates the company sets free electricity for the first 35 units. The excess from the 36th unit onwards is charged at 7 baht per unit (the price per unit may change if the electricity rate that the company has to pay to the electricity authority changes).
5. Penalties Violators who do not comply with the terms and conditions of this announcement will be penalized in the following order:
- 5.1 Verbal warning
- 5.2 Written warning
- 5.3 In the case of violations of both the rules and regulations of the accommodation and legal violations, the company will impose the highest penalty and take legal action in parallel.

Announced and effective on February 1, 2023



(Jonathan Yeow)

Managing Director