



บริษัท สหอุตสาหกรรมน้ำมันปาล์ม จำกัด (มหาชน)
United Palm Oil Industry Public Company Limited

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HR Announcement No. HRA 25/2024

Maternity Leave Policy

Purpose

To ensure that pregnant employees are entitled to maternity leave when it is due, as well as to have time to prepare for childbirth, rest, and care for their children after childbirth, the Company allows employees to take maternity leave according to the following criteria:

Maternity leave criteria

1. Employees who are aware of their pregnancy must promptly notify their supervisors in writing, accompanied by a medical certificate. Subsequently, supervisors are required to forward these documents to the Human Resources and Administration Department. It is imperative that employees adhere to the strict regulations concerning pregnant employees.
2. Pregnant employees are entitled to 98 days of maternity leave, including holidays that fall within this period. During this leave, the employee has the right to receive wages, but this does not exceed 45 days.
3. In cases where an employee is pregnant and presents a medical certificate stating that they cannot continue working in their current position, the employee has the right to request a temporary job transfer to a suitable position before or after giving birth. The Company shall transfer the employee to a suitable position as deemed appropriate.
4. A leave due to miscarriage or an intercurrent disease before completing 28 weeks of pregnancy is not considered maternity leave; it is considered sick leave. In the case of a miscarriage after completing 28 weeks of pregnancy, it is considered maternity leave.

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A Subsidiary of Lam Soom (Thailand) Public Company Limited



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5. Taking leave to see a doctor for a scheduled appointment or for prenatal check-ups during pregnancy without the intention of giving birth is not considered sick leave; it is considered personal leave for the purpose of seeing a doctor as scheduled.

Maternity leave procedure

1. To take maternity leave, the employee is required to submit a leave request to their supervisor or manager at least one week prior to the intended start date. If it is not possible to submit the leave request within the specified period, employees should inform their supervisor or department manager as soon as possible and submit the leave request immediately upon returning to work.
2. The Human Resources and Administration Department will be responsible for verifying leave documents to ensure compliance with the Company's regulations regarding maternity leave. This includes informing employees about their welfare and rights concerning maternity leave and subsequently notifying the Accounting and Finance Department.
3. Upon returning to work, the employee shall notify the Human Resources and Administration Department, providing a medical certificate and a copy of the birth certificate.

Announced on 3rd May 2024

(Mr. Nattaporn Thawornyuttitam)

Human Resources and Administration Manager

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