



Guidelines No. G-HR-008-R0

Established on July 25, 2022

Responsible Division Human Resource & Administration

Effective on August 1, 2022

Guidelines related to Opinion Box

- Purpose** To increase the communication channel in the company between all employees and the management by conveying any opinion and information from employees to benefit the company and/or the employee mutual interests.
- Scope**
1. The scope of the informant : All employees working in **Borneo Technical (Thailand) Limited** .
 2. The scope of issues : Any issues can be raised and drop into the opinion box. However, it is the company's intention to emphasize the following points.
 - 2.1 The issue that leads to the improvement of the company in a middle term and long term.
 - 2.2 The issue that leads the improvement of the daily working's environment.
 - 2.3 The issue that benefits to the well being of the employee as a whole.
 - 2.4 The issue that relates to the justice, fairness, equality and credibility.
 - 2.5 The issue that can prevent or disclose any illegal acts or misconduct by the company or the member(s) of company.
 - 2.6 The issue that has significant impact to the company or the employees.
- Note** a) The issues shall not aim at informant's own interests directly.
b) No abuse and/or personal aggression is welcomed.
- Definition** "Opinion box" means suggestion box.
- Content** The following is the guidance of the opinion box;
1. The location
 - 1.1 Head office : The opinion box is placed as follow;
 - 1.1.1 Canteen area
 - 1.1.2 Warehouse office
 - 1.2 Branch office : The opinion box is placed near the time recorder machine.
 2. The communication channel
 - 2.1 The opinion box opener is the person as follow;
 - 2.1.1 Head office : Human Resource & Administration Manager
 - 2.1.2 Branch office : Branch Operation Manager
 - 2.2 The assigned opener will open the opinion box every first working day of each week and check the opinion sheet in it.
 - 2.3 Human Resource & Administration Manager and/or Branch Operation Manager shall examine if the contents cover the scope as mentioned above.
 - 2.4 Branch Operation Manager shall report to the Division Manager of Human Resource & Administration Division immediately as far as the contents covers the scope as mentioned above.
 - 2.5 The Division Manager of Human Resource & Administration Division will report direct to Managing Director who is make decision or take any actions on his own discretion.
 3. The anonymity

Basically all of the message or information shall bear the name of the informant in order to make the effective investigation. However, the company does not deny the possibility to investigate the anonymous message or information but the procedure might be delayed from the investigation. The informant shall be protected and guaranteed to be anonymousness.



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- Confidentiality** The information from the opinion sheet will be treated as confidential. However, Human Resource & Administration Manager and/or Branch Operation Manager who opened the opinion box shall use careful discretion. The information may be brought into consultation with the relevant parties upon the necessity and the primary contact's consideration.
- In the Event of Doubt** Any doubts as to interpretation and/or application of these Guidelines, and any matters not specified herein, shall be settled by Human Resource & Administration Division.
- Revision and Abolition of the document** The approval of revision and abolition of this document shall be in accordance with the Regulations for Management of Company Rules, handled by Human Resource & Administration Division.
- Enforcement** These guidelines shall become **effective from August 1, 2022.**

Responsible by :.....*Danjanan*.....
(Human Resource & Administration Manager)

Agreed by :.....*Ratt U*.....
(Managing Director)

Agreed by :.....*野村厚司*.....
(President)