



Work Regulations of Kasikornbank Public Company Limited, B.E. 2541 (1998)

The Bank has set working hours and overtime according to the law, which is specified in the Bank's Work Regulations, to prevent overtime or excessively long working hours, including the payment of wages to employees who work overtime and payment of wages for employees who use the right of annual leave, with the relevant content as follows:

Working Days, Normal Working Hours, and Rest Periods

1. Working Days Employees are required to perform their normal duties from Monday to Friday of each week. For certain types of work, the Bank may designate working days other than Monday to Friday, provided that the total number of normal working days does not exceed five (5) days per week. The Bank shall notify employees individually or make a general announcement.

2. Normal Working Hours The Bank sets the normal working hours for employees at no more than eight (8) hours per day, and total working hours shall not exceed forty-eight (48) hours per week.

3. Working Hours Schedule

3.1 Employees shall commence work at 08:30 and end at 16:30, or at other times as specified by the Bank. After deducting the rest period, the total working hours shall not exceed the limit stipulated in clause 3.2.

3.2 Subject to the normal working hours specified in clause 3.2, the Bank may adjust the start or end times for certain employees performing specific functions. Such functions include, but are not limited to, handling inquiries and data transmission via telephone or electronic devices; supervising communication and electronic equipment; check and/or document delivery; tasks related to the check collection and clearing system; opening and closing of premises; cleaning services; vehicle operation; security and property surveillance; maintenance of electricity, water supply, elevators, and other utility systems; and other duties as deemed appropriate by the Bank. The Bank shall notify the affected employees individually or through a general announcement.

4. Shift Work or Work Schedules

4.1 Subject to the normal working hours stipulated in clause 3.2, the Bank may assign employees to work in shifts or according to a pre-announced work schedule.

4.2 The shift or work schedules mentioned in clause 3.4.1 may be amended as the Bank deems appropriate.



5. Rest Period

5.1 On a working day, employees are entitled to a one (1) hour rest and lunch break between 12:00 and 13:00.

5.2 Employees whose duties involve public interaction or other essential tasks that must be performed between 12:00 and 13:00 shall work during this period on a rotational basis determined by their supervisor. These employees are entitled to a one (1) hour rest period at a time designated within that rotation, which must be granted after no more than five (5) consecutive hours of work.

5.3 The one-hour rest period between 12:00 and 13:00 does not apply to employees responsible for vehicle operation, transport of goods, or delivery of checks and/or documents during that time. However, such employees are entitled to a one (1) hour break at a convenient time during the day, provided it does not adversely affect the performance of their duties.

Annual Leave

Confirmed employees with a length of service exceeding 120 days are entitled to paid annual leave as follows:

- (1) Length of service over 120 days but not exceeding 5 years: Entitled to 10 working days of annual leave per year.
- (2) Length of service over 5 years but not exceeding 10 years: Entitled to 15 working days of annual leave per year.
- (3) Length of service over 10 years: Entitled to 20 working days of annual leave per year.

The Bank encourages all employees to utilize their annual leave entitlement. However, if for essential reasons an employee cannot be scheduled for leave, or if leave days from the entitlement remain unused, such days may be carried over to the following year. All carried-over leave must be utilized by the end of September of that year, after which it will expire. When taking leave, any carried-over leave from the previous year must be used first.

Wages, Overtime Pay, Holiday Pay, and Overtime Pay on Holidays

- 1.** Employees shall receive wages no less than the minimum wage rate stipulated by applicable law.
- 2.** Each employee shall receive wages, comprising a salary and a cost-of-living allowance, in the amount agreed upon in their probationary or employment contract. Wages may be increased at the Bank's discretion, based on the employee's capabilities and work performance.



3. Employees shall receive overtime pay, holiday pay, and overtime pay on holidays in accordance with the principles and methods stipulated in Labor Law, and pursuant to the criteria established by the Bank, as detailed below:

3.1 The Bank shall pay overtime, holiday pay, and overtime on holidays to all employees who receive a written instruction to work, with the exception of employees who have the authority to act on the Bank's behalf in matters of employment, compensation, wage reduction, or termination of employment.

3.2 The Bank shall pay overtime for work performed on a normal working day to employees instructed to work before the start of or after the end of normal working hours at a rate of one and a half (1.5) times their normal hourly wage.

3.3 For work performed on a holiday for which an employee is already entitled to receive their regular pay, the Bank shall pay an additional amount at a rate of one (1) time their normal hourly wage for the hours worked, for a period not exceeding eight (8) hours.

3.4 The Bank shall pay overtime for work on a holiday to employees instructed to work more than eight (8) hours on such a day at a rate of three (3) times their normal hourly wage for the hours worked beyond the initial eight