



Labor Practices Program 2025

Work Hours Monitoring, Overtime Management,
Annual Leave Compliance and Environmental training awareness

Monitor working hours including overtime management

OT Detail (Weekly) [Date OT : 01/06/2025 - 30/06/2025] *OT Over 36 Hours Per Week only																	
Employee No.	Supervisory Organization	Function	Sub Function	Unit	Sub Unit	Sub Unit II	Cost Center Name	May-25							Jun-25		OT Summary (Hrs.)
								W22	W23	W24	W25	W26	W27				
								24/05/2025-01/06/2025	02/06/2025-08/06/2025	09/06/2025-15/06/2025	16/06/2025-22/06/2025	23/06/2025-29/06/2025	30/06/2025-06/07/2025				
002276	Beverage Mixing - Huamak	Manufacturing	Beverage Operations	Beverage Plant - Huamak	Beverage Mixing - Huamak		HM REV-MIXING ROOM 1				32.00			4.00	108.00		
003138	Beverage Mixing - Huamak / Mixing 3 (A)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	Beverage Mixing - Huamak / Mixing 3 (A)		HM REV-MIXING ROOM 1	4.00	52.00		28.00			4.00	124.00		
003663	Beverage Mixing - Huamak / Mixing 3 (C)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	Beverage Mixing - Huamak / Mixing 3 (C)		HM REV-MIXING ROOM 1				40.00				80.00		
011863	Beverage Mixing - Huamak / Mixing 3 (Day)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	Beverage Mixing - Huamak / Mixing 3 (Day)		HM REV-MIXING ROOM 1				28.00				64.00		
002222	Beverage Production - Huamak (Line 3)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	Beverage Production - Huamak (Line 3)		HM REV-LINE 3				16.00		20.00		4.00	80.00	
004416	Beverage Production - Huamak (Line 3) (B)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	Beverage Production - Huamak (Line 3)		HM REV-LINE 3			1.00	40.00				92.00		
002562	Beverage Production Operation - Huamak (Line 3) (A)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	Beverage Production Operation - Huamak (Line 3) (A)		HM REV-LINE 3			4.00	24.00		12.00		88.00		
006988	Beverage Production Operation - Huamak (Line 3) (A)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	Beverage Production Operation - Huamak (Line 3) (A)		HM REV-LINE 3				24.00		27.00		94.00		
002758	Beverage Production Operation - Huamak (Line 3) (B)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	Beverage Production Operation - Huamak (Line 3) (B)		HM REV-LINE 3				16.00				4.00	40.00	
002841	Beverage Production Operation - Huamak (Line 3) (B)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	Beverage Production Operation - Huamak (Line 3) (B)		HM REV-LINE 3				12.00				16.00	4.00	
002870	Beverage Production Operation - Huamak (Line 3) (B)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	Beverage Production Operation - Huamak (Line 3) (B)		HM REV-LINE 3				4.00				16.00	4.00	
004412	Beverage Production Operation - Huamak (Line 3) (B)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	Beverage Production Operation - Huamak (Line 3) (B)		HM REV-LINE 3				4.00				16.00	4.00	
004608	Beverage Production Operation - Huamak (Line 3) (B)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	Beverage Production Operation - Huamak (Line 3) (B)		HM REV-LINE 3				4.00				16.00	4.00	
006359	Beverage Production Operation - Huamak (Line 3) (B)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	Beverage Production Operation - Huamak (Line 3) (B)		HM REV-LINE 3				28.00				4.00	92.00	
004621	Beverage Production Operation - Huamak (Line 3) (C)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	Beverage Production Operation - Huamak (Line 3) (C)		HM REV-LINE 3			12.00					32.00	4.00	116.00
006757	Beverage Production Operation - Huamak (Line 3) (C)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	Beverage Production Operation - Huamak (Line 3) (C)		HM REV-LINE 3				28.00				16.00	4.00	88.00
012863	Beverage Production Operation - Huamak (Line 3) (C)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	Beverage Production Operation - Huamak (Line 3) (C)		HM REV-LINE 3				28.00				16.00	4.00	88.00
003266	Beverage Production Operation - Huamak (Line 5) (A)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	Beverage Production Operation - Huamak (Line 5) (A)		HM REV-LINE 5				8.00				36.00	48.00	4.00
003667	Beverage Production Operation - Huamak (Line 5) (B)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	Beverage Production Operation - Huamak (Line 5) (B)		HM REV-LINE 5								16.00	24.00	4.00
005207	Beverage Production Operation - Huamak (Line 5) (B)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	Beverage Production Operation - Huamak (Line 5) (B)		HM REV-LINE 5	4.00							39.57	4.00	68.00
005571	Beverage Production Operation - Huamak (Line 5) (B)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	Beverage Production Operation - Huamak (Line 5) (B)		HM REV-LINE 5	4.00			28.00				40.00	4.00	104.00
006175	Beverage Production Operation - Huamak (Line 5) (B)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	Beverage Production Operation - Huamak (Line 5) (B)		HM REV-LINE 5	4.00			24.00				40.00	4.00	92.00
006619	Beverage Production Operation - Huamak (Line 5) (B)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	Beverage Production Operation - Huamak (Line 5) (B)		HM REV-LINE 5	4.00			24.00				16.00	4.00	88.00
012966	Beverage Production Operation - Huamak (Line 5) (B)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	Beverage Production Operation - Huamak (Line 5) (B)		HM REV-LINE 5	4.00			16.00				8.00	4.00	76.00
001713	Beverage Production Operation - Huamak (Line 5) (C)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	Beverage Production Operation - Huamak (Line 5) (C)		HM REV-LINE 5	12.00			40.00				28.00	4.00	92.00
003113	Beverage Production Operation - Huamak (Line 5) (C)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	Beverage Production Operation - Huamak (Line 5) (C)		HM REV-LINE 5	12.00			40.00				16.00	4.00	80.00
007317	Beverage Production Operation - Huamak (Line 5) (C)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	Beverage Production Operation - Huamak (Line 5) (C)		HM REV-LINE 5	12.00			44.00				32.00	4.00	108.00
012026	Beverage Production Operation - Huamak (Line 5) (C)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	Beverage Production Operation - Huamak (Line 5) (C)		HM REV-LINE 5	12.00			64.00				52.00	4.00	144.00
010792	Beverage Production Operation - Huamak (Line 5) (C)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	Beverage Production Operation - Huamak (Line 5) (C)		HM REV-LINE 5	12.00			40.00				24.00	4.00	96.00
011016	Beverage Production Operation - Huamak (Line 5) (C)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	Beverage Production Operation - Huamak (Line 5) (C)		HM REV-LINE 5	12.00			40.00				28.00	4.00	96.00
011793	Beverage Production Operation - Huamak (Line 5) (C)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	Beverage Production Operation - Huamak (Line 5) (C)		HM REV-LINE 5	12.00			40.00				16.00	4.00	76.00
011686	Beverage Production Operations - Huamak (Line 6) (A)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	Beverage Production Operations - Huamak (Line 6) (A)		HM REV-LINE 6	4.00			60.00				32.00	8.00	104.00
005385	Beverage Production Operations - Huamak (Line 6) (B)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	Beverage Production Operations - Huamak (Line 6) (B)		HM REV-LINE 6	4.00			40.00				28.00	16.00	88.00
012966	Beverage Production Operations - Huamak (Line 6) (B)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	Beverage Production Operations - Huamak (Line 6) (B)		HM REV-LINE 6	4.00			40.00				16.00	16.00	88.00
003018	Beverage Production Operations - Huamak (Line 6) (C)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	Beverage Production Operations - Huamak (Line 6) (C)		HM REV-LINE 6	4.00			40.00				16.00	20.00	76.00
003073	Technical and Engineering - Beverage Huamak	Manufacturing	Beverage Operations	Beverage Plant - Huamak	Technical and Engineering - Beverage Huamak		HM REV-TECHNICIAN/ENGINEERING								36.00	4.00	100.00
004219	Technical and Engineering - Beverage Huamak	Manufacturing	Beverage Operations	Beverage Plant - Huamak	Technical and Engineering - Beverage Huamak		HM REV-TECHNICIAN/ENGINEERING	16.00			36.00				36.00	4.00	132.00
003965	Boiler Control - Beverage Huamak	Manufacturing	Beverage Operations	Beverage Plant - Huamak	Technical and Engineering - Beverage Huamak	Boiler Control - Beverage Huamak	HM REV-TECHNICIAN/ENGINEERING				44.00				32.00	4.00	116.00
007314	Boiler Control - Beverage Huamak	Manufacturing	Beverage Operations	Beverage Plant - Huamak	Technical and Engineering - Beverage Huamak	Boiler Control - Beverage Huamak	HM REV-TECHNICIAN/ENGINEERING				44.00				36.00	4.00	116.00
002116	Electrical - Beverage Huamak	Manufacturing	Beverage Operations	Beverage Plant - Huamak	Technical and Engineering - Beverage Huamak	Electrical - Beverage Huamak	HM REV-TECHNICIAN/ENGINEERING	16.00			44.00				36.00	4.00	136.00
003305	Electrical - Beverage Huamak	Manufacturing	Beverage Operations	Beverage Plant - Huamak	Technical and Engineering - Beverage Huamak	Electrical - Beverage Huamak	HM REV-TECHNICIAN/ENGINEERING				44.00				36.00	4.00	120.00

Evidence of monitoring employees whose overtime exceeds 36 hours per week

The Company reports cases where employees work overtime exceeding 36 hours per week to the

Lead team for review and management. This process ensures proper supervision and control to

prevent employees from working more than the legal limit.

Monitor working hours including overtime management

FW: รายงานการทำงานล่วงเวลาเกิน 36 ชม./สัปดาห์ (เดือนมิ.ย. ปี2568)

 Pannika Pookung
To  Nirinya Chaititikamphol

Confidential (Internal Use Only)

 SGA_OTWeekly[01062025_30062025].zip
3 KB

Start your reply all with: [Received, thank you.](#) [Thank you!](#) [Got it, thanks!](#) [Feedback](#)

Pichet Pookan <Pichet.Poo@osotspa.com>; Siwarat Limphapayom <Siwarat.Lim@osotspa.com>; Pongsakorn Rattanaburi <Pongsakorn.Rat@osotspa.com>; Aempiga Khieo-ai <Aempiga.Khi@osotspa.com>; Asama Ketkaew <Asama.Ket@osotspa.com>; Nawapon Promthung <Nawapon.Pro@osotspa.com>; Nattawut Janpan <Nattawut.Jan@osotspa.com>; Surin Trakunmeesuk <Surin.Tra@osotspa.com>; Sopon Anuratpanit <Sopon.Anu@osotspa.com>; Amonchai Laknoi <Amonchai.Lak@osotspa.com>; Panadda Ongkvisist <Panadda.Ong@osotspa.com>; Pannika Pookung <Pannika.Poo@osotspa.com>; Charuphum Seakroeng <Charuphum.Sea@osotspa.com>; Srayut Saisakron <Srayut.Sai@osotspa.com>
Cc: panadda.ong@siam-bev.com

Subject: รายงานการทำงานล่วงเวลาเกิน 36 ชม./สัปดาห์ (เดือนมิ.ย. ปี2568)

เรียน Leadทุกท่าน

ขอส่งรายงานการทำงานล่วงเวลาเกิน 36 ชม./สัปดาห์ของพนักงาน SGA

เพื่อพิจารณาบริหารจัดการ ควบคุมดูแลไม่ให้พนักงานทำงานเกินกว่ากฎหมายกำหนด รายละเอียดดังนี้

- พนักงานที่ทำงานล่วงเวลาเกิน 36 ชั่วโมงสัปดาห์ (ข้อมูลเดือนมิ.ย. ปี2568)

Dear Leads,

I would like to submit the overtime report for OSP_SGA employees who have worked more than 36 hours of overtime per week, for your review and management to ensure that employees do not work beyond the legal limit. Details are as follows:

- Employees who worked more than 36 hours of overtime per week (Data for June 2025)

This is an email to the Leads to submit the report on employees working more than 36 hours of overtime per week, for their review to ensure that employees do not work beyond the legal limit.

Ensure employees are paid for overtime work

OT Hour (YTD)				
Employee No.	OT Type	2025		
		Jul		
		Hour	Amount	
002726	OT 1	32.00	3,258.67	
	OT 1.5	60.00	9,165.00	
	OT 2	-	-	
	OT 3	16.00	4,888.00	
Sub Total By Employee 002726		Sum of OT	108.00	17,311.67
003132	OT 1	40.00	3,295.00	
	OT 1.5	64.00	7,908.00	
	OT 2	-	-	
	OT 3	20.00	4,942.50	
Sub Total By Employee 003132		Sum of OT	124.00	16,145.50
003367	OT 1	16.00	1,396.67	
	OT 1.5	44.00	5,761.25	
	OT 2	-	-	
	OT 3	8.00	2,095.00	
Sub Total By Employee 003367		Sum of OT	68.00	9,252.92
012905	OT 1	24.00	1,205.00	
	OT 1.5	47.00	3,539.69	
	OT 2	-	-	
	OT 3	12.00	1,807.50	
Sub Total By Employee 012905		Sum of OT	83.00	6,552.19
006868	OT 1	24.00	1,536.00	
	OT 1.5	58.00	5,568.00	
	OT 2	-	-	
	OT 3	12.00	2,304.00	
Sub Total By Employee 006868		Sum of OT	94.00	9,408.00



กลุ่มบริษัทโอเอสเอสพี

ใบแจ้งเงินเดือน

รหัสพนักงาน : 002726 ประจําเดือน : กรกฎาคม 2568

ชื่อพนักงาน : วันที่จ่ายเงิน : 25/07/2568

ชื่อบริษัท : บริษัท โอเอสเอสพี จำกัด (มหาชน) เลขที่บัญชีธนาคาร :

หน่วยงาน : Beverage Mixing - Huamak

รายการเงินได้		รายการเงินหัก	
เงินเดือน		ค่าประกันสังคม	
ค่าล่วงเวลา	17,311.67	เงินกู้ยืม	
ค่ารักษาพยาบาล		ประกันชีวิต	
		เงินสะสม	
		เงินสำรอง	
		เงินหักภาษี	
รวมเงินได้			

รายได้สุทธิ

ส่วนเวลา(ชั่วโมงจำนวนเงิน)

OT1 32.00 ชั่วโมง / 3,258.67

OT1.5 60.00 ชั่วโมง / 9,165.00

OT3 16.00 ชั่วโมง / 4,888.00

ยอดเงินสะสมถึงงวดปัจจุบัน				
รายได้สะสม	ภาษีสะสม	ประกันสังคม	กองทุนสะสมพนักงาน	กองทุนสะสมบริษัท

บริษัทฯ ขอรับรองความถูกต้องของข้อมูลนี้เป็นความจริง หากพบข้อผิดพลาด กรุณาแจ้งมาที่ฝ่ายบุคคล

เอกสารนี้เป็นเอกสารของบริษัทฯ ห้ามเผยแพร่โดยไม่ได้รับอนุญาต

- OT Report as of June 2025 – Paid in July – report showing overtime hours and corresponding overtime payment amounts.
- Employee payslip showing OT Payment – individual payroll evidence demonstrating that overtime compensation was paid to the employee.

Ensure employees are taking their paid annual leave entitlements

อย่าลืม! ใช้สิทธิพักผ่อนประจำปีสะสมของปี 2568

ขอให้พนักงานวางแผนใช้วันหยุดพักผ่อนประจำปีที่ยกมาจากรปี 2568 โดยต้องใช้ให้หมดภายใน **วันที่ 30 มิถุนายน 2569**

พนักงานต้องขออนุญาตต่อหัวหน้างานล่วงหน้า ≥ 3 วัน (ใช้สิทธิขั้นต่ำแต่ละครั้ง 0.5 วัน)

"เพื่อให้สอดคล้องตามกฎหมายแรงงาน หัวหน้างานสามารถกำหนดวันหยุดพักผ่อนประจำปีให้พนักงานตามสิทธิที่พนักงานได้รับ"

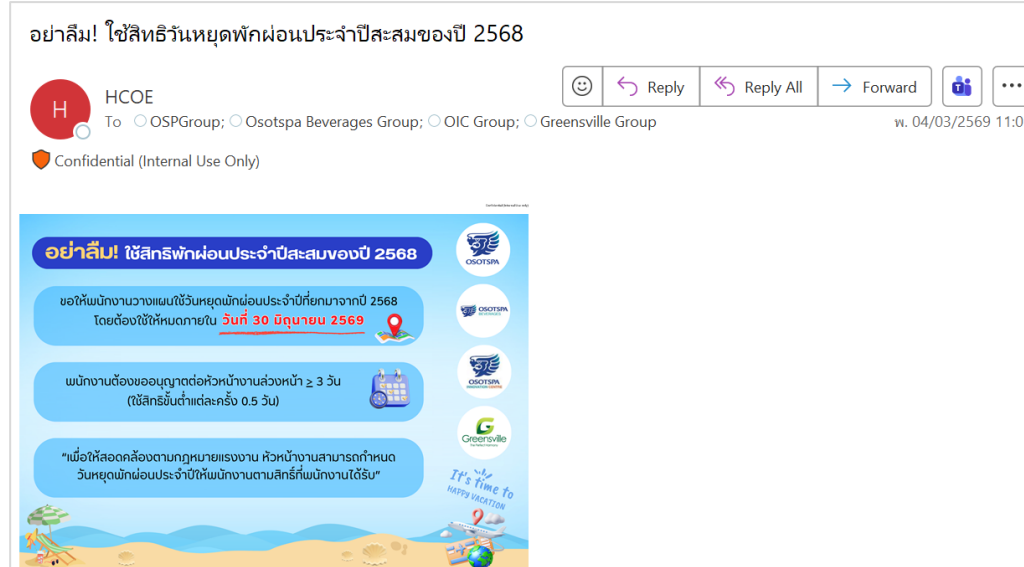
It's time to
HAPPY VACATION



The Company reminds all employees to use their accumulated annual leave carried over from the previous year. Leave must be taken by June 30, 2026. Employees are required to submit a leave request to their supervisor at least 3 days in advance, with a minimum of half-day leave per request.

To comply with labor laws, supervisors may determine the dates on which employees take their annual leave, based on their annual leave entitlement.

Ensure employees are taking their paid annual leave entitlements



These are emails to all employees reminding them to use their accumulated annual leave.

OSOTSPA Environment Training Awareness





Environment Training Awareness

**Training on Environmental Resource Utilization with
the objective of enhancing employees' knowledge and
engagement in environmental practices.**



Topic of Training Awareness

- OSOTSPA's Environmental Policy
- Energy Management
- Waste Reduction
- Food Loss & Food Waste Reduction
- Water Reduction
- GHG Emissions Reduction
- Biodiversity Conservation



OSOTSPA's Environmental Policy

Employees are trained to understand OSOTSPA's corporate environmental policy, which reflects the company's commitment as a leading consumer goods and beverage manufacturer in Thailand. The training highlights how business operations, from sourcing raw materials to production and distribution, can impact the environment. Employees learn about the importance of compliance with environmental regulations and global sustainability standards. The program also emphasizes OSOTSPA's role in driving sustainable growth for society and the environment. Each employee is encouraged to take responsibility as part of the company's journey toward a more sustainable future.



Energy Management

6 Tips ประหยัดพลังงานในโรงงานอุตสาหกรรม



This training equips employees with the knowledge to manage energy more efficiently within OSOTSPA's operations. It covers topics such as optimizing machinery use in production lines, energy-efficient office practices, and identifying opportunities to cut unnecessary energy consumption. Employees are also introduced to OSOTSPA's energy reduction initiatives and targets aligned with sustainability commitments. By applying these practices, the company can reduce operating costs while lowering its environmental footprint. The training further encourages employees to adopt energy-saving habits in their personal lives, reinforcing a culture of responsibility both at work and at home.



Waste Reduction

OSOTSPA emphasizes waste reduction as a key element of its circular economy approach. Employees are trained on proper waste segregation, recycling practices, and how to minimize waste generation at every stage of production and office operations. The training introduces the company's ongoing initiatives to reduce packaging waste and increase recycling rates. Employees also learn how small daily actions such as responsible use of materials, reducing single-use plastics, and supporting recycling campaigns contribute to OSOTSPA's larger sustainability goals. By embedding these practices into everyday routines, the company reduces its environmental impact while strengthening operational efficiency.

Food Waste Management Methods



As part of OSOTSPA’s sustainability focus, this training raises awareness about the importance of reducing food loss and food waste. Employees are educated on mindful consumption, portion control, and strategies to minimize unnecessary waste in company canteens and employee facilities. The program connects food waste reduction with broader environmental impacts, such as greenhouse gas emissions from food production and disposal. Employees are encouraged to think about how their individual choices can collectively reduce waste across the company. This initiative reinforces OSOTSPA’s role as a responsible company that values resources and minimizes its environmental footprint.

Food Loss & Food Waste Reduction



Given that OSOTSPA operates in areas facing high water stress, water management is a critical part of employee training. Employees learn about the company's water conservation programs, efficient water usage practices, and wastewater treatment processes. The training highlights how sustainable water management ensures both business continuity and community well-being. Employees are encouraged to adopt water-saving habits in their daily work, from production floor operations to office practices. This not only reduces OSOTSPA's environmental impact but also strengthens its reputation as a company that safeguards essential resources for future generations.

Water Reduction

เราช่วยลดก๊าซเรือนกระจก ในชีวิตประจำวันได้อย่างไร



เราทุกคนล้วนมีส่วนในการเพิ่มขึ้นของปริมาณก๊าซเรือนกระจก แต่เราสามารถลด
และสร้างการเปลี่ยนแปลงส่งผลให้โลกใบนี้ดีขึ้นได้ เพียงแค่เราปรับเปลี่ยนพฤติกรรม
บางอย่างในชีวิตประจำวันของเรา โดยมีวิธีง่ายๆ มาแนะนำ ดังนี้



อ่านบทความเพิ่มเติมได้ที่ : www.carethebear.com/article/detail/21



OSOTSPA's training on greenhouse gas emissions focuses on both operational and personal responsibility. Employees are introduced to the company's carbon reduction targets and learn how production, logistics, and energy use contribute to emissions. Practical guidance is provided on reducing emissions at work, such as improving energy efficiency, reducing unnecessary travel, and using low-carbon alternatives. The training also extends to lifestyle choices at home, encouraging employees to make sustainable decisions that lower their personal carbon footprint. By aligning corporate goals with individual actions, OSOTSPA builds a culture of shared responsibility for climate action.

GHG Emissions Reduction



Biodiversity Conservation

As a company that depends on natural resources, OSOTSPA places strong emphasis on biodiversity protection. Employees are educated on the impact of deforestation and the importance of conserving ecosystems that support raw materials and communities. The training includes campaigns and activities such as tree planting, green space maintenance, and environmental volunteering programs. Employees are shown how OSOTSPA's commitment to biodiversity links directly to sustainable sourcing and long-term business resilience. By participating in these initiatives, staff become active contributors to protecting biodiversity and ensuring that natural ecosystems can thrive alongside the company's growth.



OSOTSPA

Thank You

