

Summary of the Welfare Committee Meeting

No. 1/2024

Thursday, March 21, 2024

Meeting Participants

| | | | |
|-----|--------------|-----------------|--|
| 1. | Pattamasiri | Jaetiyasuwan | Welfare Committee of Osotspa Public Company Limited |
| 2. | Thawipap | Wimoolchart | Welfare Committee of Osotspa Public Company Limited |
| 3. | Manit | Zaphoo | Welfare Committee of Osotspa Public Company Limited |
| 4. | Patcharee | Pongsombut | Welfare Committee of Osotspa Public Company Limited |
| 5. | Niti | Kanchanabut | Welfare Committee of Osotspa Public Company Limited |
| 6. | Chanita | Deethai | Welfare Committee of Osotspa Public Company Limited |
| 7. | Piradee | Sirivejabandhu | Welfare Committee of Osotspa Beverage Public Company Limited |
| 8. | Udom | Singto | Welfare Committee of Osotspa Beverage Public Company Limited |
| 9. | Payuth | Sa-ngounnam | Welfare Committee of Osotspa Beverage Public Company Limited |
| 10. | Kulthida | Sukaram | Welfare Committee of Osotspa Beverage Public Company Limited |
| 11. | Watcharin | Korkasamkun | Welfare Committee of Osotspa Beverage Public Company Limited |
| 12. | Thanachaporn | Nakwaree | Welfare Committee of Osotspa Beverage Public Company Limited |
| 13. | Worrapat | Nilrat | Welfare Committee of Osotspa Innovation Center Company Limited |
| 14. | Terapon | Methanukhor | Welfare Committee of Osotspa Innovation Center Company Limited |
| 15. | Tipyupa | Wishakong | Welfare Committee of Osotspa Innovation Center Company Limited |
| 16. | Somwipa | Puangmanee | Welfare Committee of Osotspa Innovation Center Company Limited |
| 17. | Amaravadee | Yanatassaneejit | Welfare Committee of Osotspa Innovation Center Company Limited |
| 18. | Nuttarujar | Thongmee | Welfare Committee of Osotspa Innovation Center Company Limited |

Meeting Participants

| | | | |
|----|-------------|---------------|--|
| 1. | Pornsiri | Sakullertrith | Head of Human Capital Services |
| 2. | Piyanat | Sritan | Employee Relations Lead |
| 3. | Manthana | Ninlaphat | Human Capital and Organization Excellence Administration Executive - Osotspa Club |
| 4. | Rattanagorn | Khomkhajorn | Employee Relations Executive/ Meeting Minutes Taker |

The meeting was called to order at 3:00 PM.



Agenda 1. Matters for Acknowledgement

1.1 Discussion on Welfare Committee Operations

Ms. Rattanaorn welcomed the attendees and provided details regarding the responsibilities of the Welfare Committee, which will serve a two-year term from 2024 to 2025. She encouraged all members to actively participate in discussions, offer advice, provide recommendations, oversee, and monitor the implementation of various welfare programs.

Meeting Resolution: Acknowledged

1.2 Additional Welfare Arrangements

Ms. Manthana informed the meeting that the company has made adjustments to certain welfare benefits, including annual leave, maternity leave, and religious leave. An official announcement has been issued to inform all employees, with the changes effective from January 1, 2024 onward.

Meeting Resolution: Acknowledged

1.3 Use and Maintenance of Fitness Facility at Gate 7

Mr. Piyanat informed the meeting that employees can now exercise at the fitness room near Gate 7, where a trainer will be available to guide staff on proper workout techniques every Tuesday to Thursday, from 12:00 PM to 8:00 PM.

Meeting Resolution: Acknowledged

1.4 Planning for Monthly Alms Offering Event

Ms. Manthana informed the meeting that, starting in 2024, an event will be held on the second Wednesday of every month at the spirit shrine area.

Meeting Resolution: Acknowledged

1.5 Affordable Goods Fair for Employees

Ms. Manthana informed the meeting that, in 2024, a regular event will be held on the fourth Tuesday of every month at the parking area beneath the front canteen (employee side), from 06:30 AM to 2:30 PM.

Meeting Resolution: Acknowledged

1.6 Relaxation Massage for Employees

Ms. Manthana informed the meeting that, in June, a relaxation massage session for neck, shoulders, and upper back will be organized to help employees relieve pain and tension. Further details will be announced via email.

Meeting Resolution: Acknowledged

Agenda 2. Meeting Minutes Approval

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Agenda 3. Discussion Items for Review and Suggestions

3.1 Discussion on Canteen Shops - Zone A

There was a request to increase the number of food vendors from the current setup and to enhance the variety of food options available. It was also suggested that air-conditioning should be provided in the area. Ms. Patamasiri will bring this matter back for further discussion with the team.

Meeting Resolution: Acknowledged

3.2 Selection of Date for the Upcoming Event

Mr. Watcharin informed the meeting that activities should be scheduled during the time when the sales team has returned to the company, so that they can also participate in the events.

Meeting Resolution: Acknowledged

3.3 New Year Party Event

Concerns were raised regarding the food quality, which has not yet met expectations. Waste disposal needs better planning and clearer communication. It was also suggested to increase the value of prizes.

Meeting Resolution: Acknowledged

3.4 Osotspa Employee Club

It was requested that all clubs update their activities and membership information for employees. Rattanakorn will coordinate with the Clubhouse team to provide the necessary details.

Meeting Resolution: Acknowledged

3.5 Influenza Vaccination for Employees

Mr. Watcharin requested that the influenza vaccination be administered before the rainy season, especially during the peak outbreak period. Rattanakorn will coordinate with the nursing team responsible to proceed accordingly.

Meeting Resolution: Acknowledged



Agenda 4. Other topics

4.1 Welfare Committee Meeting Schedule

Ms. Rattanaorn informed the meeting that in 2024, there will be discussion sessions and storytelling presentations held periodically. These sessions will take place on the third Thursday of the month in March, June, September, and December. Appointments have already been scheduled in the calendars of all committee members.

Meeting Resolution: Acknowledged

The meeting ended at 4:00 PM.

Summary of the Welfare Committee Meeting

No. 2/2024

Thursday, June 20, 2024

Meeting Participants

| | | | |
|-----|-----------|----------------|--|
| 1. | Thawipap | Wimoolchart | Welfare Committee of Osotspa Public Company Limited |
| 2. | Manit | Zaphoo | Welfare Committee of Osotspa Public Company Limited |
| 3. | Niti | Kanchanabut | Welfare Committee of Osotspa Public Company Limited |
| 4. | Chanita | Deethai | Welfare Committee of Osotspa Public Company Limited |
| 5. | Patcharee | Pongsombut | Welfare Committee of Osotspa Public Company Limited |
| 6. | Piradee | Sirivejabandhu | Welfare Committee of Osotspa Beverage Public Company Limited |
| 7. | Kulthida | Sukaram | Welfare Committee of Osotspa Beverage Public Company Limited |
| 8. | Watcharin | Korkasamkun | Welfare Committee of Osotspa Beverage Public Company Limited |
| 9. | Udom | Singto | Welfare Committee of Osotspa Beverage Public Company Limited |
| 10. | Worrapat | Nilrat | Welfare Committee of Osotspa Innovation Center Company Limited |

Meeting Participants

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|----|------------|---------------|--|
| 1. | Pornsiri | Sakullertrith | Head of Human Capital Services |
| 2. | Piyanat | Sritan | Employee Relations Lead |
| 3. | Manthana | Ninlaphat | Human Capital and Organization Excellence Administration Executive - Osotspa Club |
| 4. | Rattanaorn | Khomkhajorn | Employee Relations Executive/ Meeting Minutes Taker |

The meeting was called to order at 3:00 PM.

Agenda 1. Matters for Acknowledgement

1.1 Welfare Arrangement

Ms. Manthana informed the meeting that the submission for child education support will be accepted until July 1, 2024.

Meeting Resolution: Acknowledged

1.2 Accumulated Annual Leave

Ms. Rattanaorn informed the meeting that accumulated annual leave from 2023 can be used until June 30, 2024.

Meeting Resolution: Acknowledged

1.3 Opening of Prayer Room

Ms. Rattanaorn informed the meeting that the prayer room has been opened for use starting from April 2024.

Meeting Resolution: Acknowledged

1.4 Additional Welfare Arrangements

Ms. Rattanaorn informed the meeting that the company will provide equal welfare benefits to employees regarding marriage assistance and funeral support. The implementation is pending the enactment of the relevant law and will be officially communicated once in effect.

Meeting Resolution: Acknowledged

1.5 Employee Welfare Activities

Ms. Manthana informed the meeting that during July to September, the following employee activities will be organized: Relaxation massage, free haircut service, low-priced goods market (employee fair), singing contest (whether good or off-key), Mother's Day activity

Meeting Resolution: Acknowledged

1.6 Annual Health Check-up and Influenza Vaccination

Ms. Rattanaorn informed the meeting that the annual health check-up and influenza vaccination will be conducted from July to September 2024.

Meeting Resolution: Acknowledged

1.7 Osotspa Employee Club and Various Club Activities



Meeting Resolution: Acknowledged

Agenda 2. Meeting Minutes Approval

Meeting Resolution: Approval of the Meeting Minutes No. 1/2024

Agenda 3. Follow-up on Suggestions and Recommendations

3.1 Discussion on Canteen Shops - Zone A

There was a request to increase the number of vendors to offer more variety in food options for employees.

Meeting Resolution: Acknowledged

3.3 New Year Party Event

Concerns were raised regarding the food quality, which has not yet met expectations. Waste disposal needs better planning and clearer communication. It was also suggested to increase the value of prizes. The Chairman of the Employee Club was notified and acknowledged the matter.

Meeting Resolution: Acknowledged

3.4 Osotspa Employee Club

Clubs are requested to update activities and membership info. Employees can register with club leaders. Announcements will be made to all users.



Meeting Resolution: Acknowledged

3.5 Influenza Vaccination for Employees

To prevent flu outbreaks during the rainy season, the 2024 flu vaccination schedule has been adjusted to start in July 2024, which is just before the rainy season.

Meeting Resolution: Acknowledged



Agenda 4. For Consideration and Suggestions

4.1 Discussion on Canteen Shops - Zone A

- It was proposed that clear communication should be provided when food vendors are absent from the cafeteria.
- The matter of whether the removal of the microwave from the cafeteria is temporary or permanent should be clarified and communicated accordingly.

4.2 Food Vendors at Gate 8

- There are not enough food vendors to meet employees' needs. On some occasions, food is sold out before all employees are able to purchase meals.

4.3 Cleanliness Along Gate 16–18 (Fence Side)

- A question was raised regarding the current cleaning arrangements—whether regular sweeping and cleaning are being conducted.

Meeting Resolution: Acknowledged

The meeting ended at 3:40 PM.

Summary of the Welfare Committee Meeting

No. 3/2024

Thursday, September 19, 2024

Meeting Participants

| | | | |
|-----|-------------|----------------|--|
| 1. | Pattamasiri | Jaetiyasuwan | Welfare Committee of Osotspa Public Company Limited |
| 2. | Manit | Zaphoo | Welfare Committee of Osotspa Public Company Limited |
| 3. | Niti | Kanchanabut | Welfare Committee of Osotspa Public Company Limited |
| 4. | Chanita | Deethai | Welfare Committee of Osotspa Public Company Limited |
| 5. | Patcharee | Pongsombut | Welfare Committee of Osotspa Public Company Limited |
| 6. | Piradee | Sirivejabandhu | Welfare Committee of Osotspa Beverage Public Company Limited |
| 7. | Payuth | Sa-ngounnam | Welfare Committee of Osotspa Beverage Public Company Limited |
| 8. | Kulthida | Sukaram | Welfare Committee of Osotspa Beverage Public Company Limited |
| 9. | Watcharin | Korkasamkun | Welfare Committee of Osotspa Beverage Public Company Limited |
| 10. | Worrapat | Nilrat | Welfare Committee of Osotspa Innovation Center Company Limited |
| 11. | Nuttarujar | Thongmee | Welfare Committee of Osotspa Innovation Center Company Limited |

Meeting Participants

| | | | |
|----|-----------|-------------|--|
| 1. | Manthana | Ninlaphat | Human Capital and Organization Excellence Administration Executive - Osotspa Club |
| 2. | Rattagorn | Khomkhajorn | Employee Relations Executive/ Meeting Minutes Taker |

The meeting was called to order at 3:00 PM.

Agenda 1. Matters for Acknowledgement

1.1 Activities Organized for Employees

Ms. Manthana informed the meeting that from September to December 2024, the company will organize the following activities for employees: Burn Calories exercise sessions, Employee Market Fair, Relaxing and Massage Therapy.

Meeting Resolution: Acknowledged

1.2 Arrangement of Overnight Parking

Ms. Pattamasiri informed the meeting about the announcement regarding parking arrangements for employees affected by the flood in 2024, dated September 20, 2024.

Meeting Resolution: Acknowledged

1.3 Osotspa Employee Club and Various Club Activities



Meeting Resolution: Acknowledged

Agenda 2. Meeting Minutes Approval

Meeting Resolution: Approval of the Meeting Minutes No. 2/2024

Agenda 3. Follow-up on Suggestions and Recommendations

3.1 Osotspa Employee Club

Clubs are requested to update their activity schedules and membership registration details to inform all employees.



Meeting Resolution: Acknowledged

3.2 Public Relations Signage

- Directional Signage: Request to install a sign indicating the way to the canteen.
- Parking Signage: Suggestion to add a reserved parking sign in front of the medical room.

Meeting Resolution: Acknowledged



Agenda 4. For Consideration and Suggestions

- 4.1 Restroom near the parking building, beside Gate 1, is not clean.

Meeting Resolution: Acknowledged

- 4.2 Increase lighting in the parking area, Zone C

Meeting Resolution: Acknowledged

The meeting ended at 3:30 PM.

Summary of the Welfare Committee Meeting

No. 4/2024

Thursday, December 19, 2024

Meeting Participants

| | | | |
|-----|--------------|----------------|--|
| 1. | Pattamasiri | Jaetiyasuwan | Welfare Committee of Osotspa Public Company Limited |
| 2. | Thawipap | Wimoolchart | Welfare Committee of Osotspa Public Company Limited |
| 3. | Chanita | Deethai | Welfare Committee of Osotspa Public Company Limited |
| 4. | Piradee | Sirivejabandhu | Welfare Committee of Osotspa Beverage Public Company Limited |
| 5. | Payuth | Sa-ngounnam | Welfare Committee of Osotspa Beverage Public Company Limited |
| 6. | Kulthida | Sukaram | Welfare Committee of Osotspa Beverage Public Company Limited |
| 7. | Watcharin | Korkasamkun | Welfare Committee of Osotspa Beverage Public Company Limited |
| 8. | Thanachaporn | Nakwaree | Welfare Committee of Osotspa Beverage Public Company Limited |
| 9. | Udom | Singto | Welfare Committee of Osotspa Beverage Public Company Limited |
| 10. | Worrapat | Nilrat | Welfare Committee of Osotspa Innovation Center Company Limited |

Meeting Participants

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|----|-------------|-------------|--|
| 1. | Piyanat | Sritan | Employee Relations Lead |
| 2. | Manthana | Ninlaphat | Human Capital and Organization Excellence Administration Executive - Osotspa Club |
| 3. | Rattanagorn | Khomkhajorn | Employee Relations Executive/ Meeting Minutes Taker |

The meeting was called to order at 3:00 PM.

Agenda 1. Matters for Acknowledgement

1.1 Activities Organized for Employees

Ms. Manthana informed the meeting about the activities scheduled from September onwards: Employee Market, Discounted Product Market, Award ceremonies for work performance and retirement plaques, Father's Day activities and Activities involving the use of natural herbal dishwashing liquid.

Meeting Resolution: Acknowledged

1.2 Office Door Closure in Zone A

Ms. Pattamasiri informed the meeting that the office door in Zone A should not be left open overnight, as it affects the CCTV system. When the door is left open, the security camera cannot record continuously, which compromises safety measures.

Meeting Resolution: Acknowledged

1.3 Osotspa Employee Club and Various Club Activities

Ms. Rattanakorn informed the meeting of the scheduled date for the New Year celebration, which will be held on January 31, 2025.

Meeting Resolution: Acknowledged

Agenda 2. Meeting Minutes Approval

Meeting Resolution: Approval of the Meeting Minutes No. 3/2024

Agenda 3. Follow-up on Suggestions

3.1 The restroom near the parking building, next to Gate 1, was reported to be unclean.

Ms. Pattamasiri informed the meeting that housekeeping staff have been arranged and the cleaning frequency has been increased.

Meeting Resolution: Acknowledged

3.2 Request to increase lighting in the parking area, Zone C.

Ms. Pattamasiri informed the meeting that lighting inspection and replacement of faulty bulbs in Zone C had been completed using GOS's budget. However, for future maintenance, the responsibility and budget will fall under the respective area owners.

Meeting Resolution: Acknowledged

Agenda 4. For Consideration and Suggestions

4.1 OSP Healthy Together Activity

Mr. Watcharin proposed recording participant VDO clips sharing their experiences from the OSP Healthy Together activity to motivate others. He also suggested offering diverse prizes to boost engagement.

Mr. Watcharin proposed having a trainer demonstrate effective muscle-toning exercises through instructional or follow-along VDOs.

Meeting Resolution: Acknowledged

The meeting ended at 3:30 PM.