

[Note: This template was published by the Ministry of Labour, Employment and Social Security on 4 Sep 2015.]

Terms to be complied with by workers in factories, workshops and departments

Appendix A: Ordinary violations

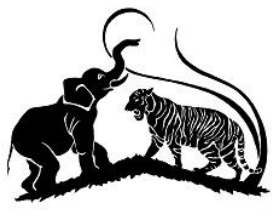
The Employer may terminate the employment of the worker without paying compensation for violation of the specified terms if the worker committed another ordinary offence within 12 months after having received a first and a second written warning and signed an undertaking as a third warning for an ordinary offence. If no further offence is committed within 12 months after the commission of an ordinary offence, or if no further offence is committed within 12 months after the third offence, the Employer shall expunge all offences.

- (1) Workers must arrive and leave work on time according to the working hours specified by the factory. Once workers arrive at the workplace, they must not leave. If workers want to leave, they must obtain permission from the person in charge through the hierarchy and leave only with a gate pass. No late arrivals or early departures outside of the specified working hours.
- (2) Workers must sign in to work and sign out of work and use the timekeeping devices themselves. No pre-signing, proxy signing, fraudulent signing, modification, or addition shall be permitted.
- (3) Workers must wear their employee ID cards at all times during working hours to identify them as factory employees, and must wear uniforms if required.
- (4) Workers must comply with the duties and instructions regarding the work given by the department head or persons in charge.
- (5) To fulfill the tasks assigned by the relevant persons in charge step-by-step and to complete them during working hours.
- (6) Must be able to meet quality and quantity targets according to established standards.
- (7) The daily target set by each factory division must be met within the specified period except for shortages of raw materials and the inability by the factory to provide work.
- (8) At the end of the work day, the worker must clean his work area properly. The work equipment must be stored neatly and in an orderly manner. The machine that the worker operated must be cleaned. Unnecessary lights must be turned off.



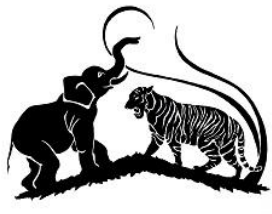
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- (9) Do not use factory or company property for personal gain.
- (10) Do not bring, repair or use any items from outside that are not related to the business/office.
- (11) Items issued by the business must be returned in a proper manner upon resignation or dismissal. If they are not returned, a payment equivalent to the value of the item must be made.
- (12) To refrain from being impolite, disrespectful and disdainful towards persons in charge and among employees. Employees shall not engage in teasing, shouting, or abusive speech or behavior with the intent to embarrass or degrade one other.
- (13) Employees must maintain unity among themselves.
- (14) No threats, bullying, or physical assaults shall be allowed in the workplace.
- (15) Workers must not leave their workplace without reason.
- (16) Except during their duty hours, workers are not allowed to enter/exit or remain in the factory or compound without the permission of the relevant person in charge.
- (17) Do not enter restricted areas without permission.
- (18) Do not enter or exit by climbing over the factory compound and buildings.
- (19) Do not draw, post or smear pictures, letters or caricatures (cartoons) on factory building walls/doors/windows, equipment and utensils.
- (20) Workers must keep their food and lunch boxes in the designated place.
- (21) Toilets must be used in a disciplined and clean manner. Water taps at the sinks and hand wash basins must be opened and closed properly.
- (22) Do not receive or meet visitors who are not related to the work, or bring or receive persons from outside without permission during working hours.
- (23) Do not doze, lie down, sleep, eat, drink, play, or sit idle during working hours.
- (24) Chewing betel nut, spitting betel nut, and chewing gum is not allowed at the workplace.
- (25) No financial transactions may be conducted during working hours without prior permission (e.g., soliciting donations, selling tickets to fund causes, lending money, paying interest, and transferring salaries).
- (26) No non-work-related matters are allowed during working hours.



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- (27) Orders and notices posted on bulletin boards must not be deliberately destroyed, defaced, or rewritten.
- (28) Occupational safety regulations must be strictly followed. No tools or equipment may be distributed or sold without permission.
- (29) Do not distribute or sell documents at the workplace without obtaining permission from the relevant authorities.
- (30) Do not act, speak, organise or incite in a way that would tarnish the reputation of the company/factory.
- (31) Do not refuse inspections carried out as part of a duty, or engage in any abusive or disrespectful behaviour.
- (32) Local orders and directives issued from time to time as needed must be followed.
- (33) No deliberate reduction in capacity shall be made to reduce business.
- (34) Workers must not intentionally destroy goods or misplace or mispackage them. If this happens, they must compensate the value of the item based on the damage to the company's name and reputation.
- (35) Do not engage in activities that may harm peace and harmony at the workplace or hinder productivity, such as forming illegal organisations, mobilising for their formation, or inciting employees not to come to work.



Appendix B: Serious offences

A worker found to have committed any of the following serious offences shall be subject to disciplinary action up to and including termination of employment and shall not be entitled to any additional compensation or benefit:

- (1) Committing theft, receiving stolen property, misappropriation, and aiding and abetting misappropriation.
- (2) Intentionally destroying, damaging, or causing loss of any property owned by the factory or company.
- (3) Physical violence among employees, causing a commotion, physical assault intended to cause serious injury to a person, quarrelling and beating, all at the workplace.
- (4) Committing a crime related to moral turpitude.
- (5) Dishonesty, fraud, bribery and corruption
- (6) Bringing alcohol to the workplace, or consuming or selling it there.
- (7) Gambling at the workplace.
- (8) Possession, distribution, sale and personal use of drugs; smoking and using fire in the workplace.
- (9) Bringing weapons, explosives and materials to the workplace which the Arms Law prohibits to carry.
- (10) Entering explosion- or fire-prone areas of the factory and restricted areas within the workplace without permission.
- (11) Leaking important matters such as the company's confidential information, records, formulas or technical production processes to another party, making such information available, or taking photos with a phone or camera without permission.
- (12) Being convicted under any criminal law after having been arrested and charged.
- (13) Being absent without reason or authorisation for 3 consecutive working days or for 5 working days within a month, unless permission was obtained from the relevant department head or person in charge.



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