

New Hire Onboarding

Welcome to PALO IT Thailand

Company Policies, benefit and wellbeing



Who we are

PALO IT is a **global innovation consultancy** and **Agile software development company** dedicated to helping organisations embrace *tech as a force for good*.

We work with clients to :

- Rapidly turn new ideas and business models into digital products and services that provide both **business value and positive impact**
- Transform organisations and their technology capabilities, and inspire their people to embrace Agile ways of working to become more **resilient and scalable**



COMPANY OVERVIEW

Our Mission

Our mission is to
Crafting tech as a force for good.

Core Values

- WE ACT COURAGE
- WE CARE ABOUT OUR WORLD
- WE SHARE IT's IN OUR DNA
- WE DELIVER AWESOMENESS
- WE CHOOSE POSITIVITY & SELF_IMPROVEMENT

Our Vision

At PALO IT, we thrive on creative thinking and technical excellence to develop breakthrough products and help organisations reinvent themselves.





People & Culture



Cherie Watcharaporn Plukpunyakul
People & Culture Lead



Frame Tanatip Vijuprapha
Senior Talent Acquisition Specialist

Finance & Admin



Meenah Kasilah Kunprasert
Accounting, Finance, Admin



June Titima Pookittikul
Office Administrator



Khaimook Apichaya Aungprapakorn
Sales Administrator

Onboarding Process

1st Working day	ORIENTATION	BUDDY PROGRAM	FUNCTIONAL ORIENTATION
<ul style="list-style-type: none">Prior to your official start date, you will receive an email confirmation for start date and document you will be require for your 1st working day	<ul style="list-style-type: none">People & Culture (1 Day)Computer Set up (1 hr)Say Hi to Fred (1.30 hrs)Ice Breaking (1.30 hrs)Sustainability (1.5 hr)Marketing (1.5 hr)Security (2.5 hr)Design (1 hr)DevOps (3 hr)Tech (1 hr)Mobile (1 hr)Agile (1 hr)	<ul style="list-style-type: none">A buddy is someone who partners with a new employee during their first 2 months by offering advice and guidance regarding the day-to-day aspects of working & Company Culture at Palo	<ul style="list-style-type: none">You will participate in your function orientation which will allow you to understand way of working and expectation on your role

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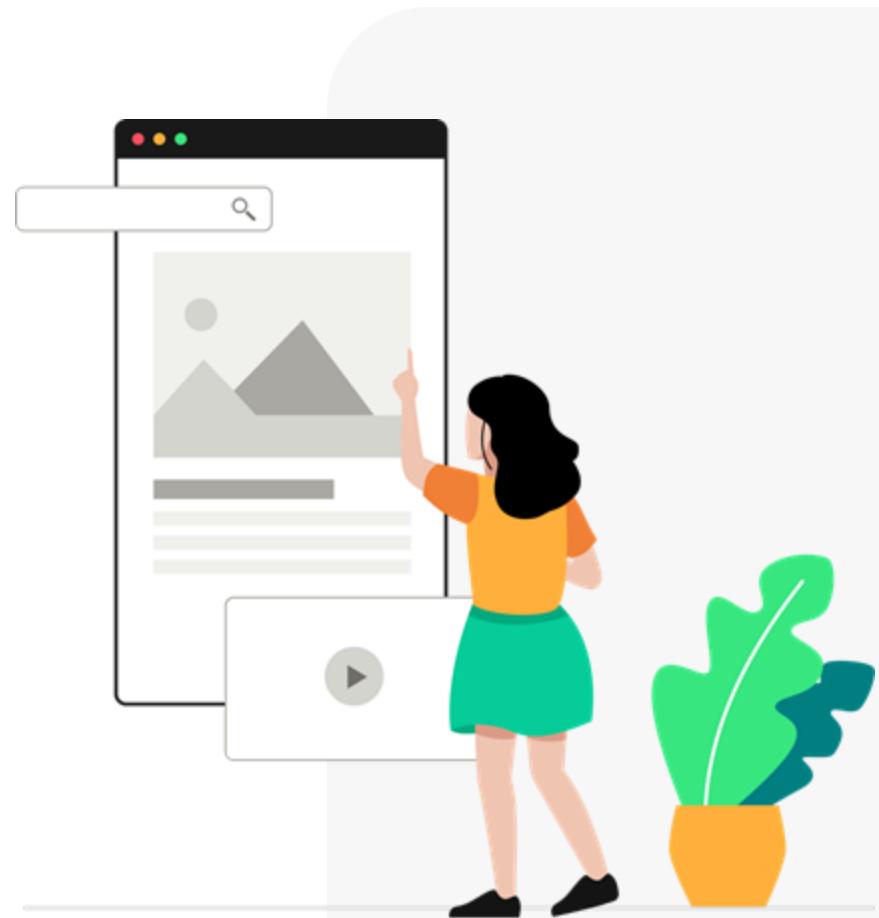
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Company Policy & Benefit

- **Working Day / Hour** Mon – Fri / 09:30 am – 06:30 pm

Leave Types (No Carry Over Leave)

- **Annual Holiday** 17 days / year
- **Business Leave** 3 days/ year

* Total 20 days credit issue from 1st Jan of year. (Prorated for New hire)

* Overuse annual leave at last day of resignation, credit will be deducted with final payroll cycle

* 14days Advance approve for Long Leave plan

- **Sick Leave** 30 days/ year / over 3 days required Medical Cert.
- **Compassionate Leave** Max 3 working day (Lost of close family)
- **Marriage Leave** of 3 working day (1st time marriage)





Company Policy & Benefit (Con.)

Paternity Leave of 5 working day (within 1 month of Newborn birth date)

Medical Benefit

- Medical Coverage 100% of the total Medical Insurance for self only (reimbursement of 100% of your inpatient and outpatient medical)
- Vision Examination 20,000 THB (If there is a change in vision, an employee can reimburse 80% of the glasses cost.)
- Physiotherapy, Chiropractic, Acupuncture 2,000 THB/time (7 times a year)





Company Policy & Benefit (Con.)

Medical Benefit



Health Insurance ▾ Travel Insurance Personal Accident Insurance Customer Centre ▾ Join Us

Coverage of Maxima Plan

BENEFITS	Maxima	Maxima Plus
Maximum benefit amount for in-patient per Confinement	5,000,000	10,000,000
Inpatient Benefits		
Room and Board, and Medical Service Fee(s) (Inpatient) per Confinement	Maximum 8,000 Baht per day	Maximum 10,000 Baht per day
Intensive Care Inpatient Unit	Paid in Full	Paid in Full
Medical Expense(s) for Medical Examination(s) or Medical Treatment, Blood and Blood Component Service Fee(s), Nursing Fee(s), Medicine Fee(s), Parenteral Nutrition Fee(s) and Medical Supplies Fee(s) per Confinement	Paid in Full	Paid in Full
Medicine Fee(s) and Medical Supplies 1 for Take Home Medicine, maximum 14 days	Paid in Full	Paid in Full
Physician's Fee(s) per Confinement	Paid in Full	Paid in Full
Surgical Treatment (Surgery) and Procedure Fee(s) per Confinement	Paid in Full	Paid in Full
Organ Replacement Surgery, Organ Transplant or Replacement of Liver, Heart, Lung, Kidneys and Bone Marrow including Donor's costs per Confinement	Paid in Full	Paid in Full
Major Surgery that does not require hospitalization (Day Surgery)	Paid in Full	Paid in Full



Company Policy & Benefit (Con.)

Medical Benefit



A member of the Pacific Cross Group of Companies

VISION EXAMINATION REPORT (All sections must be completed)

Dear Ophthalmologist (眼科醫師),

In order for the insured received vision benefits under policy, please fill in the result of vision examination.

Please follow instruction as below: (เมื่อได้รับบันทึกนี้ให้ตรวจสอบใบแพทย์ทางการแพทย์ที่คุณร่วมกับทางบริษัทฯ ตามที่ระบุไว้ด้านล่างนี้)

Instruction (คำแนะนำ):

1. Please specify name-surname of insured, examination date (ถ้าเป็นรายเดียวอยู่ในบันทึกนี้ ไม่ต้องระบุ)
2. Visual Acuity, Refraction Assessment, Tonometry and Optic Disc must be in form of number. **the wording "normal", NA, None or any sign such as - / , are not acceptable.** (ถ้าหากว่า Visual Acuity, Tonometry and Optic Disc เป็นไปได้ ที่การ Refraction Assessment ระบุเป็นเท่าเดียวกัน หรือ เกินไปเล็กน้อย ต้องใส่ -0.00 หรือใส่ไม่ระบุว่าเป็น Normal, NA , None .. ห้าม หักครัว)
3. For the other examination results, please specify the clear results.
4. **"The wording "normal", NA, None or any sign such as - / , are not acceptable."** ("ถ้าหากว่าผลการตรวจที่กรอกระบุต่อไปนี้ ไม่ใช่ ไม่ถูกต้อง ให้กรอกเป็น Normal, NA, None .. ห้าม หักครัว")
5. Please stamp hospital or clinic logo, name-surname of ophthalmologist and ophthalmologist license number.
6. (บันทึกนี้ห้ามใช้ร่วมกับบันทึกพิเศษของแพทย์และหักครัวทุกประการในประกันชีวิตระบบ ตราจากหักครัว)

SECTION A – PARTICULARS OF THE EXAMINEE

Name-Surname	Date of Birth (DD/MM/YYYY)	Sex
Examination Date (DD/MM/YYYY)	Policy No.	
If group insurance, name of the Policy Holder		

SECTION B – EXAMINING OPTOMETRIST'S REPORT

1. Please describe general condition of eyes		
2. Other abnormalities or observations: please specify		
3. Report on Vision Examination (as per symbols shown)		
Visual Acuity	O.S. *	O.D. *
Refraction Assessment (Autorefractor)	O.S. *	O.D. *
Tonometry	O.S. *	O.D. *
Cornea	O.S. *	O.D. *
Conjunctiva / Pterygium	O.S. *	O.D. *
Lens / Cataract	O.S. *	O.D. *
Retina	O.S. *	O.D. *
Optic Disc	O.S. *	O.D. *

The company is very grateful to you for following the instructions as above.
(บริษัทฯ ขอสงวนสิทธิ์ไม่อนุมัติสูงสุด ที่ปฏิบัติตามค่าธรรมเนียมหักครัวทั้งหมด)

Name - Surname of Ophthalmologist:

Medical License No.:

Telephone No.:



A member of the Pacific Cross Group of Companies



LIFESTYLE SERIES APPLICATION A New Lifestyle for a New Generation

Experience Matters

بيانละเอียดของผู้สมัคร (รายละเอียดบันทึกประจำตัวของคนไข้ที่ระบุในบัตรประชาชน)			POL ID No.
<input type="radio"/> นาย : Mr.	<input type="radio"/> 女士 : Mrs.	<input type="radio"/> นางสาว : Miss	เอกสารที่บันทึกประจำตัวของคนไข้ : ID / Passport No.
<input type="radio"/> คุณพ่อ : Master	<input type="radio"/> คุณแม่ : Ms.	<input type="radio"/> อื่นๆ : Other	
ชื่อผู้สมัครของคุณพ่อ : Family Name			
ชื่อ : First Name	ชื่ोกลาง : Middle Name	วันเดือนปีเกิดของคนไข้ : Policy Commencement Date DD MM YYYY	วันเดือนปีหมดอายุ : Expiry Date DD MM YYYY
เพศ : Gender <input type="radio"/> ชาย : Male	เพศ : Gender <input type="radio"/> หญิง : Female	สถานะ : Marital Status <input type="radio"/> โสด : Single	สถานะ : Marital Status <input type="radio"/> แต่งงาน : Married
อายุ : Age	สัญชาติ : Nationality	น้ำหนัก (kg) : Weight (kg)	ส่วนสูง (cm) : Height (cm)
วันเดือนปีเกิด (วันเดือนปีเกิดของคุณพ่อ) Date of Birth DD MM YYYY	ตำแหน่ง : Position	ลักษณะการทำงาน : Type of Work	
*** The following questions are for your last occupation *** (ถ้าไม่ใช่การทำงานที่คุณทำอยู่ในปัจจุบัน *** กรุณาให้ความเห็นว่าคุณทำงานเป็น Normal, NA, None .. หรือ หักครัว ***)			
ที่อยู่ปัจจุบัน : Current Address _____			
ชื่อและที่อยู่ สถานที่ทำงาน : Company Name, Work Address _____			
ที่อยู่ที่สามารถติดต่อได้ (บ้านหรือร้าน) : Contact Address (Please identify) <input type="radio"/> ที่อยู่ปัจจุบัน : Current Address <input type="radio"/> ที่อยู่เดิม : Work Address			
โทรศัพท์มือถือ : Mobile No.	โทรศัพท์บ้าน : Telephone No.	อีเมล : Email Address	
รายละเอียดบัญชีที่ใช้สำหรับการชำระเงิน : Bank Account Details for Payment of Claims			
ธนาคาร : Bank	ชื่อบัญชี : Account Name	สาขา : Branch	
หมายเหตุ : Note			
รายละเอียดของบุตร (รายละเอียดบันทึกประจำตัวของคนไข้ที่ระบุในบัตรประชาชน)			
<input type="radio"/> นาย : Mr.	<input type="radio"/> 女士 : Mrs.	<input type="radio"/> นางสาว : Miss	เอกสารที่บันทึกประจำตัวของคนไข้ : ID / Passport No.
<input type="radio"/> คุณพ่อ : Master	<input type="radio"/> คุณแม่ : Ms.	<input type="radio"/> อื่นๆ : Other	วันเดือนปีเกิด (วันเดือนปีเกิดของบุตร) : Date of Birth
ชื่อผู้สมัครของบุตร : Beneficiary Name 1			สัญชาติ : Nationality
ชื่อ : First Name	ชื่ोกลาง : Middle Name	วันเดือนปีเกิด (วันเดือนปีเกิดของบุตร) : Date of Birth	สัญชาติ : Nationality
ความสัมพันธ์กับผู้สมัครของบุตร : Relationship to the Applicant			
<input type="radio"/> สามี : Spouse	<input type="radio"/> บุตร : Child	<input type="radio"/> อื่นๆ : Other	เพศ : Gender <input type="radio"/> ชาย : Male <input type="radio"/> หญิง : Female
ที่อยู่ที่สามารถติดต่อได้ : Contact Phone No.			
อีเมล : Email Address			
<input type="radio"/> นาย : Mr.	<input type="radio"/> 女士 : Mrs.	<input type="radio"/> นางสาว : Miss	เอกสารที่บันทึกประจำตัวของคนไข้ : ID / Passport No.
<input type="radio"/> คุณพ่อ : Master	<input type="radio"/> คุณแม่ : Ms.	<input type="radio"/> อื่นๆ : Other	วันเดือนปีเกิด (วันเดือนปีเกิดของบุตร) : Date of Birth
ชื่อผู้สมัครของบุตร : Beneficiary Name 2			สัญชาติ : Nationality
ชื่อ : First Name	ชื่ोกลาง : Middle Name	วันเดือนปีเกิด (วันเดือนปีเกิดของบุตร) : Date of Birth	สัญชาติ : Nationality
ความสัมพันธ์กับผู้สมัครของบุตร : Relationship to the Applicant			
<input type="radio"/> สามี : Spouse	<input type="radio"/> บุตร : Child	<input type="radio"/> อื่นๆ : Other	เพศ : Gender <input type="radio"/> ชาย : Male <input type="radio"/> หญิง : Female
ที่อยู่ที่สามารถติดต่อได้ : Contact Phone No.			
อีเมล : Email Address			

Application Form Rev. October 2019 | 01

Company Policy & Benefit

Other Benefits

- **Wellbeing Benefit:** 7,000 THB per annum (after 1 year within the company) Valid from 1st Jan – Dec of the year.
* Employee who pass their 1st anniversary after 1st Jul of year, benefit can be claim up to 31st January of following year.
(Minimum 2,000 THB/Request)





Company Policy & Benefit

Other Benefits

- **Provident Fund** After Pro - Fixed 3% Company / 3,5,10,15% Employee



Palo IT
3%
Of basic salary



Employee
3%, 5%, 10, 15%
Of basic salary

The selection on employee's contribution rate shall be made 2 Times/year on [January, August](#)

CAREER PATH

GRADES, SKILLS & RESPONSIBILITIES



**Junior
Consultant**

Youngling

Can demonstrate learning abilities, shared Palo IT values



**Intermediate
Consultant**

Padawan

Can demonstrate basic consulting posture and practices and is autonomous



**Senior
Consultant**

Knight

Can be trusted to be alone on an assignment under customer management



Leader

Master

Can be trusted to lead a team of other Palo IT members

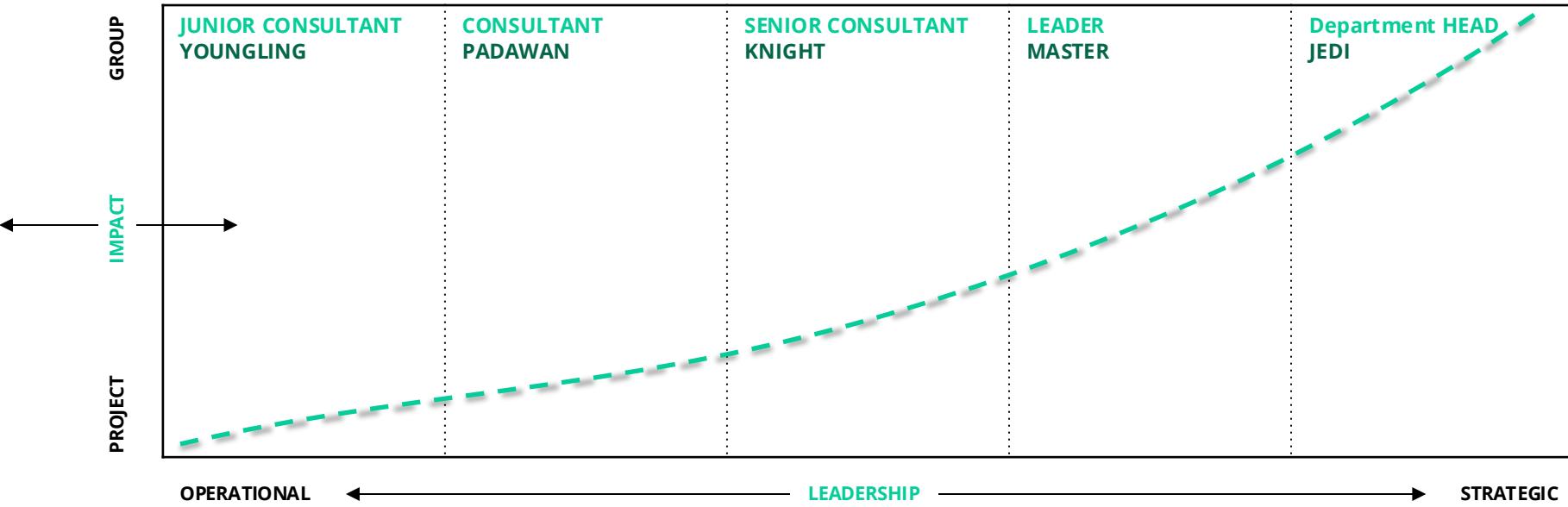


**Department
Head**

Jedi

Can lead big scale programs involving Palo and customer's teams

A CLEAR CAREER PATH



Palowans are organised into Hives, but are invited to participate in Swarms, Sales, Marketing, sustainability and People & Culture. Our focus is on creating value aligned with our vision and maximizing team performance.

CLEAR ROLES & RESPONSIBILITIES

	JUNIOR CONSULTANT YOUNGLING	CONSULTANT PADAWAN	SENIOR CONSULTANT KNIGHT	LEADER MASTER	DEP HEAD JEDI
Production & Delivery	High	Medium	Medium	Medium	Medium
Consulting Posture & Client Satisfaction	Medium	Medium	Medium	Medium	Medium
Communication & Knowledge Management	Low	Medium	Medium	Medium	Medium
Leadership & Management	Low	Medium	Medium	Medium	Medium
Business Development	Low	Low	Medium	Medium	Medium

Area of focus / expertise

LOWHIGH



JUNIOR

Role & Responsibility

ROLE AT PALO

- Being part of the PALO IT community
- Understanding and embracing PALO IT Values
- Staying in touch and form bonds with others in PALO IT (e.g. monthly gathering, meet in office)

CLIENT POSTURE

- Being observes and listen attentively
- Following directions
- Being creates and maintains good relationships with the working team
- Being Attentive
- Being Cooperative

PROJECT ROLE

- Assisting with research and analysis
- Participating and responding to project management requests (e.g. complete timesheet on time)
- Self-organising your assigned tasks during your projects

SOFT SKILL

- Being proactively seek, accept and act on feedback
- Conducting Good communication skills
- Being a Fast Learner
- Self-managing effectively (show up on time, complete timesheet and other required activities)
- Learning

INTERMEDIATE

Role & Responsibility

ROLE AT PALO

- Voicing ideas for new initiatives
- Being proactively reach out to Palowans to build cross-hive collaboration

CLIENT POSTURE

- Building relationships with clients
- Demonstrating initiative and proactivity
- Suggesting
- Being Contribute

PROJECT ROLE

- Working as part of a team
- Asking for help when needed
- Offering help where possible
- Taking ownership on assigned tasks
- Understanding and follows the work process well

SOFT SKILL

- Conducting Strong communication skills
- Being able to work independently and in teams
- Being able to manage Time well
- Conducting Interpersonal skills



SENIOR

Role & Responsibility

ROLE AT PALO

- Suggesting ways to implement and assist in leading new initiatives
- Training junior and intermediate
- Training people (how to do the work)
- Participating in the recruitment process (interviewing candidates, reviewing CVs and capturing interview notes in our dedicated system)
- Sharing your knowledge with other Palowans during learning lunches. You actively research, watch and share business and/or tech topics relevant to PALO IT
- Participating in the presale's estimation process



PALO IT

PROJECT ROLE

- Speaking up and contributing own ideas
- Conducting Excellent knowledge on execution process on specialisation
- Processing
- Helping fill in the communication gaps with less senior consultants
- Reviewing and assess L1/L2's work. You advise L1/L2 on their areas of expertise. You mitigate people-related issues on project
- Being Positively react to challenges and create a safe environment for Palowans



1





SENIOR

Role & Responsibility

CLIENT POSTURE

- Building and maintaining client relationship
- Identifying client needs and concerns
- Helping to directly translate business needs into new requirements
- Guiding & mentoring
- Advising through best practices
- Helping leads and HM to cultivate a consultant mindset/posture



SOFT SKILL

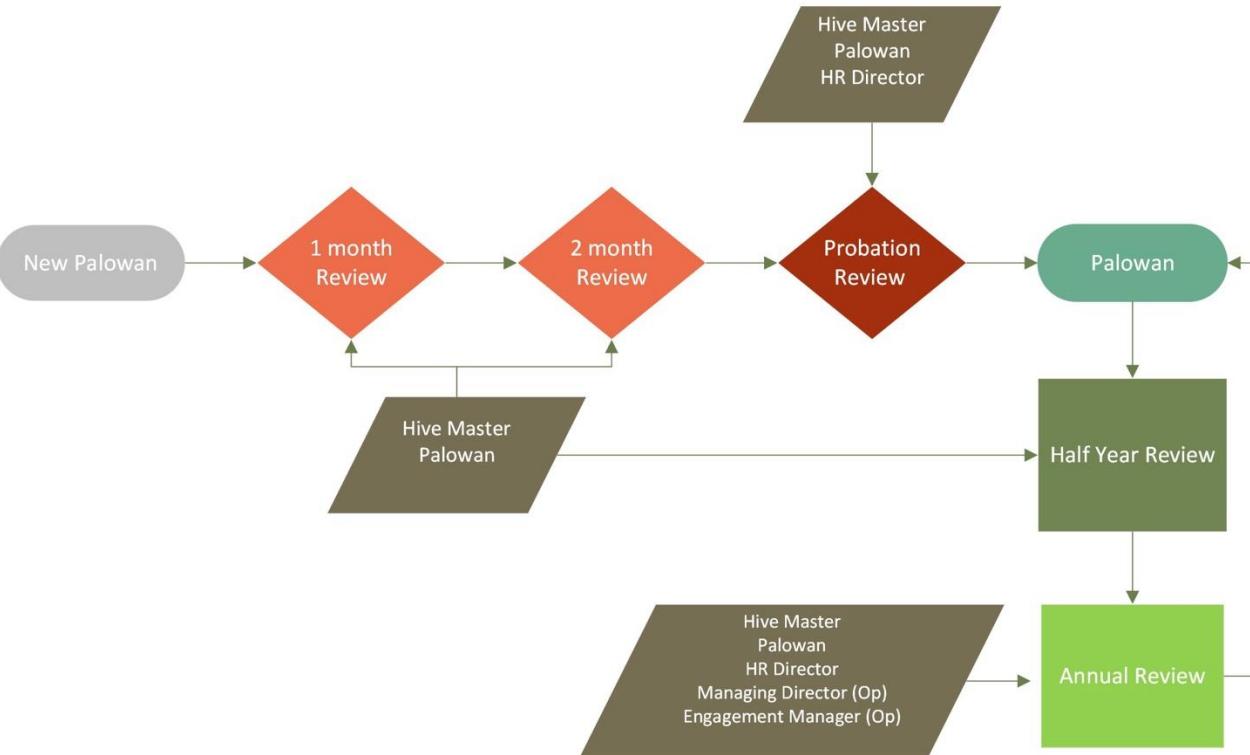
- Being able to clearly explain technical decisions
- Being able to manage scrum team members (cross-hive) without relying solely on escalation
- Conducting strong Communication skill
- Managing Emotional Intelligence



2



Palowan's Review Cycle



Probation Review (90days)

- To discuss overall performance throughout 90 days
- Set agree expectation, Goal, and support needs after the initial period of employment

Half Year Review (180days)

- To pulse check progression of Goals or Expectation (what went well, what need support)
- Adjust Goals or Expectation if needed before Annual Review

Annual Review (365days)

- Give and Receive constructive feedback from all Stakeholder (Success, Improvement)
- Set agree expectation, Goal, and support needs for future performance
- Annual Salary Review*

CAREER COMMITTEE

Career committees are owned by local HR director (or MDs if not applicable)

- Who

- MD + HR Director
- Hive Masters
- Engagement Managers

- When

- During Annual Review

- How

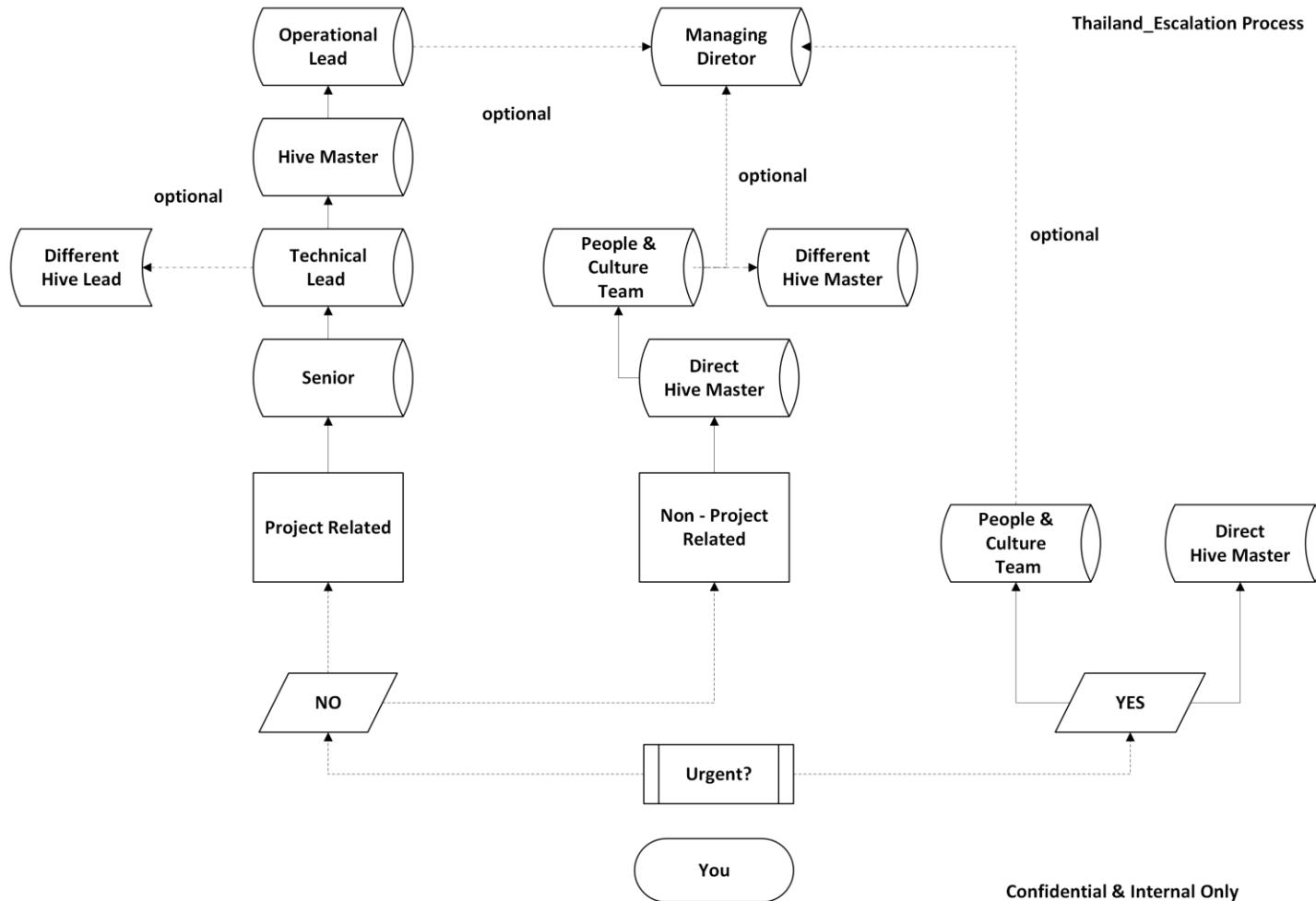
- Each hive master introduces the review of the consultant who asked to be promoted, her/his assessment and advice
- Only the relevant Engagement Managers are invited to participate in the discussions
- The career committee discusses and votes on the promotion*: Yes, No, or Abstention

**A promotion is accepted if the majority of the career committee is in favor.*

All results are then explained to the consultants individually by their Hive Master after all cases have been discussed (maximum 1 month after the career committee). A hive master's opinion can be overruled by the career committee. This ensures a system of check and balances and avoid "dictator syndrome".

Global & Local Escalation Process

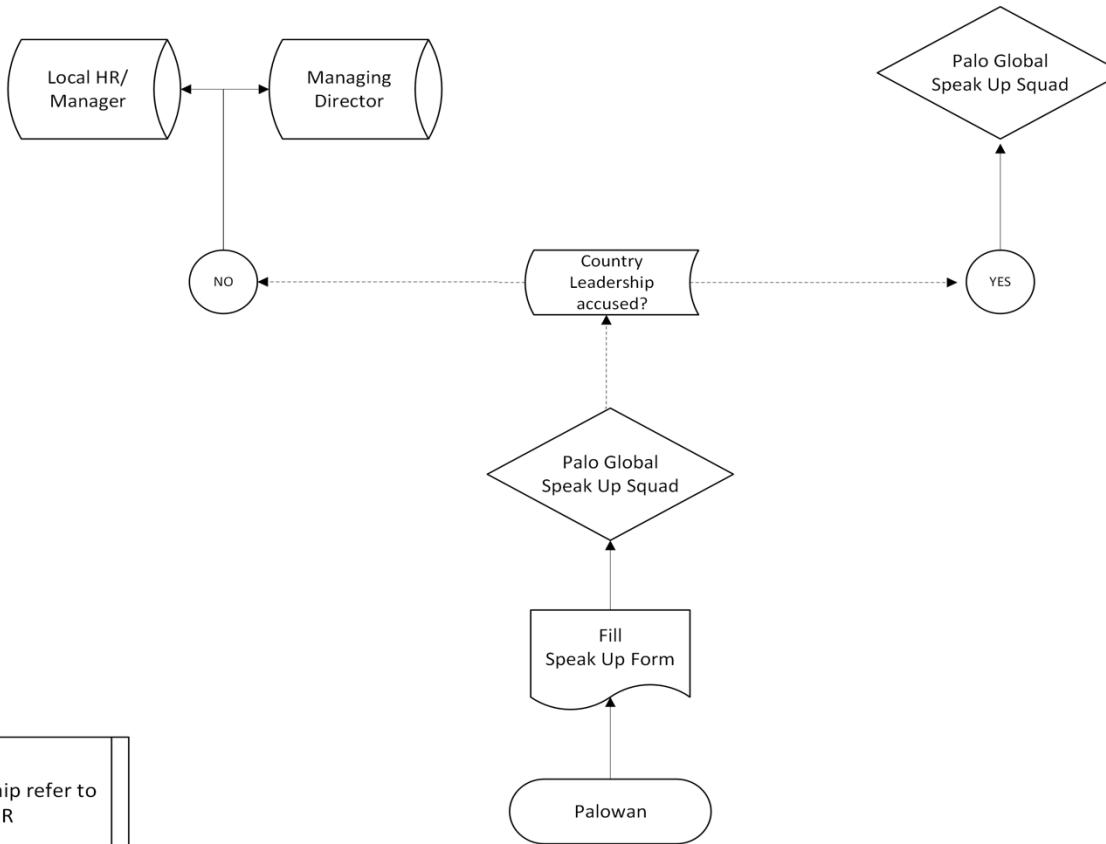
Thailand



Confidential & Internal Only



Global Speak Up Process



Country Leadership refer to
MD or HR

Confidential and Internal use only

PALO IT Culture

Learn about Our Palo IT Values

In groups of 2-5, match the

- Icon Cards
- Title Cards
- Description Cards

Once matched, groups cross over to “Correct” each other

Icon Card



Title Card

WE SHARE, IT'S OUR DNA
We believe it is our responsibility to free access to knowledge in order to unleash the global creative genius.

Description Card

- We are driven by our love for what we do.
- We are actively making Palo IT a better company.
- We see issues as opportunities to improve.
- Rather than put blame, we reflect on how we can be part of the problem and solution.
- We thirst for knowledge, and always strive to learn and ask for help when needed.



WE ACT WITH COURAGE

We can influence the future of our planet for the greater good, and we have the courage to act.

- We believe in our vision. We don't shy away from the world's biggest challenges.
- We challenge the status quo in order to help organisations reinvent themselves.
- We dare to try and explore emerging technology in order to achieve great things.
- We value servant leadership and foster self-organizing teams.
- We always seek to recruit people more talented than ourselves.



WE SHARE, IT'S OUR DNA

We believe it is our responsibility to free access to knowledge in order to unleash the global creative genius.

- We believe in the power of collective intelligence over individual intellect.
- We share our knowledge with the community to make a greater impact.
- We believe in the superiority of knowledge sharing over intellectual property.
- We understand first and share our expertise. We don't dictate our point of view.
- We believe sharing our knowledge with Palowans elevates our personal and collective potential.



WE CHOOSE POSITIVITY

We choose to approach our professional and personal life with enthusiasm and a positive mindset, seeking to spread joy and making a continuous effort to improve ourselves.

- We are driven by our love for what we do.
- We are actively making Palo IT a better company.
- We see issues as opportunities to improve.
- Rather than put blame, we reflect on how we can be part of the problem and solution.
- We thirst for knowledge, and always strive to learn and ask for help when needed.



WE CARE ABOUT OUR WORLD

We are the blacksmiths of our time. We care about each other's well being and we have the power and responsibility to build a better future.

- We care about Palo IT's contribution and impact on the future of our world.
- We care about the impact of our actions on teammates, customers and the community at large.
- We find joy in the success of others.
- We empathise, we listen and care about each other's' perspectives.
- We give feedback rather than criticise. Respectful confrontation is our gift to help each other grow.



WE DELIVER AWESOMENESS

We nurture and take pride in our delivery culture. We aim to exceed expectations; we are makers of awesomeness.

- We aim to delight customers and users with experiences they love.
- We strive to always honour our commitments.
- We are doers who always give their best.
- We self-organise and take ownership of our projects. We act with freedom
- but remain accountable.
- We take initiative. We cherish our entrepreneurial culture and mindset.

Relating Personal Values to Palo Values

Write down your own experiences at work/life
that represented each of the Palo Value

1 Life/Work Example to 1 Palo Value

Example:

- **We Care:** I often provide a listening ear to my fellow Palowans and Friends when they are facing challenge(s) and need someone to speak to

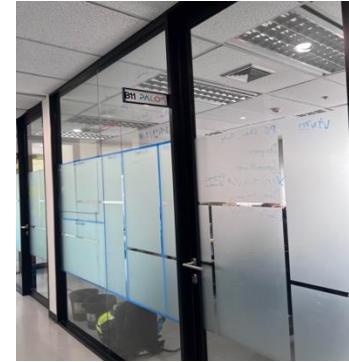


Life at PALO

Office & Facility

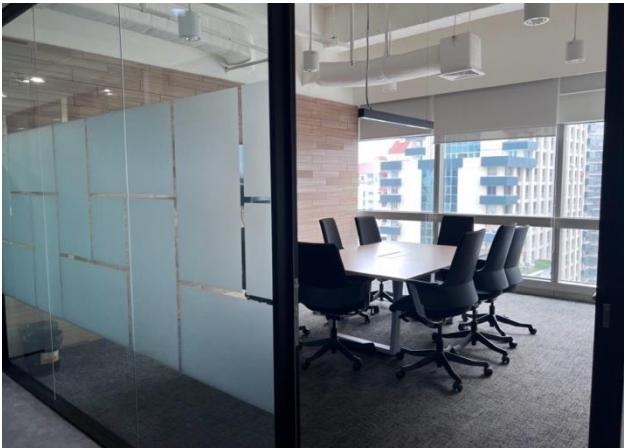
Palo Office

Share Space



Palo Office

Meeting Room



Pantry

2024 Public Holiday

PALO IT

2024 PUBLIC HOLIDAY

JANUARY	FEBRUARY	APRIL	
MON 1	MON 26	MON 8	MON - TUE 15-16
MAY	JUNE	JULY	AUGUST
WED 1	MON 3	MON 29	MON 12
OCTOBER	DECEMBER		
MON 14	WED 23	THU 5	TUE 10
			WED 25
			TUE 31

- January 1 New Year's Day
February 26 Makha Bucha Day*
April 8 Chakri Memorial Day*
April 15 Songkran Day
April 16 Songkran Day*
May 1 National Labour Day
June 3 H.M. The Queen's Birthday
July 29 H.M. The King Maha Vajiralongkorn Birthday*
August 12 National Mother's Day
October 14 H.M. King Bhumibol The Great Memorial Day
October 23 Chulalongkorn Memorial Day
December 5 National Father's Day / National Day
December 10 Constitution Day
December 25 Christmas Day (Asarnha Bucha Day)*
December 31 New Year's Eve

* Substitution Day



2023 Activities



PALO IT



Employee Referral Program

Referral Program Rewards

For you who have referred a potential candidate and successfully hired and pass their 4 months' probation. You will be eligible for Referral Bonus as details below;

Candidate is hired and fit in **level 1 - 2** and then that candidate passed the probation period, staff who have recommended that candidate can get **30K THB. Net**

Candidate is hired and fit in **level 3** and then that candidate passed the probation period, staff who have recommended that candidate can **get 60K THB. Net**

Candidate is hired and fit in **level 4** and then that candidate passed the probation period, staff who have recommended that candidate can **get 80K THB. Net**

Candidate is hired and fit in **level 5** and then that candidate passed the probation period, staff who have recommended that candidate can **get 100K THB. Net**



*** Referral bonus will be paid off to referee after employee's **pass probation** and referee is still an **active staff** only with in pay date only.

Employee Referral Program

We're Hiring

Refer a potential candidate and receive reward after pass probation period (4 months).

Sent CV to: Frame tvijjuprapha@palo-it.com

Opening Position

- Business Development Manager (Urgent!)
- Technical Lead
- Junior Full-stack Developer
- Intermediate Full-stack Developer

Recommendation Rewards:

- Level 1-2 - Reward 30,000 THB net
- Level 3 - Reward 60,000 THB net
- Level 4 - Reward 80,000 THB net
- Level 5 - Reward 100,000 THB net



**IT'S TIME
TO BREAKS**



Reimbursement Policy



The Approval Process

(Reimbursement Policy)

All business expense must be pre-approved before the event date. Except Well-being Benefit.

1

Operations Approval

For all operational expenses, Hive Master and Final at COO must approve before the event date.

2

Support Approval

Hive Master and Final at P&C Lead must approve all support expenses before the event date.

3

Final Approval

All exceptions must be approved by the Managing Director before they can be considered final and reimbursed.

Types of Expenses Covered

(Reimbursement Policy)



1

Well-being

Includes gym memberships, mental health services, meal, and other wellness-related expenses
(No cash card or any Online money form)

(Minimum 2,000 THB/ Request)



2

Professional Development

Includes conference fees, training courses, and other career development

Required for Pre-approval

CC: Admin Team



3

Travel Expenses

Includes airfare, hotel, meals, and other travel-related costs

Required for Pre-approval

CC: Admin Team

[Travelling Policy Update 2024.pdf](#)



Types of Expenses Covered (Reimbursement Policy)

4

Stationaries & Miscellaneous

- Stationery items will be purchased for you by the Company. Without approval from your Hive Master or the Admin team, **no reimbursement** will be provided if you purchase the stationery items.
- All printing of business cards, project documents, marketing support, and other miscellaneous items must be pre-approved.



Types of Expenses Covered

(Reimbursement Policy)

5

Team & Client Meals / Activities

Quarterly Team / Client Meals / Activities

Budget: Lunch 500 THB/ Head, Dinner 1,000 / Head all inclusive!

Document request:

1. Approval Email from Hive Master & COO CC: Admin Team with List of attendees and group photos.
2. Original copy of Tax invoice under Palo IT (Thailand)'s address
3. Submitted through the FITNET portal within 30 days, and no later than the 20th of each month



Non-Reimbursement Expense

(Reimbursement Policy)



Personal expenses



Unapproved expenses



Mobile bills



Entertainment, meals, travels expenses **not related** to Company's business



Medical bills not covered by our medical policy



A photograph of a woman's face partially visible in the background, smiling. In the foreground, her hands are shown fanning out several US dollar bills, likely representing reimbursement or expense money.

Reimbursement Policy (Con.)

Reimbursement Process

To be reimbursed effectively, your business expenses must be submitted through the FITNET portal within 30 days, and **no later than the 20th of each month**. For Well-being reimbursement, Request Claim via Fitnet with Receipt (Picture) attached in system only , no original document and tax receipt request to submit.

For Others, You must keep all original documents for compliance purposes.

Make sure you request a tax receipt and that it is completed as below:

PALO IT (THAILAND) LTD. - Head office

159/37 Serm-Mit Tower, 23rd Floor, Room No. 2301, Sukhumvit 21 Road
(Asoke), Khlong Toei Nuea Sub-District, Wattana District, 10110 Bangkok

TAX ID : 0105561014055



FitnetManager

ADMINISTRATION



1. Timesheet



2. Expenses



3. Vacation / Leave

“

TIMESHEET



?

FITNET

(Attendance, Leave, and Expense Reimbursement)



FITNET Login

Log in page

Log in: <https://palo-it.fitnetmanager.com/FitnetManager/login.xhtml>

SharePoint

Search across sites

PALO IT Thailand PALO IT Group Welcome to PALO IT New Joiners Life at PALO IT The Hives Leadership Edit

PALO IT Thailand

Private group | CONFIDENTIAL + Create site ★ Following 80 members

Published 8/23/2023

Home All Documents Page details Analytics

New PALOCast listen now

Carbon Footprint Workshop Carbon Footprint Workshop

IS WEB3 PART OF YOUR CUSTOMER ACQUISITION STRATEGY? Recent blog

How to optimise your cloud infrastructure and cut costs on AWS Recent Blog

Update your bio

All Learning Lunch Sessions

Useful links

- delve.office.com
- Fitnet Manager
- World Economic Forum

PALO IT Thailand event calendar

Upcoming Past Sync calendar

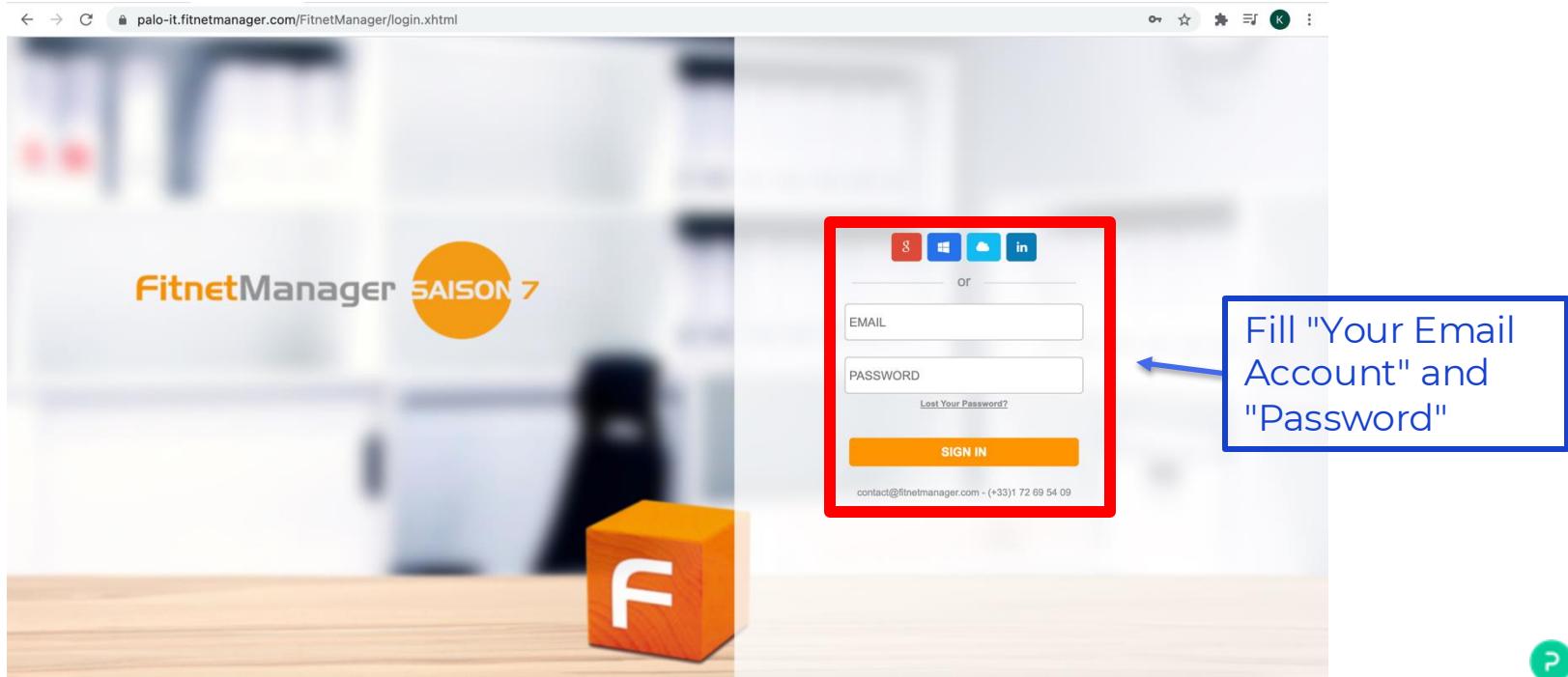
Thailand 11:03 8/28/2023

P

FITNET Login

Log in page

Log in: <https://palo-it.fitnetmanager.com/FitnetManager/login.xhtml>



FITNET Timesheet



Hive Day



Event



Bench



Tech for Good



Presale



Training

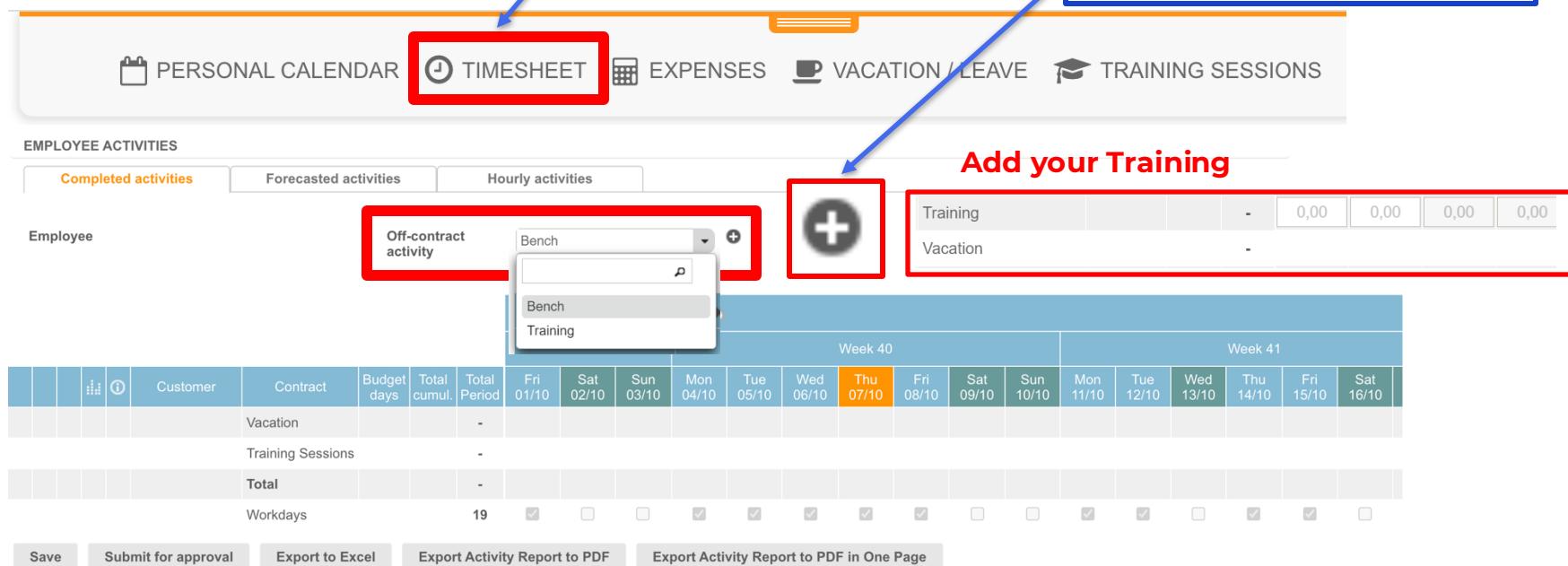


Internal Project

Timesheet Page

1. CHOOSE "TIMESHEET"

2. SELECT " Training or Bench" with a plus symbol



FITNET Timesheet

Employee



Off-contract
activity

Bench

Bench

Training

			Internal project	-	<input type="text" value="0,00"/>	<input type="text" value="0,00"/>	<input type="text" value="0,00"/>	<input type="text" value="0,00"/>
				Training	<input type="text" value="1"/>	<input type="text" value="0,00"/>	<input type="text" value="1,00"/>	<input type="text" value="0,00"/>
			Vacation	-				

FITNET Timesheet

ACTIVITY REPORT

Company Palo IT (Thailand) Ltd. (Head Office) Period February 2024

Off-contract activity Training

Employee

Save

Export to Excel

Export to Excel plat

Export to PDF

Off-contract activity	Date	Duration	Activity Report
Training	02/02/2024	1.00	Input information of your training and Internal Project
Total Training		1.00	
	Total	1.00	

FITNET Timesheet

										FEBRUARY 2024			
										Week 05			
				Customer	Contract	Budget days	Total cumul.	Total Period	Thu 01/02	Fri 02/02	Sat 03/02	Sun 04/02	
	4	⌚	🕒	AIA International...	AIA+ Extension	40,00	11,00	-	0,00	0,00	0,00	0,00	
	4	💻	🕒	Palo IT (Thailand...	Tech1 Hive	0,00	0,00	-	0,00	0,00	0,00	0,00	
X	4	⚠️			Bench			-	0,00	0,00	0,00	0,00	
X	4	⚠️			Internal project			-	0,00	0,00	0,00	0,00	
X	4	⚠️			Training			-	0,00	0,00	0,00	0,00	
					Vacation			-					
					Training Sessions			-					
					Total			-					
					Workdays			20	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Filling A Responsibility Project

FEBRUARY 2024  												
Week 05												
				Customer	Contract	Budget days	Total cumul.	Total Period	Thu 01/02	Fri 02/02	Sat 03/02	Sun 04/02
4				AIA International...	AI+A Extension	40,00	11.00	-	0,00	0,00	0,00	0,00
4				Palo IT (Thailand...	Tech1 Hive	0,00	0.00	-	0,00	0,00	0,00	0,00
X	4		Project for customer	Bench				-	0,00	0,00	0,00	0,00
X	4		(Inform and contact	Internal project				-	0,00	0,00	0,00	0,00
X	4		Meenah)	Training				-	0,00	0,00	0,00	0,00
Vacation												
Training Sessions												
Total												
Workdays												

An administrator fills employee's project in their responsibility

Filling Timesheet Attendance

		Customer	Contract	Budget days	Total cumul.	Total Period	Fri 01/10	Sat 02/10	Sun 03/10	Mon 04/10	Tue 05/10	Wed 06/10
4	 	AIA Company Limited	 AIA Minerva SOW01	280,00	61.75	1.75	1,00	0,00	0,00	0,50	0,25	0,00
x 4		Internal project			1.25		0,00	0,00	0,00	0,50	0,75	0,00
1	= Full Day		Vacation		-							
0.5	= Half Day											
	Hour working = Hour/8		Training Sessions		-							
			Total			3	1.00			1.00	1.00	
	Ex. Working 2 Hour		Workdays		19		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	2 hour / 8 = 0.25											
	Save	Submit for approval	Export to Excel	Export Activity Report to PDF	Export Activity Report to PDF in One Page							

1. Click " Save" Timesheet

2. Request to submit **before the 25th each month !!!**

Importance of timesheet?

Export Data

Export date from FITNET and Submit for internal approval

Invoicing approval

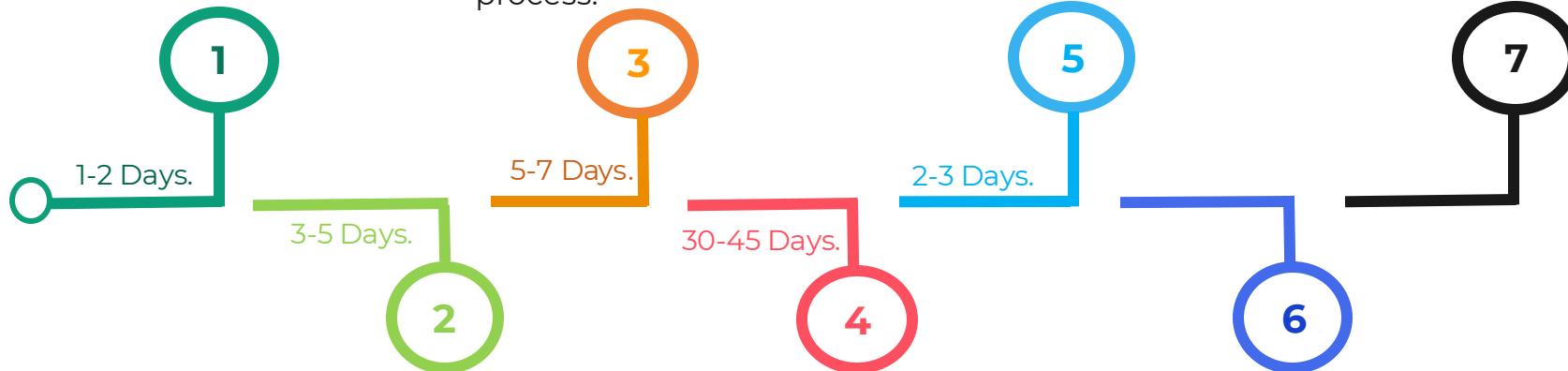
Submit an invoice for goods receipt (GR) process.

Payment received

following payment with the customer

Payable

Process the payment
Payroll, Expenses



Customer timesheet approval

Submit invoice base on customer system

Pantavanij, Ariba Network

Cash management
Forecast the cash flow in company

When will we be required to submit timesheet/Expenses?

© Timesheet

The timesheet request to submit **before the 25th each month**



It is important to submit timesheet by 25th



TUTORIALS VIDEO FOR TIMESHEETS

TUTORIALS FOR EXPENSES



HONG KONG

PERSONAL CALENDAR

TIMESHEET

EXPENSES

VACATION / LEAVE

TRAINING SESSIONS



Welcome on Fitnet Manager!!

“

REIMBURSEMENT EXPENSES

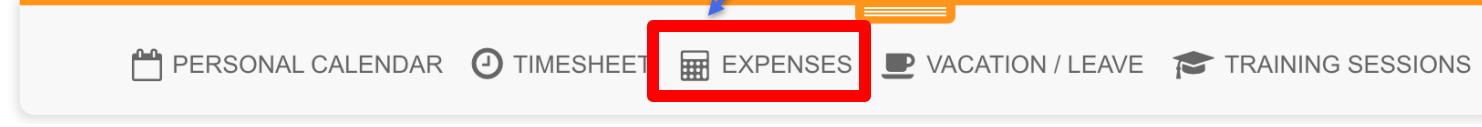


?

FITNET Reimbursement

Reimbursement, Expenses Page

1. CHOOSE " EXPENSES "



PERSONAL CALENDAR TIMESHEET EXPENSES VACATION / LEAVE TRAINING SESSIONS

ENTER EXPENSES

Employee Profile Statement

Alloc. month: October 2021

2. CLICK "ADD"

3. STATUS FOR APPROVAL

		Counter	Category	Name	Customer	Project	Contract	Allocation	Date	Manual Amount w. tax. VAT b. tax.	Set by compy	Amount reimbursed	
		10-21-0003	Travelling Expenses (Airfare, Hotel)	Grab		Internal project		October 2021	29/09/2021	293.00 0.00 293.00	THB THB THB	<input type="checkbox"/>	293.00 THB

Status:

- Off-workflow
- Request
- Request validated



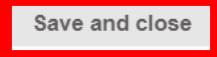
Filling The number reimbursement expenses

Enter expenses

Counter	09-23-0004	Name	<input type="text" value="Supplier Name"/>
Activities *	<input type="text" value="Internal project"/>	Comment	<input type="text"/>
Category *	<input type="text" value="Select -->"/>	Billable	<input type="checkbox"/>
Date *	<input type="text" value="Equipment"/>	Set by the company	<input type="checkbox"/>
	<input type="text" value="Meal"/>	Statement	<input type="checkbox"/>
	<input type="text" value="Office Supplies / Pantry"/>		
	<input type="text" value="Printing / Stationery"/>		
	<input type="text" value="Renting"/>		
	<input type="text" value="Software expenses"/>		
	<input type="text" value="Travelling Expenses (Airfare, Hotel)"/>		
	<input type="text" value="Well-Being"/>		
VAT 			
Amount (b. tax)			
Save	Save		

Filling The number reimbursement expenses

Enter expenses

Counter	09-23-0004	Name	Supplier Name
Activities *	Internal project	Comment	
Category *	Well-Being	Billable	<input type="checkbox"/>
Date *	28/08/2023	Set by the company	<input type="checkbox"/>
Amount (w. tax.)	7000 THB	Statement	
VAT 	0 THB		
Amount (b. tax)	7,000.00 THB		
1. Fill Total amount with VAT		3. Fill Supplier Name	
2. No Vat fill "0"			
4. Click "Save and Close"			

Supplier Name

เลขที่ 170

ต้นฉบับ
ใบเสร็จรับเงิน
RECEIPT
(ใบกำกับภาษี)
(โดยสารออกใบเบิกด้วย)

บริษัท ดาเต้าเมด จำกัด
DATAMED CO., LTD.

798 ถนนสุขุมวิท 71 คลองตันเหนือ
เขตวัฒนา กรุงเทพฯ 10110 (สำนักงานใหญ่)

เลขที่บัญชี 0105561014055
นามบุคคล บริษัท พาโล ไอที(ไทยแลนด์) จำกัด (สำนักงานใหญ่)
Sold To
ที่อยู่ 159/37 อาคารเดิมพิชร หวานอโศก ชั้นที่ 23 ห้องเลขที่ 2301 ถนนสุขุมวิท 21 (อโศก)
Address แขวงคลองเตยเหนือ เขตวัฒนา กรุงเทพฯ 10110

เลขที่บัญชี 08494
เลขประจำตัวผู้เสียภาษี / TAX ID.
0105533033547

798 Sukhumvit 71 Klongton-Nue
Wattana Bangkok 10110 (Head Office)

วันที่ Date 11/07/2023

จำนวน Quantity	รายการสินค้า Description	หน่วยละ Unit Price	รวมเงิน Amount
1	's กระเบ้าพาร์อัมยาสยาปฏิปักษ์เจ็บข้าง	550.00	550.00
E.&O.E.			
	รวม		550.00
	จำนวนเงินสด		35.98
	รวมเงินสุทธิ		514.02
	ภาษีมูลค่าเพิ่ม	7.00 %	35.98
	รวมทั้งสิ้น		550.00

ห้ามอัยการมาสืบปากคำวัน

บริษัท ดาเต้าเมด จำกัด

DATA MED COMPANY LIMITED

ข้อมูลเกี่ยวกับของ บริษัท ดาเต้าเมด จำกัด

ชื่อบุคคล	DATA MED COMPANY LIMITED
เลขที่บัญชี	0105533033547
เลขที่บัญชี (เดิม)	3353/2533
วันเดือนปีที่จดทะเบียน	วันที่ 21 มี.ค. 2533 (33 ปี 5 เดือน 17 วัน)
สถานภาพพิจารณา	ยังดำเนินกิจการอยู่
ประเภทธุรกิจ	บริษัทจำกัด
ปีที่ส่งงบการเงิน	2561 , 2562 , 2563 , 2564 , 2565
รอบบัญชีปีล่าสุด	31 มีนาคม (เริ่มตั้งแต่ 20 ส.ค. 2565) - (ส่งงบก่อน 11 วัน) !
ผู้สอบบัญชีปีล่าสุด	xxxxxx xxxx - (ตรวจสอบ 1081 บริษัท)
จัดซื้อจัดจ้างภาครัฐ	xxxxx โครงการ บูรคุณ xx,xxx,xxx บาท
จดทะเบียนภาษีมูลค่าเพิ่ม	xx สาขา



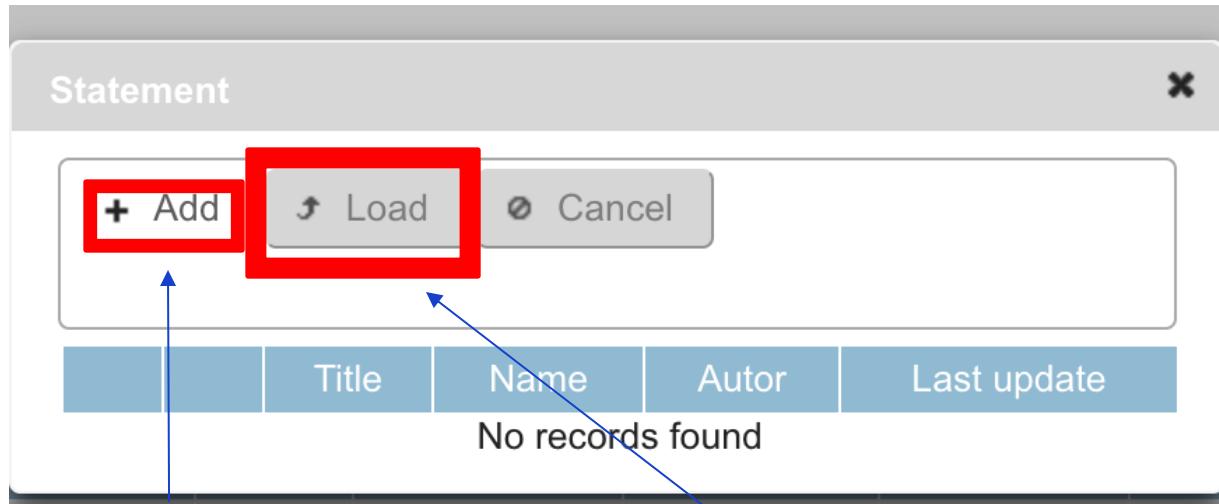
**Do not forget to attach the files
, otherwise there is no reimbursement**

		Expenses	Balance sheet										
		Add	Actions										
		Counter	Category	Name	Customer	Project	Contract	Allocation	Date	Manual Amount w. tax. VAT b. tax.	Set by compy	Amount reimbursed	Amount Set by compy
		03-22-0004	Document Fee, Visa Fee	Post Office		Internal project		March 2022	01/03/2022	82.00 0.00 82.00	THB THB THB	<input type="checkbox"/>	82.00 THB
Total										82.00 THB	0.00 THB	82.00 THB	0.00 THB
Total										82.00 THB	Total	82.00 THB	

Click "Paper Clip Icon"

Do not forget to attach the
tax invoice receipt with JPG ,
Pdf , etc.

How to attach the file ?



1. Click "Add" and Select "An attached file"

2. Click "Load"

Submit Expenses for Wellbeing benefits

ENTER EXPENSES

Employee	Profile	Managing Director	Statement
KUNPRASET KASILAH (MEENAH)			Status
Alloc. month	Oct		
Expenses	Balance sh		
Add	Actions		
<input checked="" type="checkbox"/>	Submit expenses		
	Modif. allocation month		
	Export to Excel		
	Delete		
	Export to PDF		
	Export to PDF (Advanced)		
	Export proof of expense		
	Customer ♦	Project ♦	Contract ♦
	Allocation ♦	Date ♦	
10-21-0003	Travelling Expenses (Airfare, Hotel)	Grab	Internal project
			October 2021
			29/09/2021
			Total

before the 20th each month with the original receipts

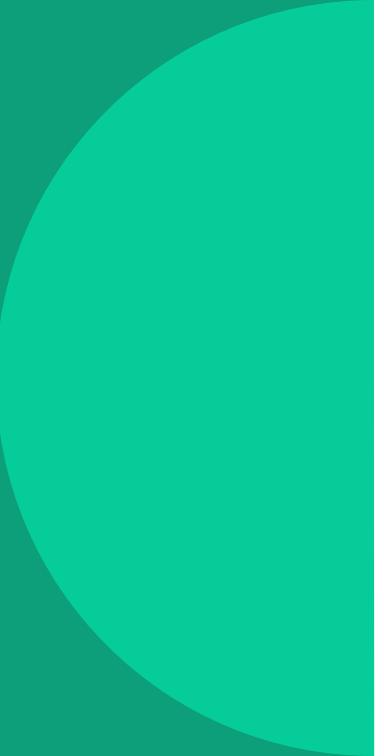
◎ The Reimbursement request to submit **before the 20th each month with the original tax receipts and must be issued at the address below;**

PALO IT (THAILAND) LTD. (Head office)
159/37 Serm-Mit Tower, 23rd Floor, Room No. 2301,
Sukhumvit 21 Road (Asoke),
Khlong Toei Nuea, Wattana, Bangkok 10110
Tax ID: 0105561014055

บริษัท พาโล ไอที (ไทยแลนด์) จำกัด (สำนักงานใหญ่)
159/37 อาคารเสริมมิตร ทาวเวอร์ ชั้นที่ 23 ห้องเลขที่ 2301
ถนนสุขุมวิท 21 (อโศก) แขวงคลองเตยเหนือ เขตวัฒนา กรุงเทพมหานคร
เลขประจำตัวผู้เสียภาษี 0105561014055

Things you need to know. !!





TUTORIALS VIDEO FOR EXPENSES CLAIMS

[PERSONAL CALENDAR](#)[TIMESHEET](#)[EXPENSES](#)[VACATION / LEAVE](#)[TRAINING SESSIONS](#)

Welcome on Fitnet Manager!!



BOOKMARKS



Homepage



Tasks



Reports

Welcome to Fitnet Manager!!

Tutorials videos for:

Timesheets

Leaves

Expenses claims

Manage menu



“

VACATIONS



?

Vacation/Leave Page

PERSONAL CALENDAR TIMESHEET EXPENSES **VACATION / LEAVE** TRAINING SESSIONS

Calculate till this date

Employee KUNPRASERT KASILAH (MEENAH) 

SEARCH **Add** Export to Excel Receipts export

Counter	Holiday distribution	Duration	Begin End	Request date	Customer informed	Title
08-23-294	Annual Leaves	1	1 10/11/2023 10/11/2023	27/08/2023		No. of days available
08-23-295	Carry on	0.5	0.5 09/11/2023 09/11/2023	27/08/2023		Acquired Days till calculating date
08-23-296	Annual Leaves	1	1 20/10/2023 20/10/2023	27/08/2023		
06-23-247	Annual Leaves	1	1 31/07/2023 31/07/2023	19/06/2023		
05-23-456	Annual Leaves	1	1 03/07/2023 02/07/2023	19/06/2023		

Display counters at the date **Today**

Annual Leaves: 9 (7)

Sick Leaves: -2 (-2)

Acquired 0 (0)
Taken 2 (2)

No. of days available

Acquired 20 (20)
Taken 11 (13)

Carry on

Taken Days till calculating date 0.5 (0)

Acquired 1.5 (1.5)
Taken 1 (1.5)

P

Vacations / Leaves Type

Off-workflow

Type of leave	Begin / Afternoon	End / Morning	Estimated balance
✓ Annual Leaves	29 October 2021 <input type="checkbox"/>	29 October 2021 <input type="checkbox"/>	9.82 (14.57) available
Sick Leaves			5.5 (5.5) taken
Carry on			4.32 (9.07) available
Unpaid Leaves			

In case, We have to work for the client but is company holidays

Request : 1 days from 29 October 2021 to 29 October 2021

Hive Master Approval
CC: HR and Admin Team

Designation

Customer informed

Proof

Save Delete Cancel



ADMINISTRATION

Determine the Annual Leaves

Off-workflow

Type of leave Begin / Afternoon End / Morning Estimated balance

Annual Leaves	29 October 2021 <input type="checkbox"/>	29 October 2021 <input type="checkbox"/>	9.82 (14.57) available
			5.5 (5.5) taken
			4.32 (9.07) available

Click for Half Day Afternoon Leave

Click for Half Day morning Leave

For Full Day leave DO NOT click anything

Request : 1 days from 29 October 2021 to 29 October 2021

***** Recheck your request before save and submit *****

Designation

Customer informed

Save Delete Cancel

Vacation/Leave Status

Changes have been saved in draft mode

Submit for approval **Close**

	Counter	Holiday distribution	Duration	Begin End	Request date	Customer informed
<input type="checkbox"/>	<input type="checkbox"/>	09-21-200	Annual Leaves	0.5 0.5 29/10/2021 29/10/2021	20/09/2021	<input type="checkbox"/>

Status for your Leave

- Off-workflow
- Request
- Request validated



TUTORIALS VIDEO FOR EXPENSES VACATION / LEAVE

TUTORIALS FOR VACATION / LEAVE



HONG KONG

PERSONAL CALENDAR

TIMESHEET

EXPENSES

VACATION / LEAVE

TRAINING SESSIONS



Welcome on Fitnet Manager!!

How to check pay slip with new system

- New Process:
- Employee Self – checking via employee.ata-payroll.com
- ONLY “Pay slip” function available.



Home

My contract

My calendar

Step:1



ATA Payroll on play store

ATA Payroll is now available on the Play Store and will soon be on the App Store. Scan the QR code and install your Payroll application.

Watcharaporn Plukpunyakul



My contracts

Home

My contract

My calendar

Step:2



PALO IT (THAILAND) CO., LTD.

From 1 Jan 2023 until present

Contract

Watcharaporn Plukpunyakul



Home

My contract

My calendar

My documents

Salary slip

Job certificate

Tawi 50

Step:3





- [Home](#)
- [My contract](#)
- [My calendar](#)
- [My documents](#)
- [Notifications](#)
- [My account](#)
- [Choose language](#)
- [User guide](#)
- [Sign out](#)

 [Salary slip](#) [Job certificate](#) [Tawi 50](#) [Quota \(current year\)](#) [Personal leave](#) [Annual leave](#) [Sick leave](#) [Maternity leave](#)

Generate payslip



Select language

 Thailand English

Select period

Jan 2024 - Jan 2024

2024		
Jan	Feb	Mar
Apr	May	Jun
Jul	Aug	Sep
Oct	Nov	Dec

[Generate payslip](#)

0 / 3

0 / 6

0 / 30

0 / 45

It's a Game Time!!!



Appendix

[https://paloit2016.sharepoint.com/sites/TH_/_SitePages/Welcome-to-Palo-IT\(1\).aspx](https://paloit2016.sharepoint.com/sites/TH_/_SitePages/Welcome-to-Palo-IT(1).aspx)