

**The Announcement of the Department of Labour Protection and Welfare  
concerning Submission of Copy of Work Rule by Employer**

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Whereas Section 108 of the Labour Protection Act B.E. 2541 regulates that an employer who has 10 or more employees shall determine work rule comprising of conditions, at least, according to subsection (1) – (8), and an employer shall keep a copy of work rule at an enterprise or an employer's office and submit a copy of work rule to the Director-General of the Department of Labour Protection and Welfare or a person entrusted by the Director-General within 7 days since the date of announcement of work rule and Section 110 regulates that in case there is a revision of work rule, an employer shall announce it within 7 days since the date of announcement of revised work rule and submit revised work rule to the Director-General or a person entrusted by the Director-General within 7 days since the date of announcement of such revised work rule.

The Department of Labour Protection and Welfare hereby explains that when an employer publicizes and posts work rule publicly at an employee's workplace in order to notify an employee and an employee reviews it conveniently, it thus gives effect to bind an employee. In relation to the submission of a copy of work rule by an employer to the Director-General or a person entrusted by the Director-General, it may be submitted in person or post or facsimile according to the Announcement of the Department of Labour Protection and Welfare concerning Rule and Method of Submission of Copy of Work Rule via Electronic Media signed on 18<sup>th</sup> February B.E. 2559 with a purpose to declare that right and obligation and mutual practice between an employer and an employee are in compliance with the law. Therefore, once an employer submits a copy of work rule via each method, it shall be deemed that an employer complies with the law and in case any part of a copy of work rule does not comply with the law, the Director-General or a person entrusted by the Director-General has authority to order an employer to correct work rule in compliance with the law, which is a separate practice from work rule submission.

Announced on this 18<sup>th</sup> February B.E. 2559

*Pannee Sriyudhsak.*

(Ms. Pannee Sriyudhsak)

the Director-General of  
the Department of Labour Protection and Welfare