

foreign affairs

**work rules**

**Tech Data Global Co., Ltd.**

employment rules	Article 1	2018.03.07
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## Chapter 1: General Provisions

### 1 (Purpose)

The purpose of these rules is to set forth matters concerning the recruitment, service, and working conditions of employees of TechData Global Co., Ltd. (hereinafter referred to as the "Company").

### 1-2 (Scope of application)

1. The service and working conditions of employees shall be governed by these rules, unless otherwise stipulated in laws, labor contracts, and other company regulations.
2. Regarding the working conditions of probationary, fixed-term and part-time workers, etc. in the labor contract, etc. If there is a separate provision, these rules take precedence.
3. Working conditions for probationary, fixed-term, and part-time workers are not specified in labor contracts, etc. If roads are defined, these rules take precedence.
4. The company does not disclose gender, age, religion, social status, place of origin, educational background, or gender, age, religion, social status, place of birth, education, or employment without reasonable grounds in recruitment/recruitment, wage/welfare benefits, education/training, placement/transfer/promotion, retirement/dismissal/retirement age. We do not discriminate on the grounds of school attended, marriage, pregnancy, childbirth, or medical history.

## Chapter 2 Personnel

### Section 1 Recruitment and Labor Contract

#### 1-3 (Documents to be submitted for recruitment)

1. Employees must submit the following documents at the time of hiring or after being hired within 7 days from the date of hiring should be written and submitted. However, it can be extended if a special reason is recognized and prior approval is obtained, except for the documents submitted at the time of joining.

**1) Required documents before**

entering the company: Resume and self-

introduction letter Copy of resident registration, abstract, family relation certificate

1 copy each Graduation certificate from the last level of education / Transcript (only for newcomers) Copy of

qualifications Receipt of withholding tax from earned income from the previous year

(for those with experience) (limited to) Wage and income tax withholding

department for the year (limited to those with experience) Certificate of

subscription to national pension (limited to those

· with experience) Certificate of experience (limited to those with experience) Copy of salary bankbook

Recruitment health checkup result (excluding public health center, health insurance corporation checkup result, or valid within 1 year) Identity

· guarantee insurance (1 year) Securities Team leader or higher 50 million won / Manager manager or higher 30 million won / Other 20 million won

· Half business card photo

**2) Documents to be submitted (written) after**

entering the company · Salary

employment contract · Personal information collection and use agreement

**Pledge on corporate secrets and employee inventions**

Pledge to comply with company regulations

· Pledge of sales and information

protection Pledge of ethical management practice

· Copy of ID

**3) Payment and execution details after**

joining Groupware account and e-mail account

Organization chart and emergency contact network

· company profile

Diary, ballpoint pen, and business cards

**4) Training for new employees**

· OJT training (HR, finance, internal process, etc.)

(General matters such as internal regulations and welfare benefits are trained in personnel management / Accounting and financial matters, such as eligibility and account subjects, are trained in charge of finance / accounting / Other separate training for each team leader)

**2. An employee is ordered by the company to report matters necessary for service or to submit documents.**

**In the event of a change or change in the submitted documents, the related documents must be submitted to the company within 14 days from the date of occurrence.**

**3. Responsibility for damages caused by non-fulfillment of the reporting obligation in Paragraph 2 shall be borne by the person obliged to report do.**

## **2 (Employment**

**contract) If a person hired as an employee agrees to the working conditions presented by the company, the company's prescribed amount Sign or seal the employment contract and submit it to the company within 3 days of being hired.**

**If not submitted, the employment will be canceled as it is regarded as having no intention to conclude a labor contract.**

### **3 (reason for disqualification from employment)**

**1. A person who falls under any of the following subparagraphs cannot be hired as an employee, and even after hiring, if he or she falls under any of the following subparagraphs, the employment contract must be terminated immediately. can do.**

**1) A person under adult custody or a person under limited custody**

**2) Misrepresentation of key information in the documents submitted at the time of joining the company, including the documents submitted in Article 1-2 the person listed**

**3) Those who are recognized as unable to perform their duties due to physical or mental disabilities ruler**

**4) Those who are recognized as having difficulty in hiring or maintaining a working relationship in accordance with other social norms**

### **4 (probationary period)**

**1. The company provides three new hires as stipulated in the individual labor contract.**

**During the probationary period of less than one month, 70% of the wages for the period can be applied. However, times**

This may be shortened or waived if the company deems it necessary.

2. During or upon expiry of the probationary period, if continued employment as an employee is deemed inappropriate or unsuitable, this employment may be rejected. However, if agreed with the worker

In this case, the probationary period is additionally extended within the limit of 3 months,

rounds can be given. 3. The

probationary period is included in the number of years

of service. 4. During the probationary period, wages are paid according to the job performance ability, but 90% of the minimum wage.

A reduced payment may be made within the above range.

## Section 2 Personnel

### 5 (personnel transfer)

1. The company may make personnel appointments such as change of place of work, work department, work details,

promotion, dispatch, transfer, etc., in consideration of business needs and the employee's ability, aptitude, and experience. However, the w

In the case of, it is implemented with the consent of the member concerned.

2. Members must comply with the order in Paragraph 1 unless there is a justifiable reason.

In the case of an order to change the place of work, the employee must return to work within 3 days of receiving the order.

all.

### 6 (waiting appointment)

1. The company appoints employees who fall under any of the following subparagraphs on standby within the scope of 6 months

can be ordered. 1) Those

who are judged to lack the ability to perform duties 2) Those who

have a very dishonest attitude as an employee 3) Surplus manpower in

manpower management due to organizational reorganization or dissolution 4) New tasks are

assigned after the task (project) is completed 5) A person who has a reason for disciplinary action or

has been subject to a disciplinary action 6) In case of other management

needs

## Section 3 Retirement, Dismissal, etc.

**7 (ordinary dismissal)**

**1. If an employee falls under any of the following subparagraphs, he or she may be dismissed normally.**

**1) A person who is judged to have a significant lack of diligence, discipline, and work**

**capacity 2) A person who concurrently holds a position at**

**another company without the approval of the company 3) A person whose**

**civil rights are suspended or deprived by law 4) A person who has an incurable contagious disease or is**

**sick due to employment A person who is likely to deteriorate or a person who is considered to be likely to infect other employees**

**5) Those who are recognized as having difficulty performing their duties due to physical or mental**

**disabilities 6) Those who have been declared incompetent, limited**

**incompetence, or bankruptcy 7) Those who have been**

**convicted in criminal or civil cases 8) Those who have been subjected to**

**disciplinary actions that exceed wage reductions twice or more 9) A person who embezzled public funds**

**and property of the company or caused a business loss to the company 10) A person who entered**

**the company by falsely stating his/her career or educational background 11) As an annual salary contractor, salary within 30 days from the date of dismissal**

**unresolved person**

**12) Recognized as not suitable as an employee during the probationary period or personnel evaluation**

**Result A person who is recognized as unfit for the job role due to remarkably poor performance or**

**job performance**

**13) A person who has a valid reason corresponding to each of the above items**

**8 (dismissal for business reasons)**

**1. The company dismisses an employee by meeting the following requirements in cases where the company**

**reduces business for business rationalization or there is an urgent management need, such as poor business performance.**

**can do.**

**1) Efforts to avoid**

**dismissal 2) Establish reasonable and fair dismissal criteria and select candidates**

**accordingly 3) Regarding dismissal avoidance methods and dismissal standards**

**50 days prior notice and consultation in good faith**

**9 (natural retirement)**

1. If an employee falls under any of the following subparagraphs, he or she shall resign as a matter of course.

1) Death

2) Reach of

retirement age 3)

Expiration of contract period 4) Even if the reason for leave of absence expires or the leave period expires, there is no justifiable reason

If reinstatement is not submitted by the due date for reinstatement

10 (submission of resignation)

1. If an employee intends to retire, he or she must submit a resignation letter 30 days prior to the date of resignation, citing the reason.  
should be submitted.

2. The date of submission of resignation by an employee is not 30 days before the date of resignation, or  
If the retirement date is not specified for the employee, the company designates the retirement date and  
You can repair the directive.

3. If an employee is absent from work before accepting the letter of resignation in Paragraph 2, the period of absence designated  
by the company will be treated as an absenteeism without leave.

11 (Notice of Dismissal)

When the company dismisses an employee, the reason and date must be stated in writing.  
underground If a written notice of dismissal is given 30 days prior to dismissal, specifying the reason  
and time for dismissal, it is deemed that the reason and time for dismissal have been notified in writing.

12 (Dismissal

notice) When the company intends to dismiss an employee, it must give at least 30 days advance  
notice. However, this is not the case when it is impossible to continue business due to natural  
disasters or other unavoidable reasons, or when an employee intentionally causes a significant  
hindrance to business or causes property damage, which falls under the reasons prescribed by the  
Labor Standards Act.

12-1 (Exception from notice of dismissal)

The provisions of Article 12 do not apply to those who fall under any of the following subparagraphs.  
No.

1) If the worker has worked continuously for less than 3 months 2) If it is impossible to continue the business due to a natural disaster or other unavoidable reasons 3) If the worker intentionally causes a significant disruption to the business or damages property  
Cases falling under the grounds prescribed by the Ordinance of the Ministry of Employment and Labor

13

(Retirement age) The retirement age of employees is the day they reach the age of 60 based on their date of birth on their resident registration. However, even if a person has reached the retirement age, if there is a business need for the company, Re-employment may be possible at the discretion of the company.

## Chapter 3 Service

### Section 1 General Rules

#### 14 (Service

discipline) 1. Based on the principle of good faith, employees must strictly abide by the following items. 1)

Actively cooperate in achieving the company's management policy and management goals, and respond faithfully to

2) Always work with pride as an employee and observe order and discipline  
will be dealt with promptly and accurately

3) Clarify the distinction between public and private, and respect each other's personalities among employees to show courtesy.  
Protect and strive for harmony

4) Do not engage in any form of violence or sexual harassment among employees 5)  
Do not engage in words or actions that may damage or damage the reputation of the company 6) Sign an oath to protect confidentiality

Be especially careful not to leak company secrets

7) Concurrent duties other than company business or for-profit business without the company's permission  
do not engage

8) Doing or working during working hours without permission from the company  
do not leave the place



9) Do not engage in behavior that interferes with work or disrupts morals and order in the workplace.

don't

10) Do not gamble or drink alcohol within the company

11) Protect the company's property and facilities, always keep them in order, treat the company's goods with care and use them sparingly

12) Take out the company's goods without permission or use them privately Do not use it for personal use, and when bringing items other than daily personal items into the company, get permission from

13) In the case of loss of company goods, report immediately to the superior and manager.

To do

14) Do not accept money or other benefits unfairly in relation to work 15)

Actively maintain cleanliness of workplace, prevention of theft and fire will try

16) Do not engage in gatherings, speeches, postings, distribution of printed matter, circulation, political activities, or other similar acts within the company or affiliated facilities without the permission of the CEO. 18) Do not act as a guarantee for others against the background of the company 19) Do not enter places that are prohibited from entering without the company's permission 20) Treat the company's customers kindly with a spirit of service 21) Other acts in accordance with each of the above and against the company rules including these rules do not act

15 (Coming to

and leaving work) 1. Employees must come to work before opening hours to prepare for work and carry out normal work.

There should be no disruption to performance.

2. The company uses certain methods (fingerprint recognition, card, handwritten commute) when employees go to work and leave

It can be confirmed by the signature of the register, etc.). 3. When

leaving work, you must organize documents, fixtures, and supplies before leaving work.

16 (Lateness, early leave and

going out) 1. If an employee is late, report the reason for tardiness to his/her superior and remove the tardiness system.

should come out Punishment may be imposed if the tardiness is not due to unavoidable reasons.

all.

2. When an employee leaves early or goes out due to illness or other unavoidable reasons, he/she must submit an early leave or go out notice and obtain approval from his superior in advance. 3. As a rule, employees who are late, leave early, and go out are treated without pay, and if the employee agrees, a total of 8 hours can be used as one day of annual paid leave.

there is.

4. If you are late for the month 3 times, you will receive a warning under Article 51, and if you receive 2 cumulative warnings for 3 months reprimand However, if reprimands are accumulated twice within one year, they will be referred to the Personnel Committee.

#### 17 (absent)

1. When an employee wants to be absent from work, he/she must obtain approval from the company in advance (at least 1 day in advance) by submitting an absentee report and related documents stating the reason for absence and the expected number of days, etc., and if the absence due to illness continues for more than 3 days with a doctor's note attached should be
2. If due to unavoidable reasons, you were unable to submit a notice of absence in advance and contacted verbally (Including cases where family members contacted for unavoidable reasons, and limited to cases where contact was made before opening hours on the same day), the absence notice and related documents must be submitted without delay.
3. Absent days according to the procedures in paragraphs 1 and 2 are treated as annual leave, If there is no remaining annual leave, the work is considered unpaid.
4. Failure to comply with the procedures under paragraphs 1 and 2 without justifiable reasons
- Those days will be treated as absenteeism without notice and may be subject to disciplinary action.

#### 18 (Work type) The

type of work is determined in consideration of the characteristics of the workplace, and if necessary, a shift work system is introduced. can do

#### 19 (Exercise of civil

rights) 1. The company does not allow employees to exercise voting rights or other civil rights during working hours or

When requested to perform duties, the necessary time shall be granted.

2. The company may change the hours requested by the employee to the extent that there is no hindrance to the exercise of the rights in paragraph 1 or the performance of public duties.

#### 20 (Transfer of work) 1. In the

event of a change in position (change of job, change of workplace, etc.) or resignation of an employee, the takeover and successor must ensure that normal work is carried out within the shortest time. However, it is necessary to understand the contents and clarify the location of responsibility. 2. Persons involved in the takeover are divided into transferee, takeover, and confirmer, and the confirmer is the transferee

As a rule, the head of the department to which he belongs.

3. The successor must be careful not to omit business matters, and intentional omissions, Responsibility for damages or disciplinary action for concealment or concealment of facts. person For omissions and unconfirmed matters due to negligence of the person who took over the work, the confirmer is responsible for supervising and confirming the handover of the work.

4. The successor must prepare the takeover form by stating the following items.

1) Responsible duties and handling

tips 2) Business plans and progress

3) Undecided matters at the time of

handover 4) In case of handover of other duties, data, important printed materials, and other documents

and goods incidental to the handover work should be guided at the same time. 5) Notwithstanding

Paragraph 4, if the confirmer acknowledges that normal work is possible

may be handed over orally.

### Section 2 Working Hours and Breaks

#### 21 (Working Hours and Break Hours)

1. The contracted working hours are 8 hours per day and 40 hours per week, excluding break time. 2. In principle, start and end times and break times are set according to the following subparagraphs.

1) Opening and closing hours: 09:00 ~ 18:00 (Monday - Friday) 2) Break

time: 12:00 ~ 13:00 (including lunch time)

3. Notwithstanding paragraphs 1 and 2, the company's circumstances, occupation, job, business characteristics,

Depending on the season, etc., it can be set differently according to the labor contract, work schedule, etc. within the scope of not violating the Labor Standards Act. 4.

The company must allow a female employee within 12 weeks of pregnancy or after 36 weeks of pregnancy to apply for a 2-hour reduction in working hours per day.

For employees whose working hours are less than 8 hours, the daily working hours shall be 6 hours.

Reduced working hours may be allowed. However, the employee's wages shall not be reduced for reasons of reduced working hours.

5. Employees may voluntarily take breaks within the scope of not disturbing the order and discipline of the company.

You can use it for free, but you must not leave the work place without permission according to social norms.

6. The company provides female employees, including pregnant women, with moral or

Do not work in occupations that are harmful or dangerous in terms of health.

#### 22 (working hours during business trips)

1. The company may order employees to work outside the workplace, such as business trips, when necessary for business purposes. and the employee must act diligently on it.

2. Employees who have been ordered to work outside the workplace, such as business trips, must not communicate with the company during that period.

You must have a system in place and follow the company's instructions, and you must report the results to your immediate superior immediately upon return.

3. Employees must notify the company and obtain approval for any changes, such as a change in route or an extension of the due date, during a business trip. However, in unavoidable cases, post-approval is required. all.

4. If it is difficult to calculate the working hours because the employee worked part or all of the working hours outside of the workplace due to business trips or other reasons, it is deemed to have worked the prescribed working hours. However, if it is necessary to work in excess of the prescribed working hours in order to perform the job, it is deemed to have worked in excess of the prescribed working hours for that time only if it has been reported and confirmed to the company.

#### 23 (Extended, nighttime and holiday work)

1. The company provides extended, nighttime (22:00-06:00) or holiday work if business needs arise. can be carried out.

2. Have female employees over the age of 18 work from 10:00 pm to 6:00 am; or

If work is to be done on a holiday, it is carried out with the consent of the employee concerned.

3. From 10:00 pm to 6:00 am for pregnant women and employees under the age of 18

As a rule, no work is allowed during breaks and holidays. However, the following subparagraphs

In the case of any of the cases, it is the responsibility of the employees regarding whether and how to implement it.

After conscientious consultation with the Minister of Employment and Labor, night and holiday work is permitted.

can be carried out.

go. With the consent of a person under the age

of 18 b. If there is consent from a woman who has not passed 1 year after giving birth

all. When a pregnant woman makes an explicit claim

4. Unless otherwise instructed, all employees must obtain prior or post approval from the company

before performing extended, night, or holiday work, and extended, night, or holiday work without approval is prohibited.

Overtime work is not recognized.

5. The company agrees in writing with the employee representative to pay wages for overtime, nighttime and holiday work.

Leave may be granted in lieu of payment.

#### 24 (flexible working hour system)

1. A company may have a person work more than 40 hours on a specific week and 8 hours on a specific day to the extent that the working hours per week do not exceed 40 hours on average over a certain unit period within two weeks. there is. However, the working hours in a particular week shall not exceed 48 hours. However, when changes occur due to labor law guidelines and amendments, the relevant standards apply.

2. The company provides flexible working hours in units of 3 months according to a written agreement with the employee representative. can enforce the

#### 25 (optional working hour system)

1. If the company decides on the following matters in accordance with a written agreement with the worker representative, one  
If the average working hours within a month exceeds 40 hours per week,  
40 hours per week or 8 hours per day

there is.

1) Scope of target employees (excluding employees between the ages of 15 and 18) 2) Settlement period (a certain period within 1 month) 3) Total working hours during the settling period 4) If the work hours must be set, the start of the period and end time 5) if the employee decides on the hours during which he or she can work.

Start and end time 6) Standard

working hours (working hours per day determined by agreement between the company and the employee representative as a basis for calculating paid leave, etc.)

## **26 (Discretionary working hour system)**

The employer agrees in writing with the worker representative for the work prescribed by the Presidential Decree.

The hours set by law are considered to be worked. In this case, the written agreement shall specify the following matters: 1)

Target task 2)

The employer specifies the means of performing the task and time distribution to the worker

The fact that no explicit instructions are given

3) A statement that the calculation of working hours is in accordance with the written agreement

## **27 (Scheduled Commuting**

System) 1. The company may set a staggered commuting time according to the wishes of the workers. 2. The staggered attendance system can be implemented according to

the following items. 1) The prescribed working hours must be between 35 hours and 40 hours per week

2) Working hours are set from 08:00 to 17:00 or 10:00 to 19:00, and implemented by the worker's choice. 3) If you want to

implement the staggered commuting system, you must set the working hours in a separate document. decide

## **28 (fetal health checkup time)**

1. The company provides pregnant female employees with regular health examinations for pregnant women in accordance with Article 10 of the Maternal and Child Health Act.

This is allowed if you charge for the time required to receive it.

2. The company shall not reduce the wages of employees for the reason of the health examination time according to paragraph 1.

## **29 (Childcare**

**hours) Twice a day when a female employee with an infant less than 1 year of age requests it**

**Provide paid feeding time of 30 minutes each.**

30 (reduction of working hours during childcare period)

1. The company shall allow workers to apply for reduction of working hours (hereinafter referred to as "reduction of working hours during the childcare period") in order to raise children under the age of 8 or in the second grade of elementary school. However, if the period of continuous work in the business until the day before the scheduled start date of shortening is less than 1 year, if the spouse is taking childcare leave to raise the same infant, or if it is impossible to hire a replacement worker, there is a significant impediment to childcare, etc. This is the case if it falls under Article 15-2 of the Enforcement Decree of the Equal Employment Act for Men and Women, etc. don't

2. If the company does not allow reduction of working hours during the childcare period, the employee must be notified in writing of the reason and consult with the employee on whether childcare leave can be used or support can be provided through other measures.

3. If the company allows the employee to reduce working hours during the childcare period, intervals must be at least 15 hours per week and not more than 35 hours.

4. The period of reduced working hours during the childcare period shall be within one year. However, if there is an unused period during the period of parental leave for an employee eligible to apply for parental leave, that period within the period calculated by adding

5. Employers actively cooperate by providing documentary evidence so that employees who use reduced working hours for childcare can receive the wages for reduced working hours for childcare as stipulated by the Employment Insurance Act.

**31 (Excluding working hours, breaks, and holidays)**

1. For employees who fall under any of the following subparagraphs, the provisions of this rule and the Labor Standards Act regarding working hours, breaks, and holidays do not apply. However, for night work allowance This is not the case for matters pertaining to
  - 1) In the case of being engaged in monitoring or regulatory work and approved by the Minister of Labor
  - 2) In the case of being engaged in management, supervision or confidential work

**Section 3 Holidays and Vacations**

**32 (replacement of holidays)**

1. The company replaces holidays with other working days by giving advance notice according to business needs. can hold In this case, even if you work on the original holiday, holiday work allowance is not paid. don't
2. Notwithstanding the notice in Paragraph 1, the employee does not go to work on the day without a justifiable reason. If not, it is considered absenteeism.

**33 (Annual Paid Leave)**

1. 15 days of annual paid leave are given to employees who work more than 80% for one year.
2. For employees who have worked continuously for less than 1 year or who have worked less than 80% for 1 year grants 1 day of paid leave for every 1 month of attendance.
3. Paragraph 1 for employees who have worked for more than 3 years and who have worked for more than 80% in one year For every 2 years of consecutive working years exceeding the first 1 year of vacation as prescribed Paid leave plus one day is given, and the total number of vacation days including the additional leave is limited to 25 days.
4. The company expects disruption to work due to the employee's use of annual paid leave Employees can change the timing of their request.
5. An employee's right to claim annual paid leave is limited to those who do not use the leave due to reasons attributable to the company. Annual leave if not exercised for 1 year from the date of occurrence, except in case of emergency It expires according to the use promotion implementation.
6. In case of change due to the enforcement of related laws and employment laws according to the standard of annual leave, apply



**34 (Promoting the use of annual paid leave)****1. The company has taken the following measures to promote the use of annual paid leave**

In the event that the employee lapses due to not using the leave, the company

has no obligation to compensate for the unused leave, and is deemed not to be attributable to the company for the lapse of annual paid leave. 2. Based on the fiscal year, based on six

months before the end of the statute of limitations period, the number of vacation days not used by the

employee is notified, and the employee sets the period of use and informs the company.

to be notified in writing.

**35 (replacement of annual paid leave)****1. It can be replaced with annual paid leave at the following times.**

1) Summer vacation

period 2) Other dates agreed with the employee representative

36 (vacation for condolences and condolences)

**1. The company grants congratulations and condolences and vacations to employees as follows.**

congratulatory money			Joe, consolation money		
Classification	condolence money	vacation	division	condolence money	vacation
500,000 won for self-marriage		7 days	Death of the person 3,000,000 won		-
Remarriage 150,000 won		3 days	Spouse death KRW 2,000,000 7 days		
Child Marriage KRW 300,000		2 days	parent death (You/Spouse)	500,000 won	5 days
60th/70th (self, spouse)	200,000 won	Death of grandparents per day 200,000 won			3 days
			Death of brother or sister	KRW 100,000	3 days
200,000 won for child care		Death of a child per day KRW 1,000,000 5 days			

**2. In the event that holidays or non-working days are included during the vacation period for congratulations and condolences under Paragraph 1**

In this case, it is included in the calculation of the vacation period.

**3. For the leave under Paragraph 1, all records on the family relation register (except for deregistration)**

do.

4. Application for congratulations and condolences leave and condolence money applies to executives and employees whose

probationary period has ended, and those who wish to use leave can use it within 30 days before and after the date of congratulations and condolences.

**You must apply for leave 3 days before the date you intend to use it and get approval from the company.**

in principle. The claim period for congratulations and condolences is within 12 months from the date of congratulations and condolences.

possible. (However, the rules for congratulations and condolences are based on the number of days worked after the end of the probationary period.)

5. If an employee requests leave for the reason of giving birth to a spouse, the employer

A maximum of 10 days of paid leave is granted.

(However, it cannot be claimed after 90 days from the date of birth of the spouse, and can be divided only once.)

### 37 (Health leave)

The company grants one day of unpaid health leave per month to female employees upon request.

### 38 (leave before and after childbirth)

1. The company grants female employees during pregnancy 90 days or more of leave before and after

childbirth, and in this case, at least 45 days are secured after childbirth. If you are pregnant with two or more children at once, 120 days of leave before and after childbirth are given, and in this case, at least 60 days after childbirth are secured.

2. For the first 60 days (75 days if you are pregnant with two or more children at once), regular wages are paid, but the amount supported by employment insurance is limited by the difference. 3.

The company allows a female employee during pregnancy to share the leave at any time prior to childbirth if she/she requests leave under paragraph 1 for reasons stipulated by the Labor

Standards Act Enforcement Decree, such as experiencing a miscarriage. In this case, the leave period after childbirth is granted for 45 consecutive days (60 days in cases where two or more children are pregnant)

### 39 (yu, stillbirth leave)

1. The company grants protective leave in accordance with the following criteria if a female employee during pregnancy has a natural miscarriage or stillbirth (including artificial abortion permitted by relevant laws) and the female employee requests it. 1) If the

pregnancy period is less than 11 weeks: From the day of miscarriage or stillbirth

to 5 days 2) If the pregnancy period is more than 12 weeks and less than 15 weeks: From the day of miscarriage or s

3) If the pregnancy period is between 16 and 21 weeks: From the date of miscarriage or stillbirth to 30 days 4) If the pregnancy period is between 22 and 27 weeks: From the date of miscarriage or stillbirth to 60 days 5) The pregnancy period If is 28 weeks or longer: 90 days from miscarriage or stillbirth

**40 (Sick**

leave) In the company, employees can apply for sick leave due to illness or injury outside of work, and if they are absent from work for more than 3 days due to injury or illness, attach a medical certificate from the examination doctor shall.

**41 (claim for vacation)**

1. A person who wishes to use vacation must take a leave of absence 3 days prior to the date on which he or she intends to use vacation.

**You must submit your pedigree.**

2. Those who wish to use the leave for miscarriage or stillbirth must submit a medical certificate from the medical institution to the company.

**should be submitted to**

**42 (emergency work)**

In case of natural disasters, other disasters, or business unavoidable circumstances, even during a holiday or vacation, a person who has received an emergency attendance order from the company must go to work and comply with the company's instructions.

**43 (fertility treatment leave)**

1. When an employee requests leave (hereinafter referred to as "fertility treatment leave") to receive infertility treatment such as artificial insemination or in vitro fertilization, the company must grant up to 3 days of leave per year. In this case, the first day is paid to be However, leave at the time requested by the employee  
**Employees and**  
**The timing can be changed by consultation.**

**2. Employees who wish to apply for leave for fertility treatment**

**You must apply to the company 3 days before the date.**

3. The company cannot prove that the employee who applied for infertility treatment leave will receive infertility treatment.

You may be asked to submit documents.

#### Section 4 Leave of absence

##### 44 (leave of absence)

1. If an employee falls under any of the following subparagraphs, a leave of absence may be ordered.

1) In case of applying for leave of absence due to personal reasons and obtaining approval from the company 2) In case of requiring medical treatment for more than 7 days due to physical or mental problems 4) When arrested or prosecuted in relation to a criminal case 5) When it is deemed necessary to take a leave of absence due to other special circumstances

2. If an employee wishes to apply for a leave of absence, he or she must submit a leave application stating the reason for the leave and the period of leave, along with supporting documents. During the leave period, the number of years of service is excluded.

##### 45 (Parental leave, etc.)

1. In case an employee applies for a leave of absence to raise a child under the age of 8 or in the 2nd grade of elementary school (including adopted children), the company shall take parental leave within the scope of one year. grant

2. The leave application in Paragraph 1 applies to employees who have worked for more than 6 months and cannot learn about their children. This is excluded if the employee is using the employee, and the company does not pay wages during the leave period.

##### 46 (family care leave)

1. Employees may take leave of absence to take care of an employee's parents, spouse, children, or spouse's parents (hereinafter 'family') in need of care due to illness, accident, or old age. can apply

2. If the company is unable to hire substitutes, there is a significant impediment to normal business operations.

Enforcement Decree of the Act on Equal Employment for Men and Women and Support for Work-Family Reconciliation

In certain cases, the application under Paragraph 1 may be rejected.

3. Family care leave application is applicable to those who have worked for more than one year and need to take care of their family.

Employees are excluded when they are able to take care of members, and during the period of leave, the company does not pay extra wages.

47

(Reinstatement) 1. An employee who has been on leave must submit an application for reinstatement within 7 days from the date of expiration if the reason for leave has expired, or within 3 days before the expiration date if the leave period expires.

2. If it is recognized that employment is possible even before the expiration date of the leave period, the company reinstates the employee can be ordered.

48 (Treatment during the leave period)

1. During the leave period, there is no pay in principle. However, during the period of leave due to company circumstances, suspension benefits may be paid according to the relevant laws and regulations. 2. In principle, the leave period is included in the number of years of service. However, according to the Military Service Act Excluding the period of conscription.

3. Employees on leave must return immediately if there is a change in residence or personal relationship during the leave. must be reported to the company.

4. Employees on leave must retain the status of employees, comply with company regulations, and cannot be employed in other workplaces without the approval of the company.

## Section 5 Reward and Discipline

49 (rewards)

1. The company may reward employees if they fall under any of the following subparagraphs.

1) Those who have been recognized for significant contributions to the improvement of the company's work efficiency 2) Those who have significantly contributed to the company's sales and sales profits 3) Those who have excellent business performance 4) Those who have creative ideas, devises, or improvements in business 5) Other commendations A person for whom the need for

50 (reason for disciplinary action)

1. Employees who fall under any of the following subparagraphs may be disciplined, such as dismissal.

1) A person who is found to have been hired fraudulently or fraudulently 2) A

person who leaks business secrets 3) A

person who disobeys a superior's legitimate work instructions without justifiable

grounds 4) A person who is employed by acts such as violence, intimidation, forgery or falsification of

documents A person who disrupts discipline 5) Intentionally or negligently causes property damage to the company or damages th

A person who has damaged

credit 6) A person who intentionally or negligently causes

an accident 7) A person who leaves early, goes

out, is late, or is absent from work without permission 8) Misappropriates or embezzles company funds

and other recipients of benefits

9) Stealing company property, drawings, documents, etc., or taking them out of the company without prior permission

The one who tried to take me out

10) Those who have poor work attitude or performance

11) Those who have a negative influence on other employees by disturbing work rules such as gambling

and drinking 12) Those who steal the company name without permission from the company to seek

personal gain 13) Those who seek personal gain without permission from the company 14) A person

who interferes with the work of another employee

15) A person who makes false statements in procedures or reports

requested by the company 16) A person who violates company rules

including these rules 17 ) A person who has acted in accordance with each of the preceding subparagraphs

## 51 (Types of Discipline)

1. Types of Discipline are as follows.

1) Warning: It means to urge caution in writing. 2) Reprimand: It refers to

admonishing for the future and receiving a written statement. 3) Salary reduction: This

refers to reducing the employee's salary, and in this case, one reduction in salary

The amount cannot exceed 1/10 of the total monthly wages.

4) Suspension: Suspension of work for a period of up to 6 months. Honest

Work cannot be provided during the period and wages are not paid.

5) Disciplinary dismissal: terminates the employment relationship, immediately

Sometimes there are layoffs.

#### 52 (Personnel Committee)

The Personnel Committee is composed of:

- 1) The chairperson shall be the representative director or an executive appointed by the representative director.
  - 2) Members are executives, secretaries, and employees appointed by the CEO, with no more than 5 members.
- make up

#### 53 (Functions of the Personnel

Committee) The Personnel Committee deliberates and decides on

- the following matters.
- 1) Matters related to the establishment of the basic policy of personnel management and the personnel system
  - 2) Matters related to employee rewards, wages, discipline, and dismissal
  - 3) Other matters for which the CEO requests advice

#### 54 (convocation of the personnel committee)

- 1) The personnel committee is convened by the chairman whenever necessary.
- 2) The chairperson must notify the members of the agenda to be referred to the meeting three days in advance.

#### 55 (Membership and Resolution of the Personnel

Committee) Meetings of the committee are established with the attendance of a majority of the current members, and the majority of the members present decides with the consent of

#### 56 (Personnel Committee Minutes) The

head of the personnel department is responsible for recording the minutes, and the minutes must be signed by the members present.

receive and keep

#### 57 (compensation for damages)

If an employee intentionally or negligently causes damage to the company, the company will take disciplinary action.

In addition, compensation for actual damages may be claimed against the member concerned.

## Chapter 4 Wages

## Section 1 Wage Payment Principles

### 58 (Composition items and calculation method of

wages) 1. Wages are composed of a basic wage and various allowances, but the details of various allowances are based on individual wages.

According to the medicine or separately determined.

2. The wage contract in Paragraph 1 includes various allowances such as overtime and holiday work for the convenience of calculation.

It can be concluded in a comprehensive calculation method.

### 59 (Wage calculation method and payment method)

1. The wage calculation period and payment date are as follows.

1) Wage calculation period: from the 1st of each month to the last day of each month. 2)

Wage payment date: The 25th of the month is the wage payment date, but the wage payment date is Saturday

In the case of a Sunday or public holiday, payment is made on the previous day.

2. In principle, all wages are deposited into an account designated by the employee on the monthly wage payment day.

to be 3. Those

falling under each of the following subparagraphs shall be deducted when paying wages.

1) Taxes collected by the state or local governments 2) National health

insurance premiums 3)

National pension insurance

premiums 4)

Employment insurance premiums 5) Amount

corresponding to the discharge of wage reduction 6) Amount deducted pursuant to other laws and regulations

4. In unavoidable cases, the wage payment date in Paragraph 1, Subparagraph 2 may be changed, in which case

By agreement between the parties.

5. In the case of wage settlement due to reasons such as new recruitment, promotion, transfer, or retirement, the cause

Based on the date of birth, the monthly amount is calculated and paid on a daily basis.

6. The specific method of calculating wages may be separately determined in the labor contract, etc.

all.

### 60 (calculation of salary in case of absence)



For those who are absent from work for the prescribed number of working days per month, the monthly wage is calculated on a daily basis, and the days of absence and the corresponding week are calculated.

Weekends are treated unpaid. However, an exception is made when the days of absenteeism are replaced with annual leave.

#### 61 (determination of wages)

1. The employee's salary can be determined every year based on the company's previous year's business performance, inflation rate, and personnel evaluation.
2. The company can determine a reasonable and fair wage for each individual through the use of an evaluation system, etc., and can adjust the annual salary when an employee is promoted. However, evaluation and In the case of significant lack of work performance, the annual salary or salary may be lowered. all.
3. Other details, such as individual annual salary, are determined by the company in the employment contract or annual salary. Follow what is stipulated in the contract, etc.
4. If the job is changed to a job different from the one in charge during the wage contract period, the wage can be adjusted. there is.
5. Employees must not divulge the secret of their annual salary to others, and Employee salaries, etc. should not be detected. Any penalty for violating this take it

#### 62 (payment in case of emergency)

1. If an employee makes a claim for any of the following reasons, the payment has already been made even before the due date. Wages can be paid for unpaid work.
  - 1) Appropriate for expenses for childbirth, illness or disaster
  - 2) Appropriate for expenses for marriage or death
  - 3) In case of returning home for more than 7 days due to unavoidable circumstances

#### 63 (Self-driving subsidy) 1.

The company allows employees to directly drive their own vehicles and use them to perform their duties.

In this case, it can be applied as a tax-free allowance of up to 200,000 won per month.

2. Paragraph 1 applies to vehicles jointly owned by spouses.

#### 64 (childcare subsidy)

The company provides tax exemption of up to 100,000 won per month to employees raising children under the age of 6  
Childcare subsidy may be applied.

**65 (Meals) A**

company can apply tax-free meals to employees up to KRW 100,000 per month.

**66 (bonus payment)**

As of the payment date, the company is responsible for the management performance and the work performance of the employees for those who are in office.

The company can freely decide whether or not to pay, the rate of payment, the method and timing of payment, etc.

**67 (work leave allowance)**

During the period of shutdown due to reasons attributable to the company, such as financial difficulties and management difficulties, 70% of the average wage is paid to the employee as a shutdown allowance. However, if the amount equivalent to 70% of the average wage exceeds the ordinary wage, the ordinary wage shall be paid as a suspension allowance.

**Section 2 Retirement Benefits**

**68 (retirement benefits)**

1. In the event that an employee who has worked for more than one year retires, the company is entitled to 30 per year of service.

One-half of the average wage is paid as severance pay.

2. In lieu of paying the severance pay under paragraph 1, the company has decided to retire in accordance with the Employee Retirement Benefit Security Act.

Direct pension schemes may be applied.

3. Matters concerning interim settlement of severance pay and early withdrawal of retirement pension are in accordance with the Employee Retirement Benefit Security Act.

follow

**Chapter 5 Education**

**69 (Education)**

1. The company needs training on safety and health for its employees or other companies.

You can conduct training that is recognized as being

2. Training can be conducted outside of working hours by agreement with the employee.

#### Chapter 6 Health and Safety and Accident Compensation

#### 70 (Safety and

Health) 1. The Occupational Safety and Health Act and related laws govern the safety and health of employees.

follow the bar

2. Employees must comply with safety rules and cooperate with disaster prevention measures.

3. The company takes quarantine and other necessary measures for the health and hygiene of employees,

and when it becomes aware of the loss of function of protective devices, safety and health accidents, or infectious diseases

should be reported to the

#### 71 (Safety and Health Rules)

1. Employees must adhere to the following safety and health rules.

1) Observe safety and health rules and instructions 2) Always

keep the workplace tidy and help prevent accidents 3) Always keep the workplace clean and

dispose of waste in a certain place 4) Do not enter restricted areas without the company's

approval

Do not do anything that removes hazardous or dangerous equipment or renders it ineffective.

don't

6) Be sure to use safety tools that must be used for work. 7) Do not operate

machinery, motors, or switches without approval from the company. 8) Smoking and

drying must be done in designated areas, and the use of fire is prohibited. Do not use smoking,

bonfires, or other open flames in the venue

9) If firearms are unavoidably used in a place with dangerous substances, the person in charge

follow instructions

10) A person who uses firearms must take care of fire extinguishing and notify the person in charge to that effect.

to report

11) In case of discovering a fire or other disaster or foreseeing danger,

At the same time as taking measures, immediately report to the person concerned and receive their instructions.

**12) Observe precautions for other work**

**72 (health examination)**

1. The company conducts a general health examination once a year in accordance with the Occupational Safety and Health Act to protect and maintain the health of its employees. However, office work is conducted once every two years.
2. In accordance with the Occupational Safety and Health Act, if necessary, special, occasional or temporary Conduct health checkups, etc.
3. Employees must undergo the company's health examinations in Paragraphs 1 and 2.  
all.
4. As a result of the health checkup, the company is sick due to contagious disease, mental illness, or work. Employees who may be weakened may be placed on leave for a certain period of time and transferred. and employees must follow it.

**73 (disaster compensation)**

If an employee suffers an occupational accident, the Labor Standards Act and the Industrial Accident Compensation Insurance Act  
Carry out accident compensation according to regulations.

**Chapter 7 Equal Employment for Men and Women and Prevention of Workplace Bullying , etc.**

**74 (Equal Opportunity and Treatment of Men and Women in Employment)**

1. The company gives women equal opportunities with men in recruiting and hiring employees.
2. The company pays the same wages for labor of equal value in the same business.  
The standard for equal value labor is the skill, effort, responsibility, and working conditions required for labor performance.
3. The company does not discriminate on the grounds of being a woman in training, placement, promotion, retirement, and dismissal of employees.  
don't cry

**75 (prevention of sexual harassment)**

1. The company strives to prevent sexual harassment in the workplace.

2. All executives and employees of the company are not liable for sexual harassment in the workplace, which is prohibited by the Equal Employment Opportunity Act.

Do not perform the corresponding act.

3. The company prevents sexual harassment in the workplace and enables employees to work in a safe working environment.

In order to create conditions, sexual harassment prevention education is provided at least once a year, covering the gist of sexual harassment-related laws, business owners' policies for preventing sexual harassment, how to remedy the rights of victims of sexual harassment, and measures taken by perpetrators.

#### 76 (follow-up)

1. When the company receives a report of sexual harassment, the company immediately conducts an investigation, and the sexual harasser

Appropriate disciplinary action, including dismissal, may be taken.

2. If the company recognizes that the situation is serious, the sexual harasser is in the same place as the victim.

Personnel orders may be issued in parallel with the disciplinary action in Paragraph 1 so that employees do not

work in the company. 3. The company claims that the victim has filed a counseling grievance, complaint to the relevant agency, or complaint.

No disadvantageous employment measures shall be taken against the victim for the following reasons.

#### 77 (prohibition of bullying in the workplace)

1. Bullying in the workplace means that executives and employees inflict physical or mental pain on other

employees beyond the scope appropriate for work by taking advantage of their position or relationship at work.

Refers to behavior that deteriorates the working environment.

2. Employees are not only harassed by other employees but also employees of partner companies in the workplace.

above should not be done.

#### 78 (Prohibited workplace harassment) Specific workplace harassment prohibited by the company.

The acts are as follows:

1. Violence or threat to the body

2. Continuous and repeated profanity or abusive language

3. In front of other employees or online, insulting or making a personal complaint

Acts that damage reputation, such as spreading rumors

4. The act of repeatedly giving orders for personal affairs such as running errands without reasonable grounds

5. An act of not acknowledging or ridiculing work ability or achievements without reasonable grounds

6. Group bullying, or important information related to work without justifiable reasons

the act of excluding or ignoring in the decision-making process

7. For a considerable period of time without justifiable reasons, the duties and duties specified in the labor contract, etc.

Heard that instructs related work or has nothing to do with the work specified in the employment contract, etc.

the act of doing only let work

8. Giving little work for a considerable period of time without justifiable reasons

9. In addition, inflicting physical or mental pain on employees beyond the appropriate scope of work or working

deteriorating the environment

79 (training to prevent bullying in the workplace)

1. The company conducts workplace bullying prevention training (hereinafter referred to as “workplace bullying prevention training”) at least once a year.

2. Workplace bullying prevention training is 1 hour long.

3. The contents of workplace bullying prevention education are as follows.

1) Definition of workplace bullying behavior

2) Prohibited workplace bullying behavior 3)

Workplace bullying counseling

procedure 4) Workplace bullying incident

handling procedure 5) Measures to protect victims of

workplace bullying 6) Measures taken against bullying offenders

**7) Other contents to prevent bullying in the workplace**

4. The company takes measures so that employees can easily check the main contents of workplace bullying prevention training.

**80 (Measures in case of bullying in the workplace)**

1. If anyone becomes aware of the occurrence of bullying in the workplace, report it to the company.  
can tell
2. When the company receives a report under the preceding paragraph or recognizes the occurrence of bullying in the workplace, the company conducts an investigation to confirm the fact without delay.
3. Specific procedures for investigating and taking action on harassment in the company's workplace are separate.  
set by
4. The head of the business support and business management department within the company is in charge of overall management and is responsible for prevention and response.

**Addendum**

**Article 1 (Relationship with laws and regulations)** Matters not specified in these rules shall be governed by the Labor Standards Act and other laws and regulations.

**Article 2 (Placement of Employment Rules)** The company places these rules within the workplace so that employees can freely peruse them.

**Article 3 (Scope of Application)** Those who were hired as employees of the company prior to the enforcement of these Rules considered to have been employed in accordance with

**Article 4 (Enforcement Rules)** Necessary matters for enforcing these rules include separate enforcement rules, etc. can be placed.

Article 5 (Effective Date) This regulation is effective as of March 7,  
2018. These regulations are amended as of July 16, 2019.  
These regulations are amended as of April 01, 2020.

<Appendix>

These regulations are amended as of April 1, 2020. [After revision]

<p>[before revision]</p>	<p>1-2 (Scope of application) &lt;Additional&gt;</p> <p>4. The company recruits and hires employees, pays and benefits Welfare, education/training, placement/transfer/promotion, retirement/dismissal/retirement without reasonable grounds We do not discriminate on the grounds of gender, age, religion, social status, region of origin, academic background, school attended, marriage/pregnancy/ childbirth, or medical history. 16 (tardiness, early leave and going out) &lt;add&gt;</p> <p>4. If you are late for 3 months, you fall under Article 51 A warning is given, and a reprimand is issued for two cumulative warnings for 3 months. However, 2 reprimands within 1 year Timely refer to the personnel committee.</p> <p>27 (staggered commute system) &lt;newly established&gt;</p> <p>1. The company commutes according to the wishes of the workers You can stagger the time.</p> <p>2. The staggered attendance system applies to the following items: can be implemented accordingly.</p> <p>1) Contracted working hours are 35 hours or more per week less than 40 hours</p> <p>2) Business hours are 08:00~17:00 or It is set from 10:00 to 19:00, It is enforced by the worker's choice.</p>
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<p>28 (fetal health check-up time) 1. The company allows pregnant female employees to receive regular health check-ups</p> <p>If you claim the time needed to</p> <p>It is allowed, but the standards are as follows. 1) Until 28th week of pregnancy: 2 times every 4 weeks 2) From 29th week to 36th week of pregnancy: every 2 weeks 1</p> <p>3) After 37 weeks of pregnancy: once a week</p> <p>Do not cut the employee's wages for this reason, you do</p>	<p>3) Those who want to implement the staggered commuting system</p> <p><b>In case of separate written set working hours</b></p> <p>28 (fetal health check-up time) &lt;Revision&gt; 1. The company requires pregnant female employees to receive regular maternity health check-ups in accordance with Article 10 of the Maternal and Child Health Act.</p> <p><b>This is allowed if required time is requested.</b></p> <p>2. The company may set the health examination time according to paragraph 1.</p> <p>The wages of employees shall not be reduced for any reason.</p> <p>29 (parenting time) &lt;newly established&gt;</p> <p>The company employs women with infants under one year of age.</p> <p>Twice a day when requested by the member</p> <p>Provide paid feeding time of 30 minutes each.</p> <p>30 (reduction of working hours during childcare period) &lt;newly established&gt;</p> <p>1. The company requires workers under the age of 8 or in elementary school</p> <p><b>In the case of an application for working hour reduction (hereinafter referred to as "working hour reduction during childcare period") in order to raise a child in the second grade or younger, this shall be allowed. However, if the period of continuous work in the business until the day before the scheduled start date of shortening is less than one year, if the spouse is taking parental leave to raise the same infant or toddler, or if it is impossible to hire a substitute, it is critical to n</b></p> <p><b>Enforcement of the Equal Employment Act for Men and Women</b></p> <p><b>This is not the case if it falls under Article 15-2 of the Ordinance.</b></p> <p><b>no</b></p> <p>2. The company does not allow reduced working hours during childcare</p> <p><b>If not, notify the employee concerned</b></p> <p><b>Parental leave may be notified in writing or may be supported through other measures.</b></p>
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	<p>It is necessary to consult with the relevant employee.</p> <p>3. The company provides the employee with childcare working hours</p> <p>If a reduction is permitted, the working hours after the reduction are</p> <p>It must be at least 15 hours per week and not more than 35 hours.</p> <p>4. The period of reduced working hours during the childcare period is less than one year</p> <p>do it with However, workers who can apply for parental leave may not use it during the period of parental leave.</p> <p>If there is a specified period, the period added to that period to be within</p> <p>5. If a living employee uses reduced working hours during the childcare period, the childcare famine prescribed by the Employment Insurance Act</p> <p>Evidence to receive reduced hourly wages</p> <p>Actively cooperate by providing</p> <p>31 (Excluding working hours, breaks, and holidays)</p> <p>&lt;new&gt;</p> <p>1. Employees who fall under any of the following subparagraphs:</p> <p>Regarding this rule and the Labor Standards Act,</p> <p>Apply regulations on working hours, breaks, and holidays</p> <p>don't do it However, for night work allowance</p> <p>This is not the case for matters pertaining to</p> <p>1) In the case of engaging in surveillance and crackdown work</p> <p>If approved by the Minister of Labor</p> <p>2) Handling administrative, supervisory tasks or confidential</p> <p>is engaged in business</p> <p>36 (vacation for congratulations and condolences) &lt;additional&gt;</p> <p>5. An employee has to give birth to his/her spouse</p> <p>If vacation is requested, the employer</p> <p>excluding up to 10 days of paid leave</p> <p>grant</p>
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	<p>(However, from the date of birth of the spouse</p> <p>After 90 days, it cannot be claimed.</p> <p>It can be used separately.)</p> <p>43 (leave for infertility treatment) &lt;newly established&gt;</p> <p>1. The company does not allow its employees to use artificial insemination or in vitro fertilization.</p> <p>In the case of requesting leave (hereinafter referred to as "infertility treatment leave") to receive fertility treatment, etc., leave of up to 3 days per year must be given. In this case, the maximum 1st day is paid. However, if giving leave at the time requested by the employee causes a significant impediment to normal business operations.</p> <p>However, the timing may be changed in consultation with the employee. there is.</p> <p>2. Those who wish to apply for leave to receive fertility treatment 3 of the day on which the employee intends to start fertility treatment leave You must apply to the company at least one day in advance.</p> <p>3. The company shall send a letter proving the fact that the employee who applied for infertility treatment leave will receive infertility treatment. You may request the submission of</p> <p>48 (Treatment during leave of absence) &lt;newly established&gt;</p> <p>1. In principle, there is no pay during the leave period.</p> <p>However, the period of leave due to company circumstances</p> <p>In accordance with the relevant laws and regulations, can pay her.</p> <p>2. The period of leave of absence should be included in the number of years of service. do it in principle However, according to the Military Service Act</p> <p>Excluding the period of conscription.</p> <p>3. For employees on leave, residence and personal information during leave</p> <p>In the event of a change in the relationship, immediately return</p>
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	<p>must be reported to the company.</p> <p>4. Persons on leave retain the status of employees and</p> <p>Must comply with the regulations, approved by the company</p> <p>You cannot get a job in another job without it.</p>
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