

薪资福利政策

Compensation & Benefits Policy

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审签页 Signature Page

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修订历史 Revision History

[illegible]

1. 目的 Purpose

建立和维持有竞争力的、体现内部公平性的薪资福利体系，并与公司财务数据保持一致以更好地吸引和激励员工来达成公司业务的成功。

To establish and maintain a competitive and internal fairness compensation & benefit system which aligns with the company financial data to better attract and encourage employees to achieve the company's success.

2. 范围 Scope

适用于中电科柯林斯航空电子有限公司直接雇佣的全体员工。

It is applied to all the employees directly hired by Rockwell Collins CETC Avionics Co., Ltd.

3. 员工收入构成 Employee Incomes Structure

3.1 每月基本工资：根据公司岗位、级别而确定，作为缴纳公积金、计算加班工资、病假/事假工资、年终绩效奖金的基准。

Monthly Base Salary: it shall be determined according to positions and levels in the company, which is the basis of calculating housing fund, overtime payment, sick leave/personal leave and annual bonus payment.

3.2 交通补贴：公司每月根据岗位标准（员工每月 400 元；经理每月 700 元）上限向员工提供交通补贴。员工需根据财务部报销流程按季度提供合规票据提交报销。员工有休事假、旷工等无薪假时，补贴按实际休假（无薪）天数扣减。

Transportation Allowance: the company provides employees position-based transportation allowance, that is maximum 400RMB/month for Employees and 700RMB/ month for Managers.

The employees shall submit reimbursement request providing valid supporting receipt and document as per finance procedure requirement. This allowance shall be prorated according to the actual eligible pay days of the employee of the month with unpaid leave/absence days deducted.

3.3 年终绩效奖金：详见《年终绩效奖金政策》。

Annual Performance Bonus: refer to *Annual Performance Bonus Policy* in details.

4. 工资支付 Salary Payment

4.1 公司每月不晚于25日支付当月工资，发薪计算周期为当月1日至当月最后一个日历日。

当月在职若不满1个日历月（如新入职及离职当月），当月工资计算公式为：

月基本工资 \div 21.75 \times 当月实际工作天数

The monthly salary shall be paid no later than every 25th of the month, and the pay period shall be calculated from the 1st to of the last calendar day of the current month. In case of month that an employee whose active employment is less than a calendar month, the calculation of his/her salary of the month shall be:

Monthly Base Salary \div 21.75 \times The Actual Working Day(s)

4.2 员工需向公司及时、准确提供工资卡帐号信息，如因员工未及时向公司提供相关信息而导致的工资发放错误或延误，由员工本人负责。

The employee shall provide the accurate account information of his or her salary card to the company in time, and the employee shall take responsibility for any salary payment error or delay incurred by failing to provide relevant information to the company in time.

5. 薪资调整 Merit Increase

公司每年将进行员工薪酬回顾，调薪因素将根据公司业绩、个人绩效及市场薪资水平等确定，生效日期为当年度的4月1日。其中，4月1日前未通过试用期的员工不参与当年调薪回顾。

Employee salary review will be conducted every year according to business performance of the company, employee individual performance as well as market data, the merit increase effective as of April 1st of the year. The employees who have not passed probation period before April 1st are not eligible for salary review of the year.

6. 薪资保密 Salary Information Confidentiality

公司实行严格的薪资保密政策，员工既不应该向他人打听薪资情况，也不应该在他人打听时泄露自己的薪资情况，如有薪资泄露，将按公司员工纪律政策处理。

The strict salary confidentiality policy is executed. The employees shall not inquire about others' salary information and by no means reveal his/her own salary information aiming at other's inquiry. The discipline actions shall be taken for any salary leaking according to the Disciplinary Policy.

7. 加班工资 Overtime Payment

详见公司考勤政策

Refer to Attendance Policy in details.

8. 福利 Benefit

8.1 社会保险和住房公积金：公司按国家规定参加社会保险和住房公积金，员工和公司分别承担其相应的个人和公司部分，员工个人部分的社保和公积金由公司代扣代缴。

Social insurance and housing fund: In accordance with national regulations, the company participates in the social insurance and housing fund. The employees and the company shall afford their relevant individual and company parts respectively. The individual part of employee social insurance and housing fund shall be withheld and remitted by the company.

8.2 补充商业医疗保险：详见《商保手册》

Supplemental Commercial Medical Insurance: refer to the *Commercial Insurance Manual* for details.

Life Insurance: refer to the Commercial Insurance Manual for details.

8.3 疾病、意外身故及伤残保险：详见《商保手册》

Disease and Accidental Death and Dismemberment Insurance: refer to the *Commercial Insurance Manual* for details.

8.4 子女医疗保险：详见《商保手册》

Children Medical Insurance: refer to the *Commercial Insurance Manual* for details.

8.5 年度体检：公司每年为所有经确定的员工在公司指定的医院或体检中心提供一次身体健康检查。

Annual Health Check: the company provides an annual full health check to all confirmed employees every year in the assigned hospital/physical examination center.

8.6 工作餐：公司按每月300元标准提供工作餐补贴，不再另行提供工作餐。补贴由公司每月充值入饭卡。当月各类假期或缺勤大于5天的员工，工作餐补贴按当月实际工作天数折算。

Working lunch: the company provides 300RMB per month as the working lunch allowance with no other working lunch offered separately. The allowance shall be charged to the employee meal card by the company every month. For any unpaid leave/absence of over 5 days in a month, the lunch allowance should be prorated according to the actual working days of the month.

8.7 长期服务奖：适用于在公司工作满5年、10年、15年、20年及以上的员工，公司将按一定金额提供一份礼物。

Long-term service award: it is applied to any employee whose service term is 5, 10, 15, 20 years and above, the company shall provide a present according to a certain amount.

8.9 员工新婚：公司提供一份价值600元的礼物。

Employee Wedding Gifts: the company shall provide a present worth 600RMB.

8.8 员工新生儿诞生：公司提供一份价值800元的礼物。

Employee Newborn Gifts: the company shall provide a present worth 800RMB yuan.

8.10 员工生日：公司向每位员工提供一份价值150元的礼物。

Employee Birthday Presents: the company shall provide a present worth 150RMB.

8.11 女员工妇女节礼物：公司向每位女员工提供一份价值150元的礼物。

Woman's Day Gift for Female Employees: The company shall provide a present worth 150RMB to females employees.

8.12 员工子女儿童节礼物：公司向员工不满14周岁的每个子女提供一份价值150元的礼物。

Children's Day Gift for Employee's Children: The company shall provide a present worth 150RMB to each of the employee's children at a age below 14 years old.

8.13 传统佳节贺礼：公司将在主要传统佳节根据管理层决策向员工提供节日贺礼，如：春节、端午节、中秋节。

Traditional Festival Gifts: Based on leadership decision, the company shall provide a present to employees at those primary traditional festivals, e.g. the Spring Festival, the Dragon Boat Festival, the Mid-Autumn Day.

注：以上所列法定之外的福利项，公司有权基于员工日常劳动纪律、工作绩效等因素决定是否向发放。

Remarks: Regarding those benefit items beyond statutory scope listed above, the company has the right to decide whether to provide it to an employee based on his/her disciplinary behavior and working performance evaluation.

9. 个人所得税 Individual Income Tax

公司按相关规定从员工税前工资中扣除员工个人所得税并向税务局申报个税。

According to relevant regulations, the company must be responsible for deducting the employees' individual income tax from his/her gross pay and withholding and remitting individual income tax to the Tax Bureau.

10. 实习生薪酬待遇 Intern Compensation & Benefits

详见附件A 《实习生薪酬待遇规定》。

Refer to Annex A of *Intern Compensation & Benefits Regulation*.

11. 本规定自 2015 年 12 月 21 日起生效，由人事行政部负责解释。公司有权在认为适当时修改、补充或废除规定并通知员工。本规定以中、英文书写。若两种版本存在不一致，以中文为准。

This regulation shall take effect from Dec 21st, 2015 and be explained by HRA department. Company reserves the right to revise, supplement or rescind the policy

from time to time as it deems appropriate in accordance with law. Employees will be notified of such changes as they occur. This regulation is written in both Chinese and English. In case of any discrepancy, the Chinese version shall prevail.

12. 附件 Annex

A. 《实习生薪酬待遇规定》 *Intern Compensation & Benefits Provision*

B. 《录用审批表》 *Offer Approval Form*

附件A：《实习生薪酬待遇规定》

Annex A: Intern Compensation & Benefits Provision

1. 工资 Salary

工作职能 Working Function	学历 Academic Degree	工资（月） Monthly Salary
非工程 Non-Engineering	本科 Undergraduate	1,200 (元/RMB)
	研究生 Postgraduate	1,500 (元/RMB)
工程 Engineering	本科 Undergraduate	1,500 (元/RMB)
	研究生 Postgraduate	2,000 (元/RMB)

注：以上所列工资标准已包含整体实习薪酬，公司不再提供其他形式的津贴或补助。

Remarks: Above-listed salary includes complete internship compensation, no additional allowance or subsidy provided by the company.

2. 意外身故及伤残保险 Accidental Death and Dismemberment Insurance

实习期间，公司为每位实习生购买意外身故及伤残保险。

The company provides each intern Accidental Death and Dismemberment Insurance during the internship.