TYMPHANY

Company Introduction for new comers

About Tymphany

We were all born alone to the world

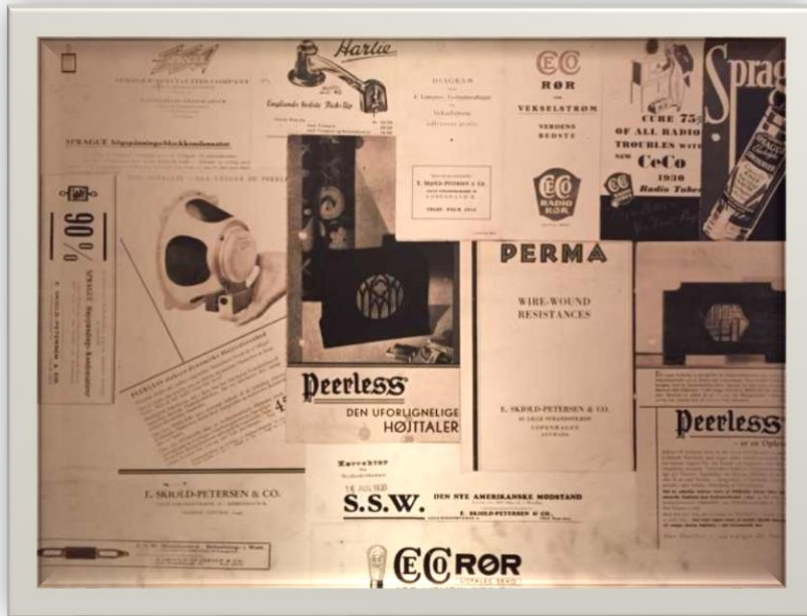We worked hard on our goal, but **Started alone**

One day, we met each other via **Music...**
        ...and music brought us **Together**

Our **Hearts connect** to each other
        because of music (**Audio**, of course)

Welcome to Tymphany

There's no mistaking it... we love audio. From new product development to the music we listen to, we live and breathe the science of sound every day. It's what we've done for **over 90 years.**

Our global team of audio geeks continues to dedicate every day to exceeding your expectations and building world-class drivers and audio systems.

Tymphany History

Peerless founded in Denmark

Peerless & Vifa merge to form Danish Sound Technology

Tymphany acquires Danish Sound Technology

Primax acquires 70% of Tymphany

Acquire Gamma, for Headphone Business expansion

1926 **1933** **2000** **2004** **2005** **2008** **2014** **2015** **2016** **2017**

Vifa founded in Denmark

Tymphany founded

Open a manufacturing campus in HZ, China

Open a vertical-integrated manufacturing facility in DG, China

Acquire B&O CZ Factory for European business expansion

TYMPHANY. | Peerless
by TYMPHANY

Global Footprint

TYMPHANY CN
- **Huizhou**
  Design & Mfg.
- **Dongguan**
  Mfg.
  Advanced Process
- **Shenzhen**
  Design Center
- **Dongcheng**
  Mfg.

TYMPHANY TW
- **Taipei**
  Design Center

TYMPHANY UK
  Design Center

TYMPHANY CZ
  Euro. Ops. HQ
  Mfg.

TYMPHANY USA
  Global Sales & Marketing

Vision

To be **No.1** Audio Supplier in the world

Mission

To bring the premium audio experience to the connected life

Core Value

Trust

Teamwork

Accountability

Our Sites in CN

HZDC

TYDG

SZDC

TYDC

TYMPHANY | Peerless by TYMPHANY

Sound System

Speaker Unit

☐ Organization Structure

4 BU

Function

Chairman
Raymond

CTO
Ampere

CEO
Jack Pan

CEO Office
Jimmy — **Strategy Business Development**

| CABU Stanley | PABU Phill | ASBU Gary Fan | CSBU XT Liu |

IE, MFG, MES

| Operation Daniel | Quality Daniel | PTC Tetz | — **Tooling shop, Molding, Painting, Plastic technology** |

| SCM Kevin W. | ESC Kevin C. | Mark Brian | HR/ADM Eric Wu | F&A YenJen | HR(COE) Echo | IT Clare | Legal Jacy | IP Kanny | CSO Lana |

- SCM: Sourcing, Tooling
- ESC: Green, Lab Mgt., Compliance, Parts Eng.
- Mark Brian: Corporate image, Marcom
- HR/ADM: HR Mgt., ADM, EHS, New Campus
- F&A: Accounting,, Finance, Biz. Control Tax, IPO, BOD
- HR(COE): HR Strategy & Policy
- IT: Application Infrastructure
- CSO: Info. Security, Product Security
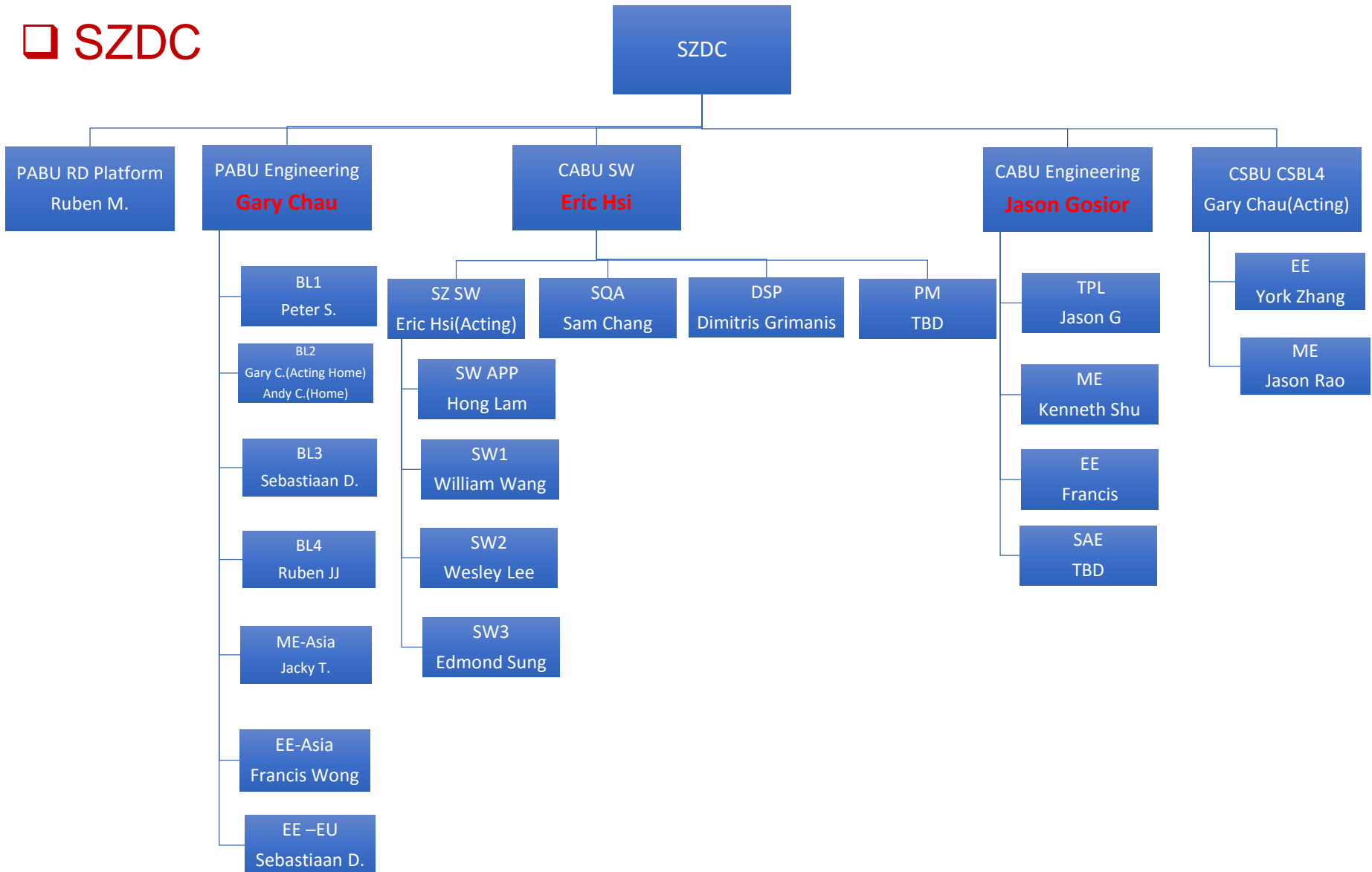
ESC: Engineering Service Center
HR(COE): HR(Center of Excellence)
CSO: Corporate Security Office

TYM SZDC Organization Structure

❑ SZDC

SZDC

PABU RD Platform
Ruben M.

PABU Engineering
Gary Chau

CABU SW
Eric Hsi

CABU Engineering
Jason Gosior

CSBU CSBL4
Gary Chau(Acting)

BL1
Peter S.

BL2
Gary C.(Acting Home)
Andy C.(Home)

BL3
Sebastiaan D.

BL4
Ruben JJ

ME-Asia
Jacky T.

EE-Asia
Francis Wong

EE –EU
Sebastiaan D.

SZ SW
Eric Hsi(Acting)

SQA
Sam Chang

DSP
Dimitris Grimanis

PM
TBD

SW APP
Hong Lam

SW1
William Wang

SW2
Wesley Lee

SW3
Edmond Sung

TPL
Jason G

ME
Kenneth Shu

EE
Francis

SAE
TBD

EE
York Zhang

ME
Jason Rao

❑ PRD&IDP

PRD (performance review and development) is TYM performance management mechanism

Goal setting + Individual development plan + Performance evaluation

Rating:
- 1 Outstanding
- 2 High Effective
- 3 Performing
- 4 Needs Improvement
- 5 Unsatisfactory
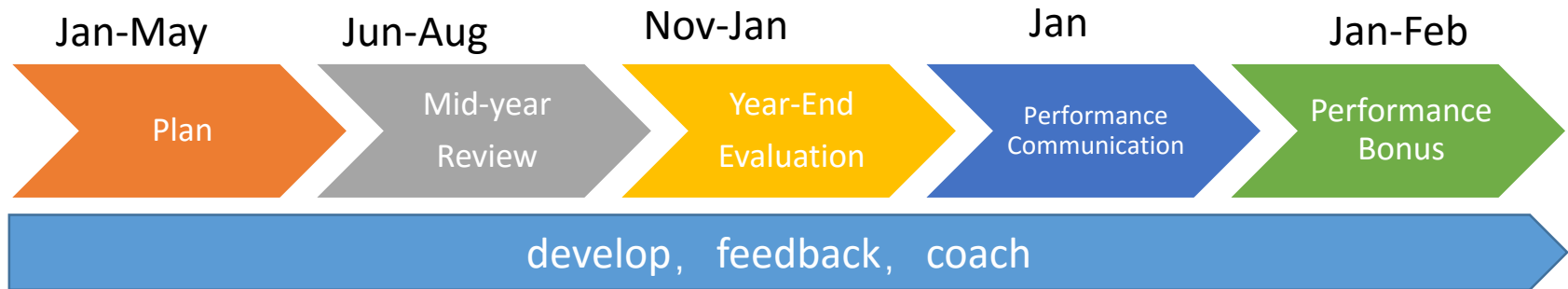
Performance ratings impact individual opportunity …

Internal Rotation   Promotion   Performance Improvement   Annual Bonus &Merit
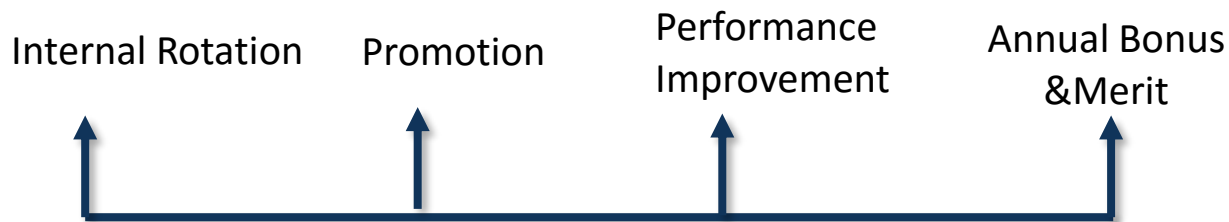
Performance Management

Goal-Setting, Development Planning, & Performance Evaluation

Performance Review Form

Goal Setting

+

Individual Development Plan (IDP)

+

Performance Evaluation
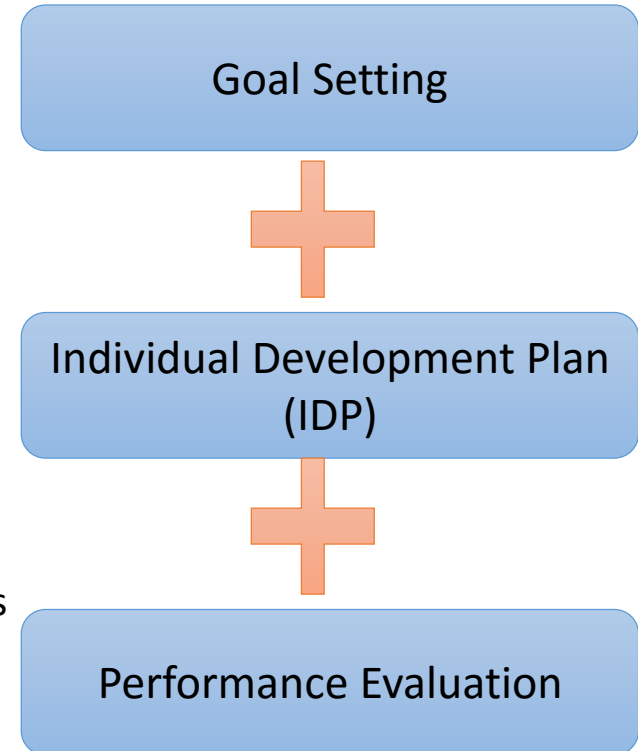
All IDLS staffs will follow PRD process （Except Offline & Czech staffs）

Performance Management Flow

Jan-May	Jun-Aug	Nov-Jan	Jan	Jan-Feb
Plan	Mid-year Review	Year-End Evaluation	Performance Communication	Performance Bonus

develop, feedback, coach

Planning (Jan-May)：Build up your yearly plan
- Set goals (Must align with company target ➡ BU/Function Units ➡ Department ➡ Team ➡ Individual)
- Be familiar with company behavior competencies
- Individual development plan

Execution (Apr-Dec)：Carry out your Plan!
- Track performance implementation (Jun-Aug)
- Line managers provide guidance and feedback

Evaluation (Nov-Jan)：Evaluate your plan !
- Self-assessment
- Line manager(&Matrix manager)evaluation➡ 2nd level manager calibration ➡BU/Function Unit Manager calibration ➡ CEO final ratification
- Reward good performance staffs /Improve poor performers ' performance

Rules and Regulations

❑ Probation

- During probation period, line manager will evaluate staff's performance and provide suggestion ;

- Staffs pass probation review will become regular employees ;

- For employees failed to pass probation ,Tymphany will terminate labor contract with them . The situations can't pass probation include but is not limited to the following:

  ➢ False materials provided when on-board;

  ➢ Does not meet the job capability requirements and can't achieve the required job indicators and tasks;

  ➢ Violations of company rules and regulations

  ➢ Other situations that can't meet the recruitment conditions;

- Please set up 3 months probation goals with your line manager during the first week , attached form as below:

Probation Review Form

Annual leaves

Annual Leave:

Normally follow company policy as list A.

However, for those cumulative working years more than 10 years, will be adjusted according to China regulations as list B.

Your annual leave will be prorated based on your joined date for the first year. The same situation as termination.

List A

Grade	Annual leaves
G1-3 Below	5 days
G(1-3) – G2	6 days
G3 – G4	7 days
G5 +	10 days

List B

Cumulative Working years	Annual leaves
1≤Y<10	5 days
10≤Y<20	10 days
Y≥20	15 days

Attention: Annual leave is required to be taken off before December the 31st ;

In case of special situations will carry forward to March 31st of the next year.

Pleases get approval from Dept. Head in advance.

Travel Leave: Employees will enjoy travel leaves in the next year after joining

Grade	Travel Leave
G1-3 Below	1 day
G3 +	3 days

❑ Work attendance

● Clock in & out for your daily attendance record

- Leave application
  - ➢ It is required to email line manager for approval and copy Mandy Liu in loop.

- Paid annual leave query
  - ➢ Please mail to Mandy Liu for checking

- OT on weekends（Must clock in & out）
  - ➢ Fill in 《**OT application form**》or mail to Line manager for approval.
  - ➢ Submit form to Mandy Liu or copy her in mail loop

  （The minimum application unit will be 4 hours）

- Attendance confirmation
  - ➢ Confirm the attendance of last month in the early of each month.

Please email Mandy Liu if you go to Huizhou or Dongguan site .

❑ Resignation

- Employees in probation period should submit written resignation application to line manager 3 days prior to the last day

- Regular employees should submit written resignation application to line manager 1 month prior to the last day

- Flow：

  ➢ Take 《Resignation Application Form》 from Site HR——Submit application to line manager——HR conduct communication meeting with employee and give 《Resignation procedure Form》 to employee）——Finish Job Transition——Return gate card to Mandy Liu.

- Company will issue a certificate of labor contract termination after employees finish the above flow.

❑ Payroll

- Transferred through China Construction Bank
  - ➢ Time：Monthly salary is paid on 15th of the next Month
  - ➢ In case of weekends or holidays ,it will be paid in the last workday prior to 15th
  - ➢ For special circumstances ,employees can apply for cash payment

- Tymphany will deduct and pay employees' personal income tax according to local law and policy.
- Tymphany will deduct and pay social security fees and housing fund according to local law and policy.

http://old.tannet-group.net/home/news/1536

http://old.tannet-group.net/home/news/1530

❑ Dress code

- It is required to wear uniform shirts when you visit the Dongguan factory

Summer POLO Shirt

Winter Jacket

Summer POLO Shirt

❑ Contact Window

Please consult department assistant for help .

Asst for SW	Carol Zhang	253	Carol.zhang@tymphany.com
Asst for HW,ME, TPL	Abby Huang	311	Abby.huang@tymphany.com

Business Trip Application

- Login **BPM** to apply for business trip

http://pthqbpm.primax-elec.com/

- As below:

- Finance payment: Login **BPM** to reimbursement

Contact Window

Dept.	Contact Window	Ext.	Email Address
Site HR	Nicole Lv Angela Zheng Miracle Jiang Mandy Liu	261 265 262 380	Nicole.lv@tymphany.com Angela.zheng@tymphany.com Miracle.jiang@tymphany.com Mandy.liu@tymphany.com
Local IT	Titan Zhang	222	Titan.zhang@tymphany.com
Asst for SW	Carol Zhang	253	Carol.zhang@tymphany.com
Asst for HW,ME,TPL	Abby Huang	311	Abby.huang@tymphany.com
Fin (HZ)	Kitty Wang(报销) Kelly Huang(借款)	1931-738/ 637	Kitty.wang@tymphany.com Kelly.huang@tymphany.com
ADM	Andy Zhong	380	Andy.ZhongDH@tymphany.com

We are
ONE
Of
Many