



## 1. Applicability

This HR manual governs, except those prescribed by laws and other company regulations, all activities regarding employee employment. In the case of an employee engaged in special duties such as cleaning and security, the company shall determine it separately.

## 2. Objective

The purpose of this manual is to stipulate basic matters related to employment, such as the employee's service and working conditions.

## 3. Definition of Terms

The term 'employee' refers to the 'general employee' employed by our company through the procedures specified in this manual and the company classifies employee as follows.

Classification	Subdivision	Contents
regular staff	Managerial staff	Those who work in the administrative field.
	Shopfloor staff	Those who work outside the administrative field.

## 4. Responsibility and Authority

The company and its employees are obligated to comply faithfully with their respective duties by cooperation with respect to these rules and other company regulations.

## 5. Working Process

### 5.1 Recruitment

#### 5.1.1 screening

Anyone who wishes to become an employee must submit the documents designated by the company and go through the following screening procedures.

- 1). Document screening
- 2). Contract screening
- 3). Written Test



- 4). System ( MS Office etc.) test or practical test
- 5). Interview screening

## 5.1.2 Appointment

The company hires those who have passed through the above said screening process by issuing appointment agreement..

## 5.1.3 Recruitment and Age

The company may retrench the employee by giving reasonable chance if the company finds out that the statement or history made or submitted by the hired employee at the time of recruitment is false after hiring or if the company finds out reason for disqualification for recruitment.

In principle, the company employs persons 18 years of age or older as employees.

- a. Employees hired by the company for contract basis are subject to a 1-Year or 2-year employment contract based on the management decision, i.e. Fixed Term Employment. If a contract is not renewed at the expiration of the contract, it shall automatically be terminated.
- b. Within 1 month from date of getting offer letter, the employee must undergo a medical examination at the designated hospital.
- c. Probation

The company may employ an employee after hiring him/her for a certain period on probation in order to verify if the person qualified qualifications as an employee, and may shorten or waive the probation period for experienced employees who have recognized a certain experience. The probation period is 6 months, and the salary during the time of probation is subject to mutual agreement upon hiring. Provided, in any particular case, the management may extend the period of probation of any employee up to a further period equivalent to the period of probation prescribed. Unless confirmed in writing, the employee will be deemed as a probationer, even after expiry of initial period or extended of probation.

## 5.1.4 Reasons for Disqualification of Recruitment

Any person falling under any of the following subparagraphs will not be hired as an employee, and even after hiring, if any reason for disqualification is found, the person concerned may be dismissed

- a. A person received a decision from the court for adult guardianship, or Police custody, limited guardianship, special guardianship, etc. or has signed a voluntary guardianship contract
  - b. A person has been reinstated as a bankrupt.
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- c. A person for whom three years have not elapsed since the termination of execution of the sentence or the execution of the sentence not to be executed after receiving an imprisonment or higher sentence.
- d. A person who received probation for a sentence of imprisonment or higher and has not passed one year after the expiration of the probation period
- e. A person who received disciplinary dismissal.
- f. A person who received suspension of qualifications or disqualification by law and the suspension period has not been terminated or reinstated.
- g. A person with significant defects or falsehoods in history, personal information, and academic background A person who is recognized as inappropriate as a person whose thoughts are dishonest and have the facts of bad
- h. A person judged to be with poor health and work performance during the probationary period, or ineligible as an employee for violating prescribed rules
- i. A person who fails the employment health check-up and got the result of incapability to work under 5.1.3 Paragraph 4.

## 5.1.6 Required Documents

- a. Anyone who applies for a position as an employee must submit the following documents.
- b. Those who are determined to be hired as an employee must prepare and submit the following documents.s



(1) Resume	.....	1 copy
(2) Aadhaar card	.....	1 copy
(3) Photo	.....	1 copy
(4) Salary slip by previous company last 3months (limited to the person concerned)	.....	1 copy
(5) Bank statement for previous salary proof last 3months	.....	1 copy
(6) Original and Copy of certification (limited to the person concerned)	.....	1copy
(7) Proof of experience (limited to the person concerned)	.....	1copy
(8) Application form	.....	1copy
(9) Other required documents		

ents:

- (1) Signed employment agreement .....
- (2) Aadhaar card .....
- (3) PAN Card .....
- (4) Photo .....
- (5) Employee Medical certificate .....
- (6) Documents required by other companies

**5.2 Service**

**5.2.1 Basic Principles of Service**

- a. Employees must devote themselves to their work according to the company's policies, regulations and supervisor's business orders, improve work efficiency, strive to maintain work order, and serve diligently.
- b. Superiors must always respect the personality of their subordinates, supervise them kindly, and take the initiative to carry out their duties.

**5.2.2 5.2.2 Service Discipline**

Employees must comply with the following matters and make perfect efforts to perform their duties. Employees shall comply with order and discipline with cheerful and active attitude, and actively



strive to achieve the company's purpose and management goals. Employees shall not undermine the reputation of the company and its employees nor damage the credit.

- a. Employees keep the company's confidentiality and do not make unfavorable words or actions to the company.
- b. Employees shall not contaminate the reputation of the company by committing an unjust act.
- c. Employees shall not engage in arbitrary acts beyond the authority of the job
- d. Employees shall not receive or demand unfair money or other goods for their duties.
- e. Employees shall not work for another company without the company's permission while he/she is still in position.
- f. When taking or running for public office, that employee must report to the company in advance.
- g. Employees shall not engage in one's own profit against the company's interests or conduct an act that gives an unfair advantage to others.
- h. Employees shall clarify the distinction between the professional and personal matter and respect each other's personality so that all employees can have courtesy and friendship
- i. Group actions such as assemblies or demonstrations within the company not related to work are prohibited. However, if there is a special reason, prior permission is necessary.
- j. Employees shall actively strive to maintain safety in the workplace, including cleanliness, tidy, anti-theft and disaster prevention.
- k. Employees shall obey the superior's instructions and shall not do anything contrary to them.

### **5.2.3 Prohibition of Workplace Harassment**

- a. The company or employee shall not use the superiority of their position or relationship at work to inflict physical or mental pain or worsen the working environment (hereinafter referred to as "workplace harassment") beyond the appropriate scope for work.
- b. If anyone come across work place harassment has occurred in the workplace, he/she can report it to the company.
- c. When the company receives a report pursuant to Paragraph 2 or becomes aware of the occurrence of workplace harassment in the workplace, it conducts an investigation to confirm the fact immediately.
- d. The company shall respond appropriately, such as change of workplace and orders for paid leave, to the affected employee, if necessary to protect the victim during the investigation



period pursuant to paragraph (3). In this case, the company will not take any measures against the will of the victim. If the investigation reveals that harassment has occurred in the workplace, the company will act appropriately, such as change of workplace, change of department, order of paid leave, etc. upon request of the victim.

- e. The company does not dismiss or take other adverse treatments to employees who report the occurrence of harassment in the workplace or to the victims.

### 5.2.3 Maintaining Order in the Workplace

Employees must observe the following items and strive to maintain order in the workplace

**During working hours**, employees shall not leave the work place without permission or neglect their duties.

- a. During working hours, employees shall not do social work, go out or have a meeting for personal matter. However, exceptions are allowed with company's permission.
- b. Employees shall not engage in any illegal activities within the company or interfere with the work of others.
- c. Employees shall not engage in gambling and behaviors that disrupt the company's internal order.
- d. When an employee intends to distribute or post a document, it must obtain permission from the company by presenting the document or printed material in advance.
- e. During the working hours, in principle, employees must wear certain working clothes and PPE supplies for safety.
- f. Employees shall maintain the company's facilities and equipment appropriately and shall save materials, power, and office supplies.

### 5.2.4 Employees' Responsibilities

Employees are responsible for the following

When there is a change in personal information, he/she must report in writing, immediately to HR department.

In the event of a disaster or other emergency, he/she must report to the management immediately.

If any employee causes damages to the company's property by intention or negligence, he/she shall compensate for the damage. However, if the employee is not capable of reimbursement, the guarantor will reimburse it.



## 5.2.5 Attending to Work and Off from Work

Employees must comply with the following matters regarding attending to work and off from work. Employees must observe the opening hours, change their working clothes and prepare for work.

- a. When attending to work, you must go through the designated gate and confirm your attendance with your biometric.
- b. If any employee expects to be late or wants to take leave due to unavoidable reasons, you must report to the company and obtain approval.
- c. If any employee wants to bring in items other than daily carry-on items from the workplace or takes the company's items to outside, you must obtain prior permission from the company.
- d. When leaving work, all employees must quickly arrange tools and documents before leaving
- e. The company can ban or ask to leave the following persons.
  - a. Those who are supposed or expected to disturb the order of the company.
  - b. Those who are drunken.
  - c. Those who carries dangerous goods that are not necessary for business.
  - d. Those who are suspended by the order of the company.
  - e. Those who engages in an assembly, demonstration, sit-down without working, or agitating speech without permission from the company.
  - f. Those who interfere with the maintenance of the company's rules and prevention of hygiene hazards and disasters.

## 5.2.6 Management and Preservation of Company Equipment and Facilities

Employees must observe the following matters and carefully manage the company's equipment and facilities.

- a. Employees must treat the company's facilities with great care and save raw materials, subsidiary materials, and various consumables
- b. Employees shall not use the company's equipment and facilities for any purpose other than business without permission
- c. If employees intend to use the company's premises for purposes other than business, you must obtain permission from the company in advance and quickly restore it to its original state after



- d. Employees shall keep workplaces in order at all times, and shall not enter a prohibited place without permission.
- e. Employees shall not made or repair personal objects using the company's equipment and facilities, and shall not make others to do the same
- f. Employees shall not destroy or incinerate the company's buildings, facilities, equipment and documents without the company's order

**5.3.1 Working Time**

- 1. The basic working hours of employees are 8 hours a day, 48hours a week excluding breaks, and the basic working hours of employees (However, if there is a decision made by labor-management consultation regarding working hours, priority goes to this
- 2. Notwithstanding Paragraph 1, the company may implement a shift system such as 2 day/night shifts and 3 group 3 shifts according to the management needs of each department. As in the table.

Shift	Working Hours
1 shift	08:00 to 16:30
2 shift	16:30 to 01:00
3 shift	01:00 to 08:00

- 3. The working hours referred to in the preceding paragraphs 1 and 2 may be flexibly adjusted and worked within the statutory working hours limit if there is a change in government policy, transportation, electricity, season, or other circumstances or business circumstances of the company
- 4. In principle, employees' break time is one hour per day, including mealtime, and can be implemented collectively or dividedly depending on the type of work.

**5.3.2 Business Trip**

**Employees must work on business trips according to the company's command**

- 1. During a business trip, if any employee stops at a place other than the business trip or cannot complete your business during the business trip, he/she must obtain permission and instructions from the head of your department.



2. When returning home after completing business trips, an employee shall submit a written statement of reinstatement to the corresponding head immediately. However, he/she can do this orally for simple or confidential matters.
3. The working hours for business trips are considered 8 hours. However, this is not the case when the company gives a separate instruction in advance.
4. The company pays travel expenses to business travelers according to the travel expenses regulations.

### 5.3.2 Overtime Work

1. Overtime work can be carried out with the consent of the employee up to 12 hours per week and quarterly up to 50 hours. However, and female employees who are pregnant cannot perform overtime.
2. Compensatory off is given for overtime, holiday work within following 2 months. Overtime is applied over 3hours a day, below 3hours is not applicable after normal working time, Holiday work is calculated every 4hours (from starting working hours)

### 5.3.3 Overtime Work in Special Cases

In the event of a disaster or other unavoidable special reason, the working hours may be temporarily extended necessarily or on holidays. (Agreement between labor and management)

### 5.3.4 Procedures and Handling of Absenteeism, Lateness, Early Leave, Outside Work

1. In case of absenteeism due to an employee's illness or other unavoidable reasons, he/she shall submit the notice of absenteeism with supporting documents in advance. If it is not possible, he/she can call to superior to get approval and has to submit relevant document within 24 hours. If he/she cannot prove the reason for absenteeism, it is treated as unexcused absence.
2. If any employee is absent from work for more than 3 days due to illness, he/she must submit a medical doctor's statement or medical certificate
3. Anyone who intends to go out or leave early due to unavoidable reasons must obtain approval from the GM of the department in advance by filling in the early leave or leaving form.



## 5.3.5 Holiday

### 1).Paid holidays

Paid holidays for employees are as follows.

- a. For employees who have completed a prescribed working day for one week, Sunday is given as a paid weekly holiday.
- b. Republic day (26th January)
- c. May Day (1st May)
- d. Independence day (15th Aug. )
- e. Gandhi Jayanthi(2. Oct.)
- f. Festival holidays announced by State Government
  1. In the case of overlapping weekly holidays and public holidays, only weekly holidays are recognized. Also, unnoticed leave before and/or after the holiday will make that holiday unpaid one.
  2. If public holidays are deleted due to amendment of related regulations, the day will remain in normal business.
  3. Other days designated as temporary holidays by the government or company, and days determined by agreement between labor and management.

## 5.3.6 Leave

### 1. Annual paid leave

The company shall give 15 days paid leave for employees who have attended more than 80% of the time in one year.

1. The company shall provide one day of paid leave for one month of open work to employees who have been working continuously for less than one year or who have attended less than 80 percent of the work for one year.
  2. The company shall give paid leave for every two years of continuing work exceeding the first one year to the leave under paragraph (1) to employees who have been working continuously for three or more years. In this case, the total number of vacation days including additional vacation days is limited to 25 days.
  3. When using annual leave, use the leave with the approval of the relevant department head until the day before the leave.
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4. If it is determined that annual leave is impeding work, the company may change the period.
5. The annual leave is from January 1st to December 31st of each year as a basis for calculating vacation. However, when an employee leaves the company, it is recalculated based on the date of employment, and as a result, if an employee receives annual paid leave in excess of the number of days that can be granted in accordance with the Labor Standards Act, the number of days is not separately compensated, and If an employee uses more than the number of legally granted annual paid leave or leaves the company after receiving an advance payment of annual paid leave, the excess use of the relevant annual paid leave or excessive receipt of annual paid leave may be deducted from leaving month's salary.
6. According to a written agreement with the employee's representative, annual leave may be applied and closed for a certain period.
7. An employee's annual paid leave expires if not exercised for one year. However, this is not the case if it is not used for reasons attributable to the company.
8. The company may promote the use of annual paid leave in accordance with Article 61 of the Labor Standards Act. In spite of the company's promotion of use, no monetary compensation shall be given for annual paid leave not used by employees.

#### **1. Sick leave**

Employee can use 6days sick leave in a year. Employee cannot carry sick leave further new year of calendar.

#### **2. Casual leave**

Employee can use 6days casual leave in a year. Employee cannot carry it further new year of calendar.  
Casual leave

#### **3. Reward vacation**

If an employee has made a remarkable achievement in the company, MD may give a paid reward leave within 7 days with special recognition.

#### **5.3.7 Suspension Order**

When an employee falls under any of the following subparagraphs, company may revoke his/her appointment and give an order of suspension after giving reasonable opportunity.

- a. Those who has a marked lack of ability or sincerity to perform their duties.

Those who is recognized as having remarkably insufficient capability of command and supervision for their subordinate



- b. Those who is on disciplinary action
- c. Those who is prosecuted in a criminal case (excluding persons for whom a summary order is requested).
- d. Those who caused misconduct or scandal.
- e. Those who is concerned with the previous subparagraphs and are likely to destroy evidence.
- f. Those who is judged unable to perform their duties due to physical or mental disorders.
- g. In case of reorganization of other organizations or inevitable business management.

### 5.3.8 Designation

Employee’s designation and promotion of designation is follow below the structure, also based on performance and experience management may consider for promotion. The below table is only for reference.

Structure of Promotion							
S.NO	Prior Experiences(*)	Designation		GET/MGT Joinee		Diploma Joinee	
				Min. Yrs in KSH for Promo. (1)	Exemplary Age group	Min. Yrs in KSH for Promo. (2)	Exemplary Age group
1	0	Trainee				2	19 to 20
2	0 to 2	GET	MGT	1	22	NA	NA
3	4 to 5	Jr. Engineer	Jr. Officer	1	23	1	21
4	3 to 4	Asst. Engineer	Asst. Officer	NA	NA	2	22 to 23
5	5 to 7	Engineer	Officer	3	24 to 26	3	24 to 26
6	8 to 10	Sr. Engineer	Sr. Officer	3	27 to 29	3	27 to 29
7	11 to 15	Asst. Manager		4	30 to 33	4	30 to 33
8	16 to 17	Deputy Manager		4	34 to 37	4	34 to 37
9	17 to 20	Manager		4	38 to 41	4	38 to 41
10	21 to 23	Sr. Manager		4	42 to 45	4	42 to 45
11	24 to 26	Asst Gen. Manager		4	46 to 49	4	46 to 49
12	26 to 29	Deputy Gen Manager		4	50 to 53	4	50 to 53
13	30+	General Manager			53+		53+



(\*) Including unrelated experiences before joining

## 5.3.9 Salary

### 1. Salary Regulations

The company pays employees' salaries according to the salary regulations (SH-G51).

### 2. Salary Calculation

- 1). The employee's salary is calculated from the date of hiring, promotion, reinstatement, reduction, etc., and is closed for reasons such as retirement, leave, death, dismissal from office, and dismissal.
- 2). Salary is based on a monthly or daily basis, but may be made on an annual basis by agreement with the employee.

### 5.3.10 Payroll

1. The company transfers employee's salary to the bank account in his/her name.
2. The employee's monthly salary payment date is on or before 7th of the following month. However, if it is a holiday, the company can pay the day before or after.
3. The company pays wages for the previous work even before the due date when an employee requests benefits in case of childbirth, illness, disaster, or other emergency.
4. The company pays salary of the deceased in retirement prorated until the last working day.
5. In case of closure due to reasons attributable to the company, an allowance of 70/100 or more of the average wage is paid. However, in cases where the business cannot continue due to unavoidable reasons with an approval of the government authority, the allowance may be below the standards salary.



## 5.4.1 Resignation and Dismissal

### 5.4.1 Resignation

1. When an employee wants to resign, he/she must submit a resignation letter before 30 days and obtain approval from the General Manager of the department.
2. When an employee falls under any of the following subparagraphs with no justifiable reason, he/she may resign.
  - a. When an employee wants to resign.
  - b. When an employee dies.
  - c. When an employee reaches the retirement age (58 years old).
  - d. When an employee cannot handle the job due mental and/or physical disability.
  - e. When an employee who has taken a leave of absence does not submit a reinstatement documents within 7 days even though the period of leave of absence has ended or the reason for the leave of absence has expired.
  - f. When an employee receives disciplinary dismissal.
  - g. When a criminal conviction is confirmed.
  - h. When the company discovered the reason for disqualification for employment of an employee or when such disqualification occurred after entering the company.
  - i. When an employee is absent for consecutive 3 days or more than that without permission.
  - j. When total absent days without notice is more than 10 day during calendar year.

### 5.4.2 Retirement Age

The retirement age of an employee is 58 years old, and employees are retired after working until the end of December of the year when the retirement age is reached. However, if the company deems it necessary, the period can be extended as contract basis, and the working conditions of the contract are based on the conditions set at the time of signing the contract.



### 5.4.3 Gratuity

The company pays severance pay in accordance with Gratuity regulations when an employee continues to work for more than five years and retires.

### 5.4.4 Dismissal

When there is a need for employment adjustment for urgent business reasons in relation to the notice of dismissal prescribed in this manual, the company may set reasonable and fair dismissal criteria, select the target person, and dismiss the employee in accordance with the law.

### 5.4.5 Notice and Exception of Dismissal

1. In order to dismiss an employee (including dismissal for management reasons) with reasonable opportunity, the company must give a notice at least 30 days in advance, and if the notice is not made 30 days in advance, it shall pay 30 days' normal wage or more. However, this does not apply to cases where it is impossible to continue the business due to natural disasters, accidents, or other unavoidable reasons, or if an employee intentionally causes enormous disruption to the business or damages property. However, this does not apply to persons if the period of continuous work is less than 1Year.
2. The reasons prescribed in the previous paragraph fall under each of the following subparagraphs:
  - k. In case of disruption in production by receiving money or entertainment from a supplier and receiving defective products.
  - l. In case of causing a traffic accident by letting someone else drive a commercial vehicle on his/her behalf.
  - m. In case of disruption to the business by providing confidential and other information of the business to other business operators in competition.
  - n. In case of creating or disseminating falsehoods or leading illegal collective action, which causes a huge obstacle to the business.
  - o. In case of misappropriation, long-term use, embezzlement, or assignment of company's money by using a position, such as unreasonably misappropriating the transportation income for a business vehicle.
  - p. In case of theft or illegal export of products or raw materials.



- q. When an employee in charge of personnel, accounting, or accounting damages the business by manipulating the work status of other employees or by writing false documents.
- r. In the event that the property of the business site is intentionally damaged, causing a great obstacle to production.
- s. If it is recognized that it has intentionally caused enormous obstacles to the business or caused property damage, according to other social norms.

#### **5.4.6 Limitation of dismissal**

The company shall not dismiss an employee during the period of leave for remedy for work injuries or illnesses and 30 days thereafter, or during the period of suspension prescribed in this regulation and 30 days thereafter in the case of female employees before and after childbirth.

#### **5.4.7 Identity guarantee**

The company shall not discipline, fire, leave or dismiss an employee without giving reasonable opportunity.

### **5.5 Health and safety**

#### **5.5.1 safety education**

In order to prevent industrial accidents, the company conducts education in accordance with the Occupational Safety and Health Act, such as education on safety and health when hiring, regular training, training when changing work content, and special safety training when using hazardous-risk work, and employees faithfully participate in this training. do.

#### **5.5.2 Protective measures for dangerous machinery and equipment**

- a. If you wish to dismantle protective measures, you must obtain permission from the head of the department to do so.
- b. After dismantling the protective measures, if the reason disappears, it should be restored without delay.
- c. If you discover that the function of the protective device has been lost, report it to the head of the department without delay.



### **5.5.3 Wearing safety protective equipment**

Employees shall wear safety protective equipment provided by the company during work.

### **5.5.4 Preparation and storage of material safety data sheets**

For chemical substances and formulations containing chemical substances prescribed by the Ordinance of the Ministry of Employment and Labor used in the workplace, the company shall post or prepare material safety data sheets in a place where the handling personnel can easily see them.

### **5.5.4 Work environment measurement**

- a. The company conducts work environment measurement according to the Occupational Safety and Health Act, but in principle, it is conducted regularly at least once every June.
- b. When there is a request from an employee's representative when measuring the work environment under paragraph (1), a representative of the employee is enrolled.
- c. The company informs employees of the work environment of the results of the work environment measurement and takes appropriate measures, such as installation or improvement of the facilities and facilities, and health check-ups according to the results.

### **5.5.6 Health checkup**

- 1). The company conducts general health checkup once a year in accordance with the Occupational Safety and Health Act to protect and maintain the health of employees. However, office work is conducted once every two years.
- 2). The company conducts special, occasional, and temporary health check-ups, if necessary, as prescribed by the Occupational Safety and Health Act.

### **5.5.7 Compliance with the Industrial Safety and Health Act**

- 1) For matters not specified in these rules, the company shall comply with the standards for preventing industrial accidents in accordance with the Industrial Safety and Health Act to prevent health damage caused by physical fatigue and mental stress of employees, and maintain and promote safety and health.
- 3). Employees must accurately comply with the matters prescribed by the Occupational Safety and Health Act and other matters instructed by their supervisor on safety and health related to work.



## 5.6 Disaster compensation

In the event that an employee is injured, diseased, physically disabled, or died due to work reasons, he/she shall be compensated in accordance with the Workman Compensation/Employee compensation Act, 1923. However, a person who wishes to receive compensation must receive treatment at an industrial accident-designated hospital or submit a death certificate

### 5.6.1 Relationship with other damages

If the person who received compensation receives money or goods equivalent to accident compensation pursuant to the Civil Act or other statutes for the same reason, the company may be exempted from liability for compensation within the limit of the value.

## 5.7 Reward and discipline

### 5.7.1 Reward right

Rewards to employees and organizations are decided by the CEO after deliberation by the personnel committee. However, if necessary, it can be delegated to the executive in charge without going through the deliberation of the personnel committee.

### 5.7.2 Type of award

- a. Rewards are classified into commendation, certificate, and certificate of appreciation.
- b. Awards are classified into awards for service and awards for merit awarded to individuals and organizations with outstanding achievements.
- c. Certificates of appreciation are awarded to external personnel and organizations that have actively cooperated with the company's business.

### 5.7.3 Prize

- a. Those who have remarkable achievements in the company's development due to job inventions and excellent proposals.
- b. Those who have remarkable contributions to life saving and disaster prevention
- c. A person with poor/exemplary conduct, diligence, and excellent work performance.
- d. A person who is an example of others to create a healthy workplace climate.
- e. A person who honors the company outside of the company.



- f. Excellent quality management team.
- g. Others with outstanding achievements in social development.
- h. Those who have worked without accidents for more than 10 years.

#### **5.7.4 Disciplinary right**

- a. The right of disciplinary action against an employee rests with the CEO.
- b. In case of disciplinary action, the disciplinary committee must deliberate. (The number of members of the disciplinary committee is 5 people.)

#### **5.7.5 Reason for discipline**

- 1) The company may take disciplinary action if an employee falls under any of the following subparagraphs:
  - 5.6 Violation of matters to be observed under this regulation.
  - 5.7 If an act violates the employee's duty.
  - 5.8 Failure to perform duties or negligence of duties .
  - 5.9 In case of poor work performance, no enthusiasm for work and no willingness to improve
  - 5.10 In case of an act that damages the company's reputation, credit, or prestige
  - 5.11 In case of poor conduct and disturbance of the order in the company.
  - 5.12 In case of a serious accident or damage to the company by intention or negligence.
  - 5.13 Deliberately hindering or hindering work efficiency.
  - 5.14 In case of violation of laws and regulations for the purpose of hindering the company's production activities.
  - 5.15 Failure to comply with business instructions or orders without justifiable reasons.
  - 5.16 In case of leaking or attempting to disclose company confidentiality.
  - 5.17 In the event that the final report is submitted three or more times, or if there are any
  - 5.18 In case of impersonation or concealment of important career or educational background, or hiring in an illegal manner
  - 5.19 In case of distributing or posting documents and printouts in violation of the company's instructions.



5.20 In case of unfairly advocating for one's own or other people's interests or receiving money or other goods by using a job.

5.21 If you are employed by another company without permission while still working at the company.

5.22 In case of unreasonable behavior equivalent to that of the previous subparagraphs.

- 2) If an employee falls under any of the preceding paragraphs and is subject to disciplinary action, the supervisor, who is in charge, may also be held accountable and punished according to circumstances.

### 5.7.6 Type of discipline

- a. **Reprimand:** Receive a written statement and discipline in writing.
- b. **Reduction:** Remuneration is made, and during the period of 1 month or more and less than 3 months, the amount per one time is reduced to 1/2 of the daily average wage, and the total amount is reduced to 1/10 of the total amount of one payer.
- c. **Layoff:** Reprimand and give the notice of suspension of work within one month by management, retains the status as an employee, but does not engage in job duties, and does not pay compensation.
- d. **Suspension of work:** Reprimand and Suspension of work for a period of no less than 7 days and no more than 30 days, retaining the status as an employee, but not being able to engage in job duties, and paying no compensation.
- e. **Disciplinary Dismissal:** Dismissal.

### 5.7.7 Disciplinary Guidelines

Disciplinary action is determined by the disciplinary committee taking into account the unfairness, intention, and degree of negligence, work condition, work method, personal injury, and limit of liability of the offender, taking into account the performance and achievement of rewards.

### 5.7.8 Disciplinary demand

- a. The head of the department in charge of the offender or the head of the offender's department may request disciplinary action from the department in charge of disciplinary action by attaching relevant data to the observation report or accident report from time to time.



- b. Notwithstanding the provisions of paragraph (1), when the fact of misconduct is material or obvious, or when urgent action is necessary, the department in charge of disciplinary action may directly refer it to disciplinary deliberation.

## 5.7.9 Disciplinary review

- a. When the disciplinary committee deliberates on disciplinary action, it shall be based on the documents and supporting data that investigate the contents of the misconduct.
- b. The disciplinary committee shall give the offender an opportunity to make a statement. However, in each of the following cases, a decision may be made without a statement from an offender.
  - a. When a written statement or waiver of statement is submitted.
  - b. When you fail to comply with the request for attendance or do not submit a statement of reasons for non-show without justifiable reason.
  - c. When a statement cannot be made due to reasons attributable to the offender, such as arrest or hiding.
- c. When deemed necessary, the Disciplinary Committee may require a reference person to state facts or submit evidence in writing or oral.

## 5.7.10 retrial

- a. When an employee is subject to disciplinary action and dissatisfied, he or she may request a reconsideration only once within 3 days of receiving the disciplinary action.
- b. The disposition by retrial cannot be heavier than the original disposition and is retroactive to the date of the disposition.
- c. If the original disposition of dismissal or suspension is canceled as a result of the retrial and it is determined to be less than or equal to the salary reduction, leave of absence from the date of the original disposition to the date of retrial disposition shall be made.

## 5.7.11 execution

- a. If the representative director deems that the contents of the disciplinary committee's deliberation are excessive, the disposition may be reduced or the execution may be suspended.



- b. The execution of the disciplinary action shall be executed by issuing a personnel order at the same time as the issuance of the disciplinary disposition after obtaining the approval of the representative director.

## **5.8 Gender equal employment and sexual harassment**

### **5.8.1 Gender equality**

- a. The company shall not discriminate between men and women in recruiting, hiring, training, placement, promotion, retirement, and other treatment of employees.
- b. The company pays the same wage for labor of the same value.

### **5.8.2 Sexual harassment in the workplace**

- a. Employees should not engage in sexual harassment in the workplace.
- b. Sexual harassment in the workplace referred to in Paragraph 1 refers to employment by using the position in the workplace or by sexually speaking against the will of the other party in relation to work, or by giving employment disadvantages or causing sexual humiliation on the condition of acceptance or rejection of sexual speech. It is said to make the environment worse.
- c. The types of sexual harassment in the workplace are as follows
  - a. Verbal sexual harassment: making obscene jokes, making obscene and vulgar stories, making sexual metaphors or evaluations of your appearance, asking about sexual facts or intentionally distributing information about sexual content, sexually An act of forcing or contributing to a relationship, forcing them to pour alcohol by forcing them to sit next to each other at a dinner party.
  - b. Sexual harassment with the eyes: The act of posting or showing obscene photos, drawings, graffiti, publications, etc., the act of deliberately exposing or touching one's own specific body parts related to sex.
  - c. Physical sexual harassment: Physical contact such as kissing or hugging, hugging from behind, touching certain body parts such as chest and hips, and forcing massage or caressing.
  - d. Language or behavior that is recognized as causing sexual humiliation according to other popular beliefs.



## 5.8.3 Voluntary settlement of disputes

- a. The company should prevent sexual harassment in the workplace and create conditions for employees to work in a safe working environment.
- b. When the company receives a report of a grievance related to employment equality and sexual harassment from an employee, the company shall delegate it to Posh prevention of sexual harassment committee ( POSH Committee ) and endeavor to resolve the grievance.
- c. POSH Committee refers to the labor-management council when the labor-management council performs its duties as a grievance agency under the Gender Equal Employment Act.
- d. When it is confirmed that sexual harassment has occurred in the workplace, the company shall promptly take disciplinary action against the offender and other similar measures.
- e. When the allegation of damage is raised in relation to sexual harassment in the workplace, the company shall endeavor to ensure that the employee who made the allegation is not adversely affected by working conditions, and shall not dismiss the affected employee or take any other disadvantageous measures.

Effective Date: 01 April 2023

Approved By: Managing Director (MD)

**Name & Designation of the Signing Authority**

A handwritten signature in black ink, appearing to be 'Yongsung Kim', written over a large, faint, light green watermark of the KSH logo.

**Mr. Yongsung Kim.**  
**(Managing Director).**