



Attendance management program

This is a detailed attendance management procedure, including the company's regulations on employee working hours, overtime, card-swiping system, and various types of leaves. Here is a brief summary of each section:

1 Purpose:

To safeguard the legal rights of employees and ensure orderly production management.

The attendance management procedure is formulated based on relevant provisions of the "Labor Law."

2 Scope of Application:

All employees in various departments of the company.

3 Working Hours:

Normal working hours are from Monday to Friday, 8 hours per day; Saturday and Sunday are weekends.

Statutory holidays total 13 days, with specific dates listed.

If a statutory holiday falls on a weekend, it will be compensated on the working day immediately following the holiday.

At least two consecutive rest days per week.

4 Working Time:

Working hours from Monday to Friday are 7:30-16:00, and overtime is calculated for each hour worked after 16:00.

Overtime requires written authorization from the manager.

5 Voluntary Overtime:

Defines overtime and emphasizes the company's adherence to the principle of voluntary overtime.

Time limits: Overtime on weekdays should not exceed 2 hours per day, and on weekends or statutory holidays, it should not exceed 10 hours per day.

6 Card-Swiping System:

All clock-in and clock-out times (including overtime) must be personally swiped at the attendance machine; proxy swiping or asking others to swipe is not allowed.

In the case of missing a card swipe due to special circumstances, a non-swipe certificate must be filled out and submitted to the Human Resources Department after confirmation by the supervisor.

7 Leave Regulations:

Leave categories include personal leave, sick leave, bereavement leave, maternity leave, paternity leave, additional leave for children, annual leave, special paid leave, etc.



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Employees must fill out a "Leave Form" personally or through a representative, and it must be approved by the manager before leaving. In the case of inability to request leave in advance, the immediate supervisor or the Human Resources Department must be notified in advance, and the "Leave Form" must be promptly submitted for leave processing afterward.

Medical certificates are required for sick leave, and proof of childbirth is required for maternity and paternity leave; otherwise, it will be treated as personal leave.

Certain leaves are compensated based on basic salary, with specifics depending on local regulations.

For notified overtime on evenings, weekends, or statutory holidays that employees cannot attend, no formal leave request is required, but informal notification to relevant supervisors is encouraged.

In case of factory shutdowns, waiting for materials, or other reasons preventing normal work, employees can be on leave according to the stipulated time, with basic salary compensation during waiting periods.

Compensation for statutory holidays is based on section 3.2, with compensation provided based on basic salary.

If there are adjustments to the above leave periods in accordance with relevant laws and regulations, the content of the laws and regulations takes precedence.