SMART TECH

Overtime time control procedures

1.0 Purpose:

To ensure the rights of employees to rest and take leave, and to avoid the potential negative impacts of improper overtime, this program is formulated in accordance with the "Labor Law of the People's Republic of China" and other relevant laws and regulations.

2.0 Scope:

Applicable to all employees of the company.

3.0 Responsibilities:

3.1 Human Resources Department:

Responsible for the formulation, modification, and maintenance of this program.

3.2 Department Heads, Supervisors, Managers:

Responsible for controlling overtime in their respective departments based on production plans.

3.3 Department Heads:

Collect employee opinions and communicate with senior management or the HR department regarding any issues encountered during the implementation of the program.

4.0 Definitions:

Overtime:

The company operates from Monday to Friday with a standard working day of 8 hours, totaling 40 hours per week. Any time worked beyond this is considered overtime. Employees are entitled to at least two consecutive days off per week.

5.0 Procedures:

5.1 Overtime Principles:

5.1.1 Health Priority:

The company generally discourages overtime to ensure the health of employees and encourages them to complete their work within standard working hours.

5.1.2 Voluntary Overtime:

The company follows a voluntary overtime principle and will not coerce employees unwilling to work overtime in any way.

5.1.3 Efficient Work Schedule:

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Department managers and supervisors should develop reasonable and effective work schedules based on production plans to improve efficiency and avoid unnecessary overtime.

5.1.4 Monthly Overtime Limit:

The total monthly overtime should not exceed 36 hours, and evening overtime (Monday to Friday) should not exceed 2 hours per night. If a department needs to exceed this limit, approval from the company management is required. Overtime considerations will be based on legal requirements and industry rules.

5.1.5 Overtime Record Keeping:

Department heads and supervisors must maintain accurate records of the daily overtime hours for their department.

5.2 Overtime Approval Procedure:

5.2.1 Production Planning:

Department heads and supervisors must diligently organize production according to the production plan to ensure completion within regular working hours. If overtime is necessary, an "Overtime Application Form" must be submitted. After approval by the department head, PMC department head, center head, and HR center head, it should be submitted to the HR department attendance officer for overtime hours and salary calculation. The monthly total overtime hours should be controlled within 36 hours. (During peak seasons or for special positions requiring overtime exceeding 36 hours, approval from the general manager is required.)

5.2.2 Voluntary Overtime:

Employees who do not wish to work overtime can inform their department supervisor verbally without the need for formal leave procedures.

5.3 Overtime Compensation:

5.3.1 Weekday Overtime Pay:

Overtime pay for weekdays is 1.5 times the basic salary.

5.3.2 Weekend Overtime Pay:

Overtime pay for weekends is 2 times the basic salary.

5.3.3 Statutory Holiday Overtime Pay:

Overtime pay for national statutory holidays is 3 times the basic salary.