

## Staff Specification

Staff is divided into 2 categories as following:

1. **Permanent Staff** refers to those whom are permanently employed by the company without specific period of working contract.
2. **Other Staff** refers to those whom are also employed by the company but under the different conditions out of the Permanent Staff. Hereby, this kind of staff is divided into 2 aspects.

### 2.1 **Staff under probation period**

This kind of staff is employed by the company under the working contract period of not more than 90 days.

### 2.2 **Staff under specific contract**

This kind of staff is employed by the company under the specific working contract period.

## **Working Hours Recording**

- All staff (except Department Assistant Manager upwards) must have his/her working ticket drawn whenever he/she starts and finishes daily duties.
- Being late for 1 minute up is considered being late on duties.
- Failing to have the working ticket drawn when starting working or finishing working and failing to have the working ticket drawn when both starting and finishing working is considered absence, resulting the score deduction of staff behavior, and he/she will not be paid the overtime payment.
- Having the working ticket drawn before the working time is off will result the termination of overtime payment.

## **Permanent Employment**

- The company has set up its probation period for newly employed staff for the period of 90 days prior to its final consideration to have the newly employed staff permanently employed.
- The consideration over the matter is based upon the company's regulation. Those who fail to complete the company's probation period might either be given additional extended period or might be out of the company's working contract.
- Staff's working duration period is to be counted since the first date when he/she enters the probation period.

## Normal Working Days and Times, Breaking times, and Holidays

**The normal working time and breaking times is settled into 2 cases as following:**

1. General staff and Office Duties

The normal working days is Monday – Friday

The normal working time is 07.00-16.00 or 08.00 – 17.00

The normal breaking time is 12.00-13.00. However, the company would make an advance agreement with the staff to set up another breaking time.

2. Staff assigned to work on shift

For the benefit of the customer service field in line with the company's necessity and appropriation, the company will occasionally set up the shift duties schedules based on appropriation and flexibility.

## Holidays

The company has specified the holidays into 3 categories as following:

1. The weekend holidays are normally considered Saturday and Sunday unless the company sets up another days instead in accordance with the working time schedule.