

员工手册

Employee Handbook

嘉盛半导体（苏州）有限公司
Carsem Semiconductor (Suzhou) Co., Ltd.

Hi, my name is CK Lee and I am the General Manager of Carsem Suzhou. I would like to personally extend my warm welcome to you in joining Carsem, a fast growing family in SIP, Suzhou.

大家好，我是嘉盛苏州的总经理，李操权。我诚挚地欢迎你们加入嘉盛，这个在苏州工业园区快速成长的大家庭。

After joining Carsem, you will go through a systematic set of new employee orientation and training programs which we have taken great effort in the design and preparation to ensure every employee is equipped with the right skills and knowledge to finish job.

加入嘉盛之后，你会接受一套系统的新员工指导及培训课程，在其设计及准备中，我们都竭尽所能使其能保证每位员工都可以掌握正确的技巧和知识来完成工作。

Carsem Suzhou believes firmly in engaging all our employees with their minds and hearts and committed to developing every individual to their maximum potential for company. Furthermore, I also wish all of you can observe discipline rules and regulations of Company as well as adequately perform the duties of your position. Your excellent performance and great contributions in Carsem will be correspondingly rewarded.

嘉盛苏州坚信，我们所聘用的员工都会全心全意为公司服务，公司也承诺将发挥个人的最大潜力。与此同时，我也希望每位员工都能恪守公司的纪律准则及规范，充分发挥所在岗位的角色职能。你在嘉盛的优秀表现和努力付出将会得到相应的回报。

My sincere wish again for you to have a very successful long term career growth in Carsem and your supervisors and managers are ever willing to provide you all the necessary guidance and coaching to help you achieve your personal goals.

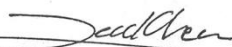
我再次真诚地希望你们在嘉盛能顺利地发展长期的职业规划，你们的主管及经理都会不断给予指导来帮助你们实现个人的目标。

Yours sincerely,

敬启，

CK LEE

李操权



GM, Carsem Suzhou

嘉盛苏州总经理

目 录

Table of Contents

第一章 导言Introduction.....	9
第二章 雇用Employment.....	10
第三章 工作时间Working Hours.....	13
第四章 工资和奖金Salary, Allowance and Bonus	19
第五章 福利和休假Benefits and Leave.....	19
第一节 福利Benefits	19
第二节 休假Leave.....	20
第六章 行为规范Code of Guide	3131
第一节 基本要求Basic Requirements	3131
第二节 行为规范与利益冲突 Code of Conduct & Conflict of Interests	32
第三节 商业行为准则Standards of Business Conduct.....	32
第四节 厂规及安全章程 Plant Rules & Safety Rules.....	39
第五节 公司财产 Company Assets.....	40
第七章 健康与安全Health and Safety	4141
第八章 奖惩制度Reward and Punishment	43

欢迎您加入嘉盛半导体（苏州）有限公司（以下简称“嘉盛苏州”），希望我们之间的劳动关系能使您与公司双方受益。此后，公司将有可能依法修改或补充本员工手册并公示或告知相关员工。

We would like to welcome you to Carsem Semiconductor (Suzhou) Co., Ltd and hope that our employment relationship will be mutually beneficial to you and the company between Employer and each employee. Carsem Suzhou may duly modify or supplement this Employee Handbook and inform the employees in accordance with relevant laws and regulations of China.

嘉盛半导体公司是世界领先的半导体装配与测试供应商，以完全承包原料与加工的方式，为全球客户提供最广泛的半导体装配与测试系列。嘉盛半导体公司成立于一九七二年，在电子制造业拥有丰富的经验，被公认为批量生产能力最大的电子制造厂之一。

Carsem is a leading provider of turnkey packing and test services to the semiconductor industry, and offers one of the widest range package & test portfolios in the world. Founded in 1972, Carsem is one of the most experienced companies in our industry and is recognized as one of the largest in unit volume production.

嘉盛半导体公司的母公司马来西亚丰隆集团，是东南亚非常成功的集团公司，一直视半导体制造业为其中心业务。丰隆集团在吉隆坡、新加坡、香港、马尼拉和欧洲的股票交易市场上市，无论在本国还是在海外均有极高的声誉。拥有多种模式的经营，涵盖了从银行业、保险业、餐饮业到工业、制造业、房地产建设和酒店服务业等。

The company is a member of one of Southeast Asia's most successful corporations, the Hong Leong Group Malaysia, who views semiconductors as a core business. Both locally and overseas, Hong Leong Group companies have a blue-chip reputation with listings on stock exchanges of Kuala Lumpur, Singapore, Hong Kong, Manila and Europe. It has diversified interests ranging from Banking, Insurance and Restaurant related financial service to Industrial, Manufacturing, Property Construction and Hotel Service Industry.

嘉盛半导体公司在马来西亚怡保拥有两间高科技的制造厂（M厂和S厂），距离马来西亚首都吉隆坡有两个半小时车程。

Carsem operates two high technology factories in Ipoh, Malaysia (M-Site and S-Site), a 2.5 hours drive from Kuala Lumpur, the capital of Malaysia.

嘉盛半导体（苏州）有限公司位于苏州工业园区，是丰隆集团全资拥有的全新的半导体制造商，2011年二期厂房扩建项目完成之后，投资总额超过2亿美金。期待优秀的您加盟我们，共同建设“以人为本、效益驱动、结果衡量”的企业文化！
Carsem Semiconductor (Suzhou) Co., Ltd. located in the Suzhou Industrial Park is the latest addition to the Carsem family with the investment of over 200 million USD, upon completion of Phase II expansion plan in 2011. We are expecting you to join in us and build the company culture of “People oriented, Benefit drive, Outcome measure”.

远景 Vision

成为一个为全球半导体公司提供封装及测试解决方案的世界级公司。

To be a World Class Company Offering Assembly and Test Solutions to Semiconductor Companies throughout the World.

使命 Mission

嘉盛的使命是致力于确保盈利的持续增长，并由忠诚敬业的员工为我们的客户提供优秀的运营和技术服务。

Carsem will strive to ensure profitable growth by impressing our customers with committed and engaged employees delivering operational, and technology service excellence

目标 Goals

核心业务持续增长 Continuous growth in our core business

财务表现不断改善 Superior financial results

全面客户满意 Total customer satisfaction

Key Beliefs & Behaviour关键信念及行为

- ◆ 客户至上 Customer 1st
 1. 聆听客户的声音 Listen to customers
 2. 将客户视为朋友 Treat customers as friends
 3. 礼貌、尊重及专业 Be courteous, respectful and professional

- ◆ 快速执行 Speed of Execution
 1. 紧迫感 Sense of urgency
 2. 迅速响应 Be responsive
 3. 快速作出决定 Make fast decisions

- ◆ 持续改善 Continuous Improvement
 1. 坚信没有最好，只有更好 Always believe there is a better way
 2. 挑战现状 Challenge the status quo
 3. 寻求新方法 Seek new ways of doing things

- ◆ 尊重员工 Constant respect for people
 1. 对事不对人 Focus on the issue, not the person
 2. 记住！每个人都至关重要 Remember! Everyone's role is important
 3. 理解至上 Seek first to understand

- ◆ 诚实正直 Uncompromising Integrity
 1. 诚实 Honesty
 2. 守信 Keep your word
 3. 保守秘密 Maintain confidentiality

- ◆ 以身作则 Lead by Example
 1. 乐于助人 Be supportive
 2. 言行一致 Say what you do and Do what you say
 3. 成为导师 Be a coach

- ◆ 寻求双赢 Always seek win-win solution
 1. 处事客观 Be objective
 2. 发散性思维 Be open minded
 3. 合作及配合 Collaborate and compromise

- ◆ 嘉盛能 Carsem BOLEH !
 1. “我能”的态度 Can DO attitude
 2. 决心 Determination
 3. 积极的心态 Positive mindset

嘉盛质量方针 Carsem Quality Policy

嘉盛的质量方针是通过零缺陷、预防性的质量方针，提供最优质的产品和服务。

Carsem's policy is to provide products and services of the highest quality through ZERO defect, preventive quality culture.

员工以诚实、真诚和团队合作的精神，持续不断的提高质量、生产力、交付率及服务水平，降低成本，以提高公司的竞争和利润。

Employees will act with honesty, sincerity and operate as a team to continuously strive for improvements in quality productivity, delivery, service and cost in order to be competitive and profitable.

“质量零缺陷”是每个员工的职责。

Zero defects quality is the responsibly of every employee.

质量从我做起。

Quality begins with me.

我们承诺客户 Our Commit to Customer

我们为确保您的产品成功提供优质的特殊材料，并使您专注于其他重要设计问题。

We commit to provide first-rate material to insure successful product so that you may concentrate on other important design.

我们的强项 Our Strength

创新、廉政、经验及无法超越的客户支持。

Innovation, integrity, experience and unsurpassable customer support.

使用有我们材料的产品，使创造更便利的生活成为可能。

Make it possible to create more convenient life by using the product with our material

员工创造力/自由权 Employee Creativity /Freedom

我们尊重员工的创造力。充满变化的市场要求我们拥有极具创造力和勇于进取的员工来帮助解决来自客户和内部的问题。

We respect employee's creativity. The changeable market requires us having the most creative and positive employee to solve customers' and internal problem.

作为公司，我们将努力提供给员工有意义的工作及一份收获的事业。

We commit to provide a harvest and significative career to the employee by effort.

团队 Team

嘉盛苏州全体员工以团队精神携手工作，对于满足客户需求提供优质服务，是至关重要的。

It is important to provide customer with knight service by Carsem employee working together with team work spirit.

只有达到高度团结，我们才有可能在我们服务的市场上取得成功。

Only high degree of solidarity makes it possible to get success in the market we served.

我们坚信公司的每个人每份工作都是创造成功的基石。

We firmly believe that everyone's effort is the footstone of success.

参与决定 Decision Make Participation

我们的决策源自接收决策的每个参与者。

Our decision comes from the participator who receives it.

员工可自由结社、集会，建立或参加工会组织。员工是否参加工会，公司都不会对其区别对待或抱有偏见。公司将予以保护，以防止任何对团体组织的建立、运行及管理有干涉行为。

Employee has the freedom of association and assembly, as well as forms and joins worker union or organization of their own choosing. Company will not discriminate against employee whether join union or not. Company will protect against acts of interference with the establishment, functioning, or administration of workers' organizations.

招募英才 Recruitment

我们招募最好的人才，提供更好的雇用条件，实现最好的个人发展。

We offer better employment benefit to recruit the best person for the best personal career development.

第一章 导言

Chapter I Introduction

1. 本员工手册中“公司”是指嘉盛半导体（苏州）有限公司（以下简称“嘉盛苏州”或“公司”）；除非特指，“员工”是指所有与嘉盛苏州有劳动关系的个人。

The words “the Company” throughout this Handbook refers to Carsem Semiconductor (Suzhou) Co., Ltd. The word “Employee” and “Employees” refer to all individuals who have employment relationship with Carsem Suzhou, unless otherwise specifically stated.

2. 如员工对本手册所述有任何疑问，其部门经理或人力资源部负责解答。

If an employee is uncertain of any policy or condition stated in the Handbook, he/she is advised to seek help from his/her manager or HR department for the correct interpretation of such a policy and condition.

3. 嘉盛半导体（苏州）有限公司有权不时依法修改或补充本员工手册条款并将通过公告栏、会议、书面通知、电子邮件、内部刊物或口头通知等合理适当渠道公示或告知所有员工。本手册未尽事宜，均按国家有关规定和嘉盛苏州依法制定的其他规章制度执行。

Carsem Suzhou reserves the right to duly modify, supplement, or remove any provision set forth in this Handbook from time to time in accordance with the laws and regulations of P.R. China (hereinafter referred to as “China”) and properly inform all the employees by various reasonable means according to the law and regulations of China, including but not limited to notice-board, meeting, memo, e-mail, newsletter or verbal communications. Any matters not covered by this Handbook shall be subject to

and execute in accordance with relevant laws and regulations of China and other regulations, rules and policies duly made by Carsem Suzhou.

第二章 雇用

Chapter II Employment

我们的方针是为公司的每个职位空缺招聘最优秀的人选，无论种族、年龄、肤色、宗教、性别，每个人均有权得到平等的角逐公司职位空缺、升职、加薪及个人发展的机会。我们致力于建构学习型组织，为员工提供可持续性培训服务，以深化员工岗位、拓展职业生涯，进而保证嘉盛苏州在竞争激烈的市场环境中保持持续发展的优势。

It is our policy to recruit the best person for each vacancy, regardless of race, age, color, religion, gender, ethnic origin, each individual has equal opportunities to apply for job vacancies, to get promotion and salary increment, to develop career. We are committed to strive for learning organization through offering continuous training service to intensify the professionalization and expand career development. So that to enable CARSEM (SUZHOU) to remain sustainable development superiority in competitive market environment.

1. 试用期 Probation Period

您的试用期已在入职劳动合同上明示。所有员工需通过相应试用期评估之后方可转正。

Your probation period has been stated on Employment Contract. All the employees will transfer to regular employee if passed related probation evaluation procedure.

录用条件（员工不符合以下任意一项录用条件的，皆视为不符合录用条件）：
Employment criteria (any inconformity of below listed items will be regard as unemployed)

- (1) 年满 16 周岁、有完全民事行为能力 and 民事行为能力;
Full age of 16, having full capacity for civil rights and civil conduct.
- (2) 符合公司在报纸/网络等媒体上发布的, 或已书面告知应聘者、劳务派遣公司 or 人才中介公司的招聘条件;
Meet with job requirements which advertised on newspaper/network and other media channel or written notice to candidates, labor agency or employment agency.
- (3) 遵守本员工手册及其他公司规章制度;
Comply with employee handbook and company policy and regulations.
- (4) 能够满足应聘岗位的绩效目标和职责要求;
Meet with position KPI and job requirements.
- (5) 能够与同事和睦相处、团队合作, 获得上级和同事的认同;
Good relationship with colleagues and team work, recognized by superior and colleagues.
- (6) 与公司签订劳动合同、办理入职手续、从事公司安排的工作内容时, 皆无任何障碍;
No barrier to process labor contract sign off and on board procedure, complete company assigned job.
- (7) 试用期考核合格;
Pass probation evaluation.
- (8) 符合公司就相关岗位设定的其他录用条件的。
Comply with other position employment criteria which set up by company.

劳动者在试用期内患病或者非因工负伤须停工治疗的, 在规定的医疗期内, 试用期中止。

If the employee is sick during the probation period or needs to stop working for treatment other than work-related injuries, the probation period shall be suspended within the prescribed medical period.

2. 劳动合同的解除 Termination of Employment

2.1 公司即时解除劳动合同

Termination of Contract put forward by company

员工有下列情形之一的, 公司可以解除劳动合同。

Company may terminate Labor Contract with employee, if:

- (1) 在试用期间被证明不符合录用条件的;
Employee is proved during the probation period not to satisfy the conditions for employment;

- (2) 严重违反公司的规章制度的;
Employee materially breaches the employer's rules and regulations
- (3) 严重失职, 营私舞弊, 给公司造成重大损害的;
Employee commits serious dereliction of duty or practices graft, causing substantial damage to the company
- (4) 同时与其他公司建立劳动关系, 对完成本公司的工作任务造成严重影响, 或经公司提出拒不改正的;
Employee establish labor relationship with other company and commits serious impact to complete Carsem assigned job after warning and refused to correct
- (5) 以欺诈、胁迫的手段或者乘人之危, 使公司在违背真实意思的情况下订立或者变更劳动合同致使劳动合同无效或部分无效的;
Employee uses violence, threats or unlawful restriction of personal freedom to compel company to establish or change labor contract will be consider as invalid or partial invalid.
- (6) 被依法追究刑事责任的。
Employee has his/her criminal liability pursued in accordance with the law

2.2 公司提前通知而解除劳动合同

Company notice to terminate Contract

有下列情形之一的, 公司提前 30 日以书面形式通知员工本人或者额外支付该员工 1 个月工资后, 可以解除劳动合同。

Company may terminate this Contract by giving the employee 30 days' prior written notice or giving extra 1 month salary, if:

- (1) 员工患病或者非因工负伤, 在规定的医疗期满后不能从事原工作, 也不能从事由公司另行安排的工作的;
After the set period of medical care for an illness or non-work-related injury, employee can engage neither in his/her original work nor in other work arranged for him/her by company;
- (2) 员工不能胜任劳动合同中约定的工作, 经过培训或者调整工作岗位, 仍不能胜任工作的;
Employee is incompetent and remains incompetent after training or adjustment of his/her position;
- (3) 劳动合同订立时所依据的客观情况发生重大变化, 致使劳动合同无法履行, 经公司与员工协商, 未能就变更劳动合同内容达成协议的。
A major change in the objective circumstances relied upon at the time of conclusion of the Labor Contract renders it not performable and, after consultations, both Parties are unable to reach agreement on amending the Labor Contract.

2.3 员工单方解除劳动合同的权力

Employee may notify company to terminated Labor Contract

员工提前30日以有本人签名的书面形式通知公司，可以解除劳动合同。员工在试用期内提前3日通知公司，可以解除劳动合同。

Employee shall give company 3 days' written notice to dismiss within the probation period and 30 days after probation period.

3. 公司内部人事档案 Internal HR File System

您的个人资料涉及您的福利、提升以及紧急联络方式等信息，因此当您个人或家庭情况有所变化时，请务必于七日内及时通知公司人力资源部。

Your personal file relates to your welfare, promotion, and emergency notification etc. Therefore you shall immediately notify HR department within 7 days when your personal or family conditions/status change.

4. 内部应聘 Internal Recruitment

人力资源部通常会公告常规职位空缺。我们鼓励任何合格的感兴趣的员工应聘空缺职位。“内部职位申请表”应在提交人力资源部之前获得相关部门经理的审批同意人力资源部将留存应征者填写的“内部职位申请表”。因休假导致的延误应聘则被认为有效。

HR will publish the vacant position information; we encourage the employee who are interested in to apply for the position. Upon submit to HR, after all the Internal Recruitment Application Form should get related department manager's approval, HR will reserve the Internal Recruitment Application Form. The later application due to the leaves is considered as valid one.

第三章 工作时间

Chapter III Working Hours

1. 基本工作时间 Basic Working Hours

A) 常日班基本工作时间 Normal Shift Regular Working Hours

每周工作五天（周一至周五）：每周工作40小时，工作时间为8：15—17：00，午休用餐时间为12：00—12：45。

5 days (40 hours) per week (Monday to Friday) , working time is 8:15~17:00. Meal time is 12:00~12:45.

B) 综合计算工时工作时间 Accumulative Calculation Working Hours

平均每周工作 40 小时：工作时间为 7: 00—19: 00（白班），19: 00—7: 00（晚班），休息用餐时间为 10:20pm/am—10:55pm/am（正餐第一批），10:55 pm/am—11:30 pm/am（正餐第二批），11:30 pm/am—12:05 pm/am（正餐第三批），3:10—3:30（风味餐第一批），3:30—3:50（风味餐第二批），3:50—4:10（风味餐第三批）。

Average 40 hours per week, working time is 7:00~19:00 (Day shift), 19:00~7:00(Night shift). Meal time is 10:20pm/am~10:55pm/am (First Batch Dinner), 10:55 pm/am ~11:30 pm/am (Second Batch Dinner), 11:30 pm/am~12:05 pm/am (Third Batch Dinner), 3:10~3:30 (First Batch Special Meal), 3:30~3:50 (Second Batch Special Meal), 3:50~4:10 (Third Batch Special Meal).

根据营运状况，公司随时有权合法地增加班次类型和调换员工班次。

Company keeps the right to increase types of shift pattern legally and change the shift pattern of employee according to the business requirement at any time.

公司因工作需要，可对全部或部分员工的上下班时间和休息时间作出调整。

The company can adjust the working time and rest time of all or part of its employees according to the business needs.

2. 延长工作时间 Overtime

公司因工作需要，有权安排员工在工作日或休息日、法定节假日加班，员工应当服从。

Company have the right to arrange employee to work overtime at working day \ rest day or public holiday according to work requirement, employee should follow this direction.

员工因工作需要在工作日加班的，应事先在考勤系统登记申请，并获得【主管】批准；需要在休息日及法定节假日加班的，应事前以书面形式获得【主管】的认可并通过考勤系统登记申请，且获得【部门经理】的批准。未经批准的擅自加班不视为加班。

According to work requirement, employee needs to work overtime at working day should apply in time attendance system in advance, and get supervisor's approval. Employee needs to work overtime on rest day or public holiday should get supervisor's approval in written form and apply in time attendance system, and get dept. manager's approval. Any overtime work without approval will be not treated as OT.

加班最小计算单位为 30 分钟。

The minimum overtime work calculation unit is 30 minutes.

公司安排加班或经公司批准的加班，公司有权依法给予补休或向员工支付加班费。

For overtime work arranged by the company or approved by the company, the company shall have the right to give rest replacement or pay overtime fee to the employees according to law.

3. 出差 Overtime for Business Travel

出差期间原则上不安排加班。因业务原因确需加班的，员工必须按照本手册第三章第 2 条规定的程序事先获得批准，员工未经批准擅自加班不视为加班。

In principle, no overtime will be arranged during the business trip. If overtime work is really necessary due to business reasons, the employee must obtain prior approval in accordance with the procedures specified in article 2 of chapter iii of this manual. Overtime work without approval by the employee shall not be treated as overtime work.

因工作需要或上级主管要求，公司有权要求员工在休息日、法定节假日出差。The company has the right to require employees to travel on rest days and public holidays due to work needs or requirements of the supervisor

出差在途时间（包括休息日、法定节假日）不作加班处理。

Transit time for business trips (including the weekend, public holidays) shall not be deemed as overtime.

若出差期间涵盖休息日、法定节假日，且员工休息未从事工作的情况下；或员工未经批准擅自加班的，不视为加班。

If the business trip covers rest days, public holidays and employees are not engaged in work; Or employees who work overtime without approval shall not be treated as overtime work.

第四章 工资和奖金

Chapter IV Salary, Allowance and Bonus

所有员工与公司依法签署的劳动合同明确了该员工的职位、工作职责和月基本工资。

The Labor Contract duly signed between the Company and the employees stipulates the job title, duties and monthly basic salary for each employee.

公司推行业绩导向的绩效考核体系，对全员实行业绩考核，评估员工的工作态度、工作能力、工作业绩。考核结果将直接与员工的薪酬、晋级（降级）、奖金等挂钩。

Company implements Performance Assessment System which is oriented to performance and achievements. Employees are assessed by performance including working attitude, job capability, and achievements. Assessment result relates directly with employee's salary, promotion (demotion) and bonus etc.

公司根据盈利状况、经营目标执行情况，以及员工绩效考核结果发放一定额度的奖金，具体以公司另行依法制定的《嘉盛苏州奖金政策》为准。

Company will distribute a certain sum of bonus taking into consideration product profitability, operation goal implementation status and employee performance assessment result. Detailed bones policies shall be subject to the Carsem Suzhou Bonus Policy duly made by the Company.

公司每月依法为员工代扣代缴园区社会保险费个人缴纳部分、公积金个人缴纳部分和个人所得税。

Company shall withhold and deduct such part of social insurance and housing fund premiums of SIP which shall be borne by the employee and the individual income tax of the employee according to relevant laws and regulations in China. in accordance with relevant regulations of SPF and Tax Administration Section.

公司实行保密薪资薪金制。知情人员及员工本人不得以任何方式告诉他人，员工也不可传播或讨论别人的薪金情况及公司薪金制度。员工对薪资有疑问，应向人力资源部询问。

Company runs the confidential salary and wage scheme. No insider and employee may tell others in any form, employees must not spread or talk other employee's salary condition or company salary scheme. If an employee is uncertain of salary, he/she is advised to seek help from HR department for the correct interpretation.

公司实行月薪制。工资计算期间为上月 21 日至当月 20 日，次月 1 日为支付日。公司委托银行代发薪资。员工的银行卡遗失或被盗时，应及时通知公司，并自行到银行办理挂失。因银行卡的变更而造成账号改变的，必须及时将变更后的账号通知公司。因员工未及时履行上述通知义务导致的所有损失与责任应由员工自行承担。

Company executes monthly pay scheme. Payroll calculation cycle time is 21st of last month to 20th of current month, will release to pay on 1st of next month. Salary will be paid by Bank on commission for company. If employee's bank card lost or be stolen, should inform company in time, and report for loss in bank. If the bank bard number is changed, must inform company the new number timely. If employee hasn't obey above regulation, any loss should be assumed by employee self.

公司有权根据经营状况、员工表现，参照劳动力市场讯息、物价指数及其他因素，评估并调整企业的薪资福利水平。

Company salary and benefits level will be evaluated and adjusted subject to labor market information, price index and other factors as well as according to actual operational situations and employee performance.

岗位变动如需调整工资的，从变更生效日起调整。

If necessary there are any position changes and the salary needs to be adjusted, then it will be adjusted from the effective date.

第五章 社会保险、福利待遇和休假

Chapter V Social Insurance, Benefits and Leave

第一节 社会保险与福利

Part I Social Insurance and Benefits

1. 公司依法制定本公司福利计划。公司所有的福利项目都是基于营运状况而决定。

The Employer will maintain a Company welfare policy based on PRC laws and SIP guidelines. All the welfare programs are based on company business status.

2. 社会保险及住房公积金 Social Insurance and Housing Fund

1. 公司依照国家和苏州工业园区有关规定为员工在苏州工业园区缴纳由公司和员工共同负担的社会保险以及住房公积金。如因员工本人原因造成公司无法为其正常缴纳社会保险和住房公积金的，该责任由员工自行承担。

Company contribute the social consolidate fund and housing fund (as CPF for short in below) base in SIP base on related SIP policy for employee. If there is the reason caused by employee so that company can't contribute CPF normally, the responsibility shall be borne by the employee

2. 若因员工入职时因个人原因（如在其他机构缴纳社会保险费和公积金未终止等）而导致公司无法正常缴纳的，期间发生中断缴纳社会保险和公积金的，公司不再补缴，该责任由员工自行承担。

If the contribution can't be done normally when employee is on-board and caused by employee (such as the contract hasn't be terminated from other CPF bureau),

there is any break off in CPF, company can't contribute again, the responsibility shall be borne by the employee

3. 员工对苏州工业园区社会保险与住房公积金政策存有疑问的，可联系苏州工业园区社会保险基金和公积金管理中心或公司人力资源部。

If employee has any concern for SIP CPF policy, please contact SIP CPF management center and company HR Department.

雇主责任险 Employer's Liability Insurance

公司为员工购买了雇主责任险。当员工因工遭受意外而导致受伤、死亡或患有与职业有关的职业病，所致伤残或死亡时，保险公司根据医院有关证明文件，市法医学会的伤残等级鉴定书及有关证明文件，按保险单所列责任范围给予赔偿。

Employer buys Employer's Liability Insurance for employees. When employees suffers accident harm to cause injury, death or occupational diseases which relating to occupation, for employee injury or death, insurance company will pay the compensation within the scope of coverage according to hospital relevant certificate, disable grade appraisal certificate issued by City Medical Jurisprudence Institution and other relevant documents.

员工体检 Employee Checkup

公司适时安排员工体检，以便员工了解自己的健康状况。

Employer will arrange checkup for employees in right time so that they can know their state of health.

公司根据需要可要求全部或部分员工进行除定期体检之外的特别体检。员工必须服从公司安排。

The company may require all or part of the staff to carry out special medical checkup as required. Employees must obey the company's schedule.

员工疾病或者负伤的情况下，不管是否是工作上的原因，公司可以要求该员工到公司指定的医院接受检查。

If an employee is sick or injured, the company may require the employee to go to the hospital designated by the company for examination, whatever it is the cause of the work or not.

班车 Shuttle Bus

公司沿城区主干线设立班车站点, 提供员工上下班班车。公司有权根据经营需要、工作时间调整、员工情况等调整班车路线、停靠站点、运行班次等事项。

Shuttle bus stops are set along urban main roads. Employer provides shuttle bus for employees in rush hour.

团队建设及文体活动 Team Building and Company Activity

公司会适时组织团队建设, 增强“大家庭”的气氛; 不定期举行员工文体活动, 提升团队凝聚力。

Company organizes team building activity in right time to add the atmosphere of “Big Family” and holds company activity irregularly to increase team cohesion.

生日祝福及节日祝福 Birthday Celebration and Festival Greeting

生日祝福: 公司会祝福当月生日的员工。

Birthday Celebration: Employer will greet employees who are born on that particular month.

节日祝福: 公司将会在相关节日到来时祝福员工。

Festival Greeting: Employer will greet employees to express warm wishes on festivals.

退休 Retirement

员工达到法定退休年龄, 按照政府有关规定办理。

Employee who has reached full legal age of retirement may handle retirement procedure per the purview of Government relevant regulations.

3. 公司在工作时间内为每位员工提供工作餐。

Meals on working days are provided to all employees.

第二节 休假

Part II Leave

1. 休假的一般规定 Common regulations for leave

1.1 休假单位 Leave unit

- (a) 休假均以半天为最小单位，不满半天的休假视作半天休假。若下午半天休假，上午工作时间至公司规定的午休开始时间为止；若上午半天休假，下午工作时间自公司规定的午休结束时间开始。

Minimum unit of leave is half day and any leave less than half day is considered as half day. PM leave start from company noon rest time and AM leave should end before afternoon working time.

1.2 休假的申请和使用 Leave application and usage

- (a) 员工申请休假时，必须按公司规定的政策事先提出申请，经批准后方可休假。
Employee shall apply leave in advance according to company policy and take only after approved

- (b) 事先申请时间规定如下 Pre apply timeline regulations:

- (1) 休假3天以下，需提前2个工作日申请。
2 working days pre apply for 3 days below
- (2) 休假3天以上（含3天）5天以下，需提前1周申请。
1 week pre apply for 5 days below
- (3) 休假5天以上（含5天），需提前2周申请。
2 weeks pre apply for 5 days and above

但，病假的应用不受上述规定限制，依照本手册本章【2.1】的规定执行。
Sick leave is not limited in above and execution based on the regulations of 2.1 of this chapter.

- (c) 如因突发性疾病等突发情况无法事先申请的，必须本人或委托他人迅速通过电话与上司进行申请且获得批准，并于一个薪资周期内按公司规定方法办理事后休假申请手续。超过期限不办理手续的，视为旷工。

In case emergency illness or accident, employee self or authorized others to apply via telephone communication with superior to get approval, and go through formal application within one payroll cycle time. Any application exceed valid period will regard as absent.

- (d) 未提出申请擅自休假或者事后申请且未获得批准的，作为旷工处理。
Leave without approval before or after taken will be regard as absent.

1.3 休假的审批权限如下：

Approval authorization as below

单次连续休假天数	准假级别
Leave Days	Authorized Approval from
<= 3 天	E4 或E4以上级别的主管
<= 3 days	Supervisor at Grade E4 or above
>3 天 & <= 14 天	E4 或E4以上级别的主管 + 部门经理
>3 days & <= 14 days	Supervisor at Grade E4 or above + Department Manager
> 14 天	E4 或E4以上级别的主管 + 部门经理 + 总经理
> 14 days	Supervisor at Grade E4 or above + Department Manager + General Manager

2. 法定带薪年假与公司福利带薪年假

Statutory Annual Leave and Carsem Suzhou Welfare Annual Leave

2.1 法定年休假 Statutory Annual Leave

(a) 职工可依法享受带薪年假。年休假不包括法定节假日和休息日。

Any employee may enjoy his/her full-pay annual leave according to the law of China. The annual leave does not include mandatory public holidays and off-days (weekends).

然而员工有下列情形之一的，依法不享受当年的带薪年假。员工已享受当年的带薪年假，年度内又出现下列情形之一的，不享受下一年度的带薪年假。

Employee will not be entitled for in year annual leave if any below conditions occur. Employee will not be entitled for next year annual leave if any below conditions occur after employee taken annual leave.

- (1) 累计工作满1年不满10年的员工，请病假累计2个月以上的；
Accumulative working more than 1 year and less than 10 years, accumulative sick leave for 2 months and above.
- (2) 累计工作满10年不满20年的员工，请病假累计3个月以上的；
Accumulative working more than 10 years and less than 20 years,

accumulative sick leave for 3 months and above.

- (3) 累计工作满20年以上的员工，请病假累计4个月以上；
Accumulative working more than 20 years, accumulative sick leave for 4 months and above.
- (4) 法律规定的其他不享受当年或者下一年度带薪年假的情形。
Any other situation stated by law.

(b) 员工新进公司，当年度带薪年假天数，按照在本公司剩余日历天数折算确定。折算后不足0.5天的部分不享受带薪年假。

New employee will be entitled with annual leave which convert by rest calendar days and leave less than 0.5 day will not be entitled.

折算方法如下：（入职日起当年度在本公司剩余日历天数÷365天）×根据员工的累计工作年限依法计算得出的全年应当享受的带薪年假天数

Convert formula: (Rest calendar days since on board day ÷ 365days) × entitled annual leave based on accumulative working years

(c) 带薪年假的给予和使用 Annual Leave usage

公司根据业务需要，可对员工申请的带薪年假日期进行调整，或者分段给予。公司可以根据业务需要，统筹安排员工使用带薪年假，员工使用带薪年假的日期应与公司协商而定，应在不影响本岗位工作为前提的情况下提出带薪年假申请。员工属解除或者终止劳动合同的情形，均应在离职前、通知期期间使用完未休的带薪年假。

Company can adjust the annual leave date or give by section based on operation needs. Employee should consult with company and not affect own work when raised application. Employee should use up all the annual leave before resignation and within notification period.

(e) 未使用的带薪年假 Un-used annual leave

员工应该在1年内使用完当年度所有的带薪年假。

Employee should use up all annual leave within one year

公司安排并要求员工休带薪年假，但员工实际未服从公司安排，未休带薪年假的，则视为员工自动放弃带薪年假。

Those un-used annual leave will be regard as give up if company arranged employee to take but untaken.

(f) 劳动合同解除或者终止时剩余的带薪年假 The leftover annual leave

根据公司规定，员工应在离职前、离职通知期期间使用完未休的带薪年假。

Employee should use up all the annual leave before resignation and within notification period according to the company policy.

2.2 公司福利年假 Carsem Suzhou Welfare Annual Leave

(a)根据员工在嘉盛苏州的工作年限与工作岗位，员工可享受公司福利年假，具体如以下第 2.3 条年假计算表所示。福利年假的计算周期为每年 1 月 1 日起至 12 月 31 日止算作 1 年度。

Employee will be entitled with welfare annual leave based on service length and position in Carsem. Please refer to clause 1.3 for details. The counting period is from Jan.01 to Dec.31 as 1 calendar year.

(b)公司可以根据业务需要，统筹安排员工使用公司福利年假。

Company can overall arrange employee to take welfare annual leave based on operation needs.

(c)未使用的福利年假 Un-used welfare annual leave

年末未使用的福利年假，视为失效，公司无义务就员工未休的福利年假给予补偿。员工中途离职（包括劳动合同解除、终止等）的，未使用的福利年假自动失效，公司无义务就员工未休的福利年假给予补偿。

Those un-used welfare annual leave will be regard as give up and company will be no obligations to give compensation.

2.3 年假（法定年假+公司福利年假）计算表

Calculation formula (Statutory Annual Leave and Carsem Suzhou Welfare Annual Leave)

根据社会工龄计算	享有的法定年假 (基于累积工作年限)	享有的公司福利年假 (基于在嘉盛苏州的连续工作年限)	总计	备注 (按月赋予)
操作员及职员				1.员工必须首先使用法定年假； 2.员工只有在使用完法定年假后方可申请公司福利年假； 3.入职后当年应享有的年假天数 = (当年度实际在职日历日 / 365天) × 员工全年应当享受年假天数
X<10	1<=X<=2	0	5	
	2<X<=5	3	8	
	5<X<10	7	12	
10<=X<20	10	2	12	
X>=20	15	0	15	
执行员及以上				
X<10	1<=X<=2	2	7	
	2<X<=5	5	10	
	5<X<10	10	15	
10<=X<20	10	5	15	
X>=20	15	0	15	

2. 其他法定假期 Other Leave required by the law

中国有关法律、法规规定的任何其他假期，将按照相关法律、法规有关条款执行。

其中包括：

Other leave required by local Government will be implemented as per relevant terms and conditions. This includes:

2.1 病假 Sick Leave

(a) 病假的定义 Sick leave definition

病假指员工疾病或非因工负伤，持有医院开具的诊断证明，停止工作进行治疗或者休息所需要的时间。

Sick leave refers to the time needed for an employee to stop work for treatment or rest after he or she is ill or is not injured due to work.

(b) 病假的申请和使用 Application and use of sick leave

(1) 凡员工请病假的，须向公司提交以下资料：

When employee apply sick leave, should provide below documents to company:

正常就诊：公司指定医院（公司指定医院名录见附表1，今后有调整的，公司将另行通知）开具的病假单、门、急诊挂号单、就医记录册、门、急诊医药费专用收据及科学检查报告等就医证明原件。住院的需另外提交医院开具的出院小结。

急诊：医院开具的病假单、急诊挂号单、就医记录册、急诊医药费专用收据及科学检查报告等就医证明原件。

若因公司指定医院条件限制需转专科医院治疗的，必须经原治病医院会诊，办理转院证明后方可转院治疗。

Normal treatment: Sick leave certificate \ registration form \ record book for treatment \ medical invoice and check-up report and ant other certificate original copy which issued by company appointed hospital.

Emergency treatment: Sick leave certificate \ registration form \ record for treatment book \ medical invoice and check-up report and ant other certificate original copy which issued by hospital.

(2) 员工申请病假时，需填写《休假申请》并及时提交前款所规定的所有的就医证明原件。

When employee apply sick leave, should fill in the Leave Application Form and submit all diagnosis certification original copy as mentioned in above timely.

(3) 病假连续休息时，期间的休息日、法定节假日计算在病假期内。

When sick leave is continuously, the rest day and legal holiday during the period shall be counted in the sick leave period.

(4) 公司认为必要时，可以要求员工去指定医院接受诊断检查，员工应当予以配合。

If the company deems it necessary, it may require its employees to go to an appointed hospital for diagnosis and examination, and the employees shall cooperate with it.

(5) 公司要求员工到指定医院再检查，员工无法在公司提出该要求后10日以内提交公司指定医院开具的诊断证明的，公司作为无薪假处理，不支付工资。

The company requires the employee to go to the appointed hospital for re-examination. If the employee cannot submit the diagnosis certificate issued by the appointed hospital within 10 days after the company raises the requirement, then company will handle it as personal leave and will not pay the salary.

(6) 公司有权对员工提交的诊断证明进行查验，必要时可要求并由公司指定人员陪同员工到公司指定的医院进行复查，并根据查验结果做出相应处理。

The company has the right to check the diagnosis certificate submitted by the employee. If necessary, the employee can be asked to accompany to the hospital designated by the company officer for review and corresponding treatment shall be made according to the inspection result.

(7) 连续病假超过1个月的（指工资结算月），员工必须每月提交公司指定医院开具的诊断证明、门、急诊挂号单、就医记录册、门、急诊医药费专用收据、科学检查报告等就医证明原件。

For consecutive sick leave of more than 1 month (referring to the monthly payroll cycle time), the employee must submit the original medical certificate issued by the hospital appointed to the company by every month, such as the diagnosis certificate, normal, emergency registration form, medical record book, special

receipt for normal, emergency medical expenses, scientific examination report, etc.

(8) 未按照本员工手册规定履行请假手续的，将根据具体情况以旷工处理或者给予相应的处分，无正当理由或虚报、谎报、捏造申请病假，或者提供伪造、篡改的病假证明者，经查属实，作为严重违反公司规章制度的行为，公司可书面通知解除劳动合同，且无需承担任何补偿。

Not leave formalities in accordance with the provisions of this employee handbook, according to the specific situation to absenteeism processing or give corresponding punishment, without justifiable reasons, or false, false and fabricated to apply for sick leave, or provide forgery, tamper with the sick leave certificate, as true, as a serious violation of company rules and regulations, the company may by notice in writing terminate the labor contract, without any compensation.

(9) 因休病假造成出勤率低下的，将作为人事考核以及奖金评定的考量。

Low attendance due to sick leave will be considered for personnel assessment and bonus assessment.

(c) 医疗期 Medical period

公司根据员工的实际工作年限和在本公司工作年限依法给予医疗期。

Company provide the medical period according to the law by employee actual working length and also the service period in this company.

医疗期从病休第一天开始累计计算，休息日和法定节假日包括在内，满30天为1个月。员工在本公司工作期间累计病假天数超过按规定享受的医疗期时视作医疗期满。员工的医疗期满后，不能从事原工作，也不能从事公司另行安排的工作的，公司可解除劳动合同。

The period of medical treatment is calculated from the first day of medical leave. The rest days and legal holidays are included. If the accumulated sick days during the working period of the company exceed the prescribed medical period, the medical treatment shall be deemed to have expired. The company may terminate the labor

contract if the employee's medical treatment expires and he/she is unable to do his/her original work or other work arranged by the company.

(d) 病假工资 Sick leave pay

医疗期内，每一年度嘉盛公司员工按照本员工手册规定履行请假手续的可享有6天全薪病假。

During the period of medical treatment, employees of jiasheng company shall be entitled to 6 days' full paid sick leave for each year who perform the leave procedures as stipulated in the employee handbook.

2.2 婚假 Marriage Leave

(a) 婚假天数 Marriage Leave days

员工符合法律规定结婚（以进入公司后领取结婚证为准）时，在享受国家规定的连续3天的婚假的基础上，依法延长婚假10天。婚假及延长婚假应连续使用。婚假、延长婚假含双休日在内，遇法定节假日顺延。

When the employee marries in accordance with the law (submit the marriage certificate after entering the company), he/she can entitle the marriage leave for 10 days on the basis of enjoying the continuous 3-day marriage leave stipulated by the state. Marriage leave and extended marriage leave should be used continuously. Marriage leave, extended marriage leave including weekend, in case of legal holidays will be prolong.

自结婚证生效之日起，员工申请婚假及延长婚假的有效期为6个月，逾期视为自动放弃。

The validity period for employees to apply for and extend their marriage leave is 6 months from the date when the marriage certificate comes into effect.

员工进公司之前结婚（领取结婚证），不在本公司享受婚假及延长婚假。

Employees get married before entering the company (get marriage certificate), do not entitle the company's marriage leave and extended marriage leave.

(b) 申请 Application

员工申请婚假及延长婚假时，需出具结婚证原件，经批准后方可休假，且将结婚证的复印件提交给公司。

When the employee applies for the marriage leave and prolongs the marriage leave, the original marriage certificate shall be issued, and the leave can be approved, and the copy of the marriage certificate shall be submitted to the company.

(c) 婚假工资 Marriage leave pay

公司对婚假及延长婚假中的员工按其正常上班支付工资。

The company pays the salary of the employees who take marriage leave and extend marriage leave.

2.3 丧假 Funeral Leave

公司根据员工入职时及后续提供的个人资料，给予员工以下丧假。但是，丧假期内如遇休息日、法定节假日时，将其作为丧假的一部分，不再另行给予补休。丧假必须在相关人员死亡当日起15天以内连续使用。

The company will provide the employee the following bereavement leave according to the personal data provided by the employee when his/her entry into the company. However, if there is a rest day or legal holiday within the period of funeral leave, it will be taken as part of the bereavement leave, and no additional rest will be given. Bereavement leave must be used continuously within 15 days from the date of death.

父母、配偶、子女	3个连续日历日
祖父母、岳父母、公婆	1个日历日
Parents \ Spouse \ Children	3 continuously calendar days
Grandparents \ Parents – in – law	1 calendar day

员申请丧假时，须提供相关人员的死亡证明或户口注销证明的复印件。公司根据需要，可要求员工提供与死亡人之间的关系证明文件。公司对按照公司规定申请丧假的员工按其正常上班支付工资。

When employee apply for bereavement leave, a copy of the death certificate or account cancellation certificate of the person concerned shall be provided. As required, company may require the employee to provide proof of relationship with the deceased. Company pays the wages of the employees who apply for funeral leave according to the company regulations.

生育假期 Family vacation

一般规定 General regulation

女员工依法办理结婚登记后，符合相关法律法规规定怀孕生育或者流产的，根据医院开具的证明可依法享受产假。根据提交的怀孕证明（或者诊断书）原件、复印件，按照有关法律法规规定可以享受相应待遇。

员工依法享受上述的任何假期之前应填写休假申请表及所需文件，并通过部门经理的审批。

Female employees who have a pregnancy or abortion according to relevant laws and regulations after marriage registration can enjoy maternity leave according to the certificate issued by the hospital. According to the original and photocopy of the pregnancy certificate (or diagnosis certificate) submitted, the corresponding treatment can be enjoyed according to relevant laws and regulations.

The employee shall fill in the leave application form and the required documents before enjoying any leave according to law, and pass the approval of the dept. manager.

产前检查 Prenatal Examination

(a) 女员工妊娠期间在劳动时间内进行产前检查的，按照有关法律、法规算作正常出勤。

If a female employee carries out prenatal examination during labor hours during pregnancy, she shall be counted as normal attendance according to relevant laws and regulations.

(b) 女员工因产前检查而提早离开公司或在工作时间内中途外出时，必须事先得到上司的批准。

When female employees leave the company early due to prenatal examination or go out in the middle of work time, they must obtain prior approval from their superiors.

(c) 怀孕女员工产前检查，应先按本手册规定申请使用全薪病假，6 天全薪病假使用完毕后可申请产检假。

Pregnant female employees should apply for full-paid sick leave according to the provisions of this manual first, and can apply for prenatal examination leave after the use up of full paid sick leave for 6 days.

2.4 产假 Maternity Leave

(a) 符合法律法规规定生育的女员工，凭医院证明，享受以下产假：

单胎顺产的，产假为98天。并，依法延长产假30天；

难产的，增加产假15天；

生育多胞胎的，每多生育一个婴儿，增加产假15天；

流产的按照有关法律法规享受产假。

Female employees who comply with laws and regulations to give birth shall enjoy the following maternity leave with a hospital certificate:

The maternity leave is 98 days. Another 30 days of extended maternity leave.

Difficult labor, increase maternity leave 15 days

Give birth to multiple births, every one more baby, increase maternity leave by 15 days

Abortion according to relevant laws and regulations enjoy maternity leave.

(b) 上述产假、延长产假含休息日，遇法定节假日顺延。

The above mentioned maternity leave and extended maternity leave include rest days, which will be postponed in case of legal holidays

(c) 产假期间的待遇 Maternity leave pay

产假期间的工资发放根据有关法律法规执行。

由于员工本人的原因不能享受职工生育保险的，其费用均由员工本人自行承担，并应承担由此给公司造成的损失。

违反国家计划生育政策的生育费用自理。

The salary during maternity leave is paid according to relevant laws and regulations.

If the employee cannot enjoy the employee maternity insurance due to his/her own reasons, the expenses shall be borne by the employee himself/herself, and the loss thus caused to the company shall be borne by the employee.

Those who violate the national family planning policy should pay for themselves.

2.5 护理假 Nursing Leave

配偶符合法律法规规定生育的，男员工享受护理假15天，护理假遇法定节假日顺延。护理假必须在女方产后第一个月内休完。

护理假期间的工资，按照本人正常出勤应得的工资发放。

If the spouse meets the law and regulations to give birth, the male employee can enjoy the nursing leave for 15 days, and the nursing leave will be postponed in legal holidays. Nursing leave must be taken within the first month after birth.

The wages during the nursing leave shall be paid according to the normal attendance.

2.6 哺乳时间 Baby feeding time

女员工从婴儿出生到1周岁为止，每天可享受1次1小时的哺乳时间。生育多胞胎的，每多哺乳1个婴儿每天增加1小时哺乳时间。

哺乳时间视作劳动时间。

女员工可以选择提前1小时下班，或者晚1小时上班，具体的使用方式由员工本人与公司协商决定。

Female employees can enjoy one hour of baby feeding time every day from the birth to the first year of life.

For multiple births, one additional hour of baby feeding per multiple infant per day.

Baby feeding time is treated as working time.

Female employee can choice off work 1 hour in advance or on duty 1 hour late. The specific way of use shall be communicated with the company.

2.7 计划生育假 Family Planning Leave

凡已婚已育者，遵照国家计划生育有关法律、法规享有相应的假期。申请和使用计划生育假还需另外提供相关证明。

Employees have got married and had babies are entitled to apply for relevant family planning leave as per company family planning regulations.

未婚先孕、违法再生育 **Unmarried pregnancy, illegal fertility**

对于未婚先孕或者计划生育政策外的再生育，根据有关法律法规规定执行，并按公司的处罚规定给予相应处分。

For unmarried pregnancy or the birth again outside the family planning policy, according to the relevant laws and regulations, and according to the company's punishment regulations give corresponding punishment.

2.8 工伤假 Industrial Injury Leave

员工因工伤依法治疗休息的假称为工伤假；工伤假必须有事故报告，就诊医院的诊断证明；经公司EHS审查，并经过国家工伤认定机构的工伤认定，方可按工伤处理。

The leave due to industrial injury is referring to industrial injury leave; for industrial injury leave, accident report and diagnosis certificate are needed; after confirmation by company EHS and recognition by industrial injury bureau, industrial injury procedures can be arranged.

2.9 无薪假 Unpaid leave

(a) 无薪假的申请和使用

Unpaid leave's application and use

福利休假、带薪年假使用完的员工需要亲自处理私事的情况下，可以申请无薪假。除特殊情况外，无薪假应当事先申请，不得事后申请。

公司有是否批准无薪假的决定权。

因休无薪假造成出勤率低下的，将作为人事考核以及奖金评定的考量。

If employee use out the benefit leave and paid annual leave but still need to deal with personal affairs, can apply unpaid leave. Except special case, unpaid leave should apply in advance, cannot apply afterwards. Company has the decide right to approve unpaid leave. Those with low attendance due to unpaid leave will be considered for personnel assessment and bonus assessment.

(c) 无薪假工资 Unpaid leave pay

事假期间内，事假天数的工资为当月工资扣除根据以下公式按天计算出的金额。

事假扣除工资额 = (月工资) ÷ 法定计薪日 × 事假天数

During unpaid leave period, unpaid leave days' salary should deduct in current month payroll according to below formula to calculate the amount.

Unpaid leave pay deduction = monthly payroll / legal paid working days * unpaid leave days

2.10 旷工 Absenteeism

未经批准擅自不上班者，为旷工。

It will be regarded as absence without notice if away from duty without authorization.

第六章 行为规范

Chapter VI Code of Conducts

第一节 基本要求 Basic Requirements

员工必须遵守公司的一切规章制度。员工应该在工作中做到：礼貌、主动、严谨、务实，既富有独立性，又具有团队精神，共创一个愉快、顺畅的工作环境。

All Company regulations must be followed. Employees shall keep a polite, objective, practical attitude, being independent and cooperative, to create a pleasant and smooth working atmosphere.

第二节 行为规范与利益冲突 **Code of Conduct & Conflict of Interests**

员工不得为谋取个人利益擅用公司名义，不得损害公司利益及声誉。员工不得收受任何形式的贿赂。作为嘉盛苏州员工，应遵守公司的“商业行为准则”政策（附件1）。

Any unlawful use of Carsem name for personal interests is forbidden, and no impair to Carsem interests and reputation is allowed. Employees will not accept bribes of any kind. The “Standards of Business Conduct” policy attached (Appendix 1) have the details for employees to manage themselves in an appropriate manner as of an employee of Carsem Suzhou.

第三节 商业行为准则 **Standards of Business Conduct**

马来西亚太平洋工业有限公司（“MPI”）及其所有子公司（“子公司”包括嘉盛苏州和德耐富工业集团，合称为“嘉盛集团”）（MPI和嘉盛集团合称为“集团”，根据文意需要，“集团”可表示集团内所包括的相关公司）要求其所有员工（也包括马来西亚国外的企业内，包括嘉盛苏州的所有员工和在集团中实习的人员）无一例外地遵守以下商业行为准则（“商业行为准则”）：

Malaysian Pacific Industries Berhad (“MPI”) and its group of subsidiaries companies (the Carsem and Dynacraft Industries group of companies (collectively the “Carsem Group”)) (MPI and Carsem Group collectively “the Group” and as and when the context requires, “the Group” shall mean the relevant company within the Group), require that all its employees (which shall for the purposes herein include any employees in operations located outside Malaysia, including Carsem Suzhou, and any person seconded or sent for attachment to the Group) comply without exception, with the following’s standards of business conduct (the “Standards of Business Conduct”):

1. 利益冲突

CONFLICT OF INTEREST

a) 在其他企业中的利益

Interest In Other Business

任何员工均不得直接或间接地与集团的现有或潜在的客户、竞争对手、供应商等或与之关联的人士存在经济利益，而导致对公司实质上或表面上的忠诚心的分散，或导致或可能导致利益冲突的情况。

No employee must have any direct or indirect financial interest with any current or prospective customer, competitor or supplier of the Group or persons affiliated with any of them, which could cause divided loyalty or the appearance of divided loyalty or give rise to or likely give rise to a conflict of interest situation.

b) 兼职

Moonlighting

员工在工作时间内应将全部时间和精力奉献于集团。而且，员工在任何情形下不得受雇于或为集团的客户、竞争对手、供应商等或与之关联的人士工作或提供任何兼职服务。

Employees are to devote their full time and attention and commitment to the Group during working hours. Additionally, employees shall not engage in any outside work, employment or services for any customer, competitor or supplier of the Group or persons affiliated to any of them under any circumstances.

c) 款待、赠品、好处和其他馈赠

Entertainment , Gifts , Favors and Other Gratuities

员工及其家庭成员不得从集团现有的或潜在的客户、竞争对手、供应商等或与之关联的人士处，接受礼品、馈赠、借款、折扣或其他个人好处或其他优惠待遇。

No employee and / or any member of their family shall accept any gifts or gratuities or loans or discounts or other personal favors or preferential treatment from any current or prospective customer, competitor or supplier of the Group or persons affiliated to any of them.

作为上述限制的例外，正常的商业性礼尚往来如合理用膳和低价礼品则可以容许。但该例外应在一定的限度内，应不致于被视为贿赂，或者该事实在公开后不会令任何一方尴尬。

Excluded from this limitation are the exchange of normal business courtesies such as reasonable dining, refreshments and gifts of nominal value. These should be of limited value and in such form that they cannot be viewed as a bribe or payoff or public disclosure of the facts surrounding them would not embarrass any party.

同样，员工亦不得向上述人员赠送金钱或贵重礼品，如果该赠送行为可以被合理怀疑为系为获取不正当利益而为或者可能导致利益冲突的话。

Similarly, no employee shall give money or gifts of significant value to any of the aforesaid persons if it could be reasonably viewed as being done to gain an unfair business advantage or giving rise to a potential conflict of interest situation.

若对此有任何疑问，员工可以向相关负责人员咨询。

In the event of any doubt in this area, employees should consult the Chief Executive of the respective operations for direction.

d) 家庭

Family

任何员工未经向相关负责人员汇报并获得集团管理总监的书面许可，不得代表集团与其亲属进行任何交易。

No employee shall conduct any business dealings on behalf of the Group with any person with whom they are related to by blood or marriage, without first highlighting the relationship to the Chief Executive of the respective operations and obtaining the

written permission of the Group Managing Director.

只有当该员工的职务或其他优势不至于影响上述交易时，该交易才可以获得集团管理总监的许可。

Such permission shall only be granted if the Group Managing Director is satisfied that the employee would not be in a position nor would have the opportunity to influence those business dealings.

2. 集团资产、资源、信息的完整、保护、使用 **INTEGRITY AND PROTECTION AND USE OF THE GROUP'S ASSETS , RESOURCES & INFORMATION**

a) 保密信息 **Confidentiality And Proprietary Information**

员工应当保守其在集团内受雇或实习期间知悉的集团专有的、保密的信息（“保密信息”）。此类保密信息包括与集团的经营、运作、制度、方法、计划、发明、产品信息、专有技术、设计、权利、图纸、设计、图表、技术、供应渠道、方案、分析、报告、工作方法、数据与规格、贸易秘密、价格表、成本信息、计算机程序、市场契机、客户与供应商信息、财务信息、经营及研究计划相关的一切信息，以及员工在受雇期间获取的被集团认定为保密信息的任何形式的信息。

Employees shall keep and maintain the secrecy of all confidential and proprietary information (“the Confidential Information”) which comes into the employee’s knowledge in the course of employment or attachment with the Group. Such Confidential Information shall include any information relating to the Group’s business, operations, policies, processes, plans, inventions, product information, know-how, designs, rights, drawings, blueprints, charts, techniques, sources of supply, formulae, analyses, reports, methods of working, data and specifications, trade secrets, price list, cost information, computer programs, market opportunities, customers and suppliers information, financial information, business and research plans and any other information of any kind which the Group deems as confidential which the employee have access to whilst in the employment of the Group.

员工不得以任何形式或方法复印、复制、公开、泄露保密信息，为工作目的而向有权获取此类保密信息的人士提供时除外。上述信息的一切复印件、复制品、缩影片在任何时候均为集团全权所有。

The employee shall not copy, reproduce, disclose or divulge in whatever form or means any part of the Confidential Information, except as may be reasonably necessary for the purpose of performing his work and to persons who are authorized or legally entitled to receive such Confidential Information. Any copies, reproductions or reductions if made shall be the absolute property of the Group at all times.

员工应尽一切必要的谨慎并采取一切必要的方法以确保保密信息处于保密和安全状态。

The employee shall take all necessary care and security measures to protect the confidentiality, secrecy and safety of the Confidential Information.

员工未经集团的书面同意，不得在受雇期间或离职后一年内的任何时间，使用、披露保密信息或导致保密信息的公开。无论2(a)如何描述，标识为或被告知为保密信息的信息，均应受本规则的约束。

The employee shall at no time during the course of employment or within one year of leaving employment use or disclose or cause to be published any part of the confidential information without the prior written consent of the Group. Regardless of paragraph 2 (a) above, Confidential information which are marked as Confidential and/ or communicated to the employee as Confidential, shall continue to be subjected to the restrictions imposed under this standards of business policy.

在任何情况下，如果保密信息的披露或使用导致公司或其客户、供应商或员工陷入严重困境或对其产生任何负面影响，公司保留向任何员工、人士、组织采取法律行动的权利。有鉴于此，员工或曾受雇于公司的人员在遇到此类有关保密信息的敏感问题时，应在披露或使用前向相关负责人咨询。

In any case, the Company still reserves the right to take legal action against any employee, person or organization, if disclosure or use of such Confidential Information causes grave embarrassment or adversely impact the company, its customers, its suppliers or its employees. In this regard, the employee or a person previously employed with the Company should consult the Chief Executive of the respective operations for direction in the event of any doubt of the sensitivity of such Confidential Information prior to the disclosure or use.

员工在离职时或实习结束时或集团在任何时间要求时，员工应向集团交还其占有的保密信息。

Upon the cessation of employment or attachment as the case maybe or at anytime requested by the Group, the employee shall deliver all Confidential Information in his possession to the Group.

员工不得向集团披露或提供其或其他企业任职期间获取的专有信息，将其用于集团的利益。除非该员工与其先前所在的企业之间签署的任何适用的保密协议的相关条款允许该员工如此而为之。

Employees are not to disclose or make available to the Group any proprietary information which was obtained from former employers or companies to be used for the benefit of the Group, except as permitted by the terms of an applicable nondisclosure agreement which the employee has signed with any previous employers or companies.

b) 知识产权

Intellectual Property

由员工在受雇于集团期间或在集团内实习期间独立或群体创造或者构思的任何发明、改进、著作权、版权、商标权、专利、设计和/或发现（“知识产权”），应归集团全权所有。

Any invention, improvement, literary rights, copyrights, trademarks, patents, designs and / or new discoveries (“the Intellectual Property”) which originated from or is conceived by any employee, whether alone or with others, during the course of employment or attachment with the Group shall belong to and be the absolute

property of the Group.

员工应及时向集团提供其所创造的知识成果，应当将其知识成果的所有相关权利转让于并于此同意转让于集团。此类转让所涉及的费用由集团承担。

The employee shall promptly disclose all such Intellectual Property made and shall assign and hereby agrees to assign all rights of the Intellectual Property to the Group. The costs for the assignment of such rights shall be borne by the Group.

本条规定不适用于员工在业余时间未经使用集团的任何资源、技术或信息而自行创造的知识成果。

This provision shall not apply to any Intellectual Property for which no resources, know-how or information from the Group was used and which was developed entirely after the employee's working hours.

c) 公司财产的保护和使用

Safeguard and Use of Company Property

任何员工均有义务维护和按照使用说明正确使用一切由其占有的或其可以使用的集团的财产、设备或其他资产，包括由客户或供应商提供或委托的财产。

Each employee shall be responsible to preserve , safeguard and use properly in the manner specified ,all the property , equipment and other assets of the Group assigned to them or which they are given access to, including those which are furnished or consigned by customers or suppliers.

上述资源仅可以为集团的目的而使用。

These resources are to be used solely for the Group's purposes.

d) 准确报告

Accurate Reporting

员工应诚实地上报和/或提供所有报告或被要求提供的任何形式的信息（例如产品报告、费用报告、出勤、生产数据，财务数据等）。另外，员工应当依照集团的存档制度和相关的有效法律、法规，保存所有文件和档案。

The employee is to report and/or submit honestly and truthfully all reports or information of any kind required (such as production reports, expense reports, hours worked, production data, financial data, etc). In addition, the employee is to retain all document and records in accordance with the record retention policies of the Group and all applicable laws and regulations applicable thereto.

e) 公开发布

Public Disclosure

员工遇有证券或金融分析人士、经纪人士或媒体问及有关集团的特殊或详细信息的情形时，应交由集团管理总监处理。

Employees must direct all inquiries from securities or financial analysts, brokers or the press involving requests for specific or detailed information relating to the Group to the Group Managing Director.

f) 雇员信息

Employee Information

任何员工未经人力资源经理、财务经理或其他相应管理人员的许可，不得泄露任何雇员信息、薪资信息和员工简历。

Employees shall not release any employee information, payroll information and bio-data without the approval of the relevant Human Resources Manager, Finance Manager or their designees respectively.

3. 有价证券信息

INFORMATION ON SECURITIES

任何员工均不得向其他人士（指正在从事以本集团信息为基础的交易或会将该信息使用于其个人交易目的的人士）透露未经公开的信息（指能够影响有关人士在本集团有价证券的交易中的决策，且未经公开宣布的信息）。

No employee shall communicate non-public information (information not publicly announced that could be expected to be relied on by a person making decision to trade in securities of the Group) to another person who bases a trade on such information or use such non-public information for his/her own trading purposes.

4. 支付惯例

PAYMENT PRACTICES

a) 交易与会计惯例

Business & Accounting Practices

任何员工均不得为任何目的而为集团置备或采购任何未经报告或未经记录的资金或资产，不得在会计帐册中作虚假或误导性记载。没有充足的凭证不得支付任何款项，且任何款项均不得支付于未经有关凭证记载的用途。在任何时候，员工均应当遵守公认的会计准则和内部控制制度。

No employee shall establish or procure any undisclosed or unrecorded funds or assets for the Group for any purpose, and no false or misleading entries shall be made in any books or records. No payment shall be made without adequate support documentation or made for any purpose other than as described in the documents. Employees shall comply with generally accepted accounting rules and internal control policies at all times.

b) 支付

Payments

除政府或监管收费或政府或有关主管机构收取的其他费用以外，任何员工未经授权均不得用集团的私有资产向任何人支付或承诺支付任何款项或应允支付有价物品。

With the exception of governmental or regulatory fees or other payments set by the government or the relevant authorities, no employees shall make any unauthorized payments, promises to pay, offer of payment of anything of value to any person from the Group's or private funds in furtherance of the Group's business.

c) 回扣

Kickbacks

所有员工必须遵守反海外腐败法。

All Employees shall comply with Foreign Corrupt Practices Act (FCPA).

禁止任何员工在处理与现有的或潜在的客户、竞争对手、供应商等或与其相关联的人士的合同或交易时，收受或索取对方的贿赂或回扣。

Employees are forbidden to engage in any practices such as accepting or soliciting any bribes or kickbacks in any contract or dealings with any current or prospective customer, competitor or supplier of the Group or persons affiliated to any of them.

5. 交易规则

TRADE REGULATIONS

a) 严格禁止员工与竞争对手就产品价格或其他竞争手段达成任何安排或约定。

Employees must not enter into or have any arrangements or understanding with competitors concerning prices of products or other competitive policies or practices and the same are strictly prohibited.

b) 在任何与竞争对手的合资公司或合作项目中，所有的协商与讨论均应限于所涉及的具体交易本身。

In any joint ventures or projects with competitive organizations, all discussions must be limited to the specific transactions involved.

c) 参加贸易组织、研究会或其他团体，均不得进行关于公司的竞争手段或竞争实践的讨论，且不得存在可能进行此类讨论的任何迹象。

Participation in trade associations, seminars or other groups must not be, or even appear to be, an occasion for any discussions of competitive policies or practices.

d) 严格禁止与特定的竞争对手或客户达成某种安排或约定以排斥其他特定的客户或供应商。

Arrangements or understandings with a particular competitor or customer not to deal with a particular customer or supplier are strictly prohibited.

6. 采购政策

PROCUREMENT POLICY

关于采购的决定应当有集团的采购部门的参与，并应按照集团的采购政策作出。只有采购经理才有权以公司名义对外达成采购协议。本政策只有在集团的管理总监书面同意时方可有例外。

Procurement decisions are to be made only with the participation from the Group's Purchasing Department and in accordance with the procurement policies of the Group. Only the Purchasing Manager is permitted to make commitments on behalf of the Group. Exceptions to this policy may be made only with the written approval of the Group Managing Director.

声明 DECLARATION

a) 我保证，我将在任何时候均恪守、积极支持并实施上述《商业行为准则》，并同意这些规则作为我与嘉盛半导体（苏州）有限公司（“公司”）所签署的劳动合同或实习合同的一部分。

I pledge that I will adhere to and actively uphold and implement the Standards of Business Conduct at all times and agree that these standards form an essential part of the terms of my employment or attachment with CARSEM SEMICONDUCTOR (SUZHOU) CO., LTD. (“the Company”).

b) 当我知悉任何人违反或企图违反上述《商业行为准则》时，我将立即向我的主管或集团管理总监报告。

I will promptly report to my superior officer or Group Managing Director any incident or any intent by any person to contravene or breach any of these Standards of Business Conduct, if and when I have knowledge of the same.

c) 在公司对违反上述商业行为准则的行为进行调查时，我将尽我所知而全力配合，包括向公司提交关于此类违规行为的书面陈述。我了解，此类报告将会被采取保密措施。

I will co-operate with the Company to investigate the contravention or breach of any of these Standards of Business Conduct within my knowledge, including the submission of written statements of such contravention or breach. I understand that all such reports will be handled on a strictly confidential basis.

我充分了解，如果我被发现故意或过失地违反了上述商业行为准则的任何条款，我将会受到纪律处分和/或被追究法律责任，包括解除与集团的劳动合同或实习合同。

I fully understand that if I am found to be knowingly and materially or ought to have reasonably known that I was in contravention or breach of any of these Standards of Business Conduct, I shall be subjected to appropriate disciplinary actions and/or any other legal recourse, including the termination of my employment or attachment with the Group.

注：上述商业行为准则将取代在此之前该员工签署的用于规范上述1-6节所述行为的其他商业行为准则。

NOTE: The aforesaid standards of business conduct shall supersede and replace all previous standards of business conduct governing paragraphs 1 to 6 above, which the employee may have signed with the Company prior to this Declaration.

第四节 厂规及安全章程 Plant Rules & Safety Rules

在任何工作情况下，员工必须遵守厂规及安全章程。若有违犯，纪律处分。

情节严重时，公司即可与其解除合同，且可要求该员工赔偿公司损失。

Employee must follow the Company's Plant Rules & Safety Rules under all kinds of work condition. Employee who does not follow the Plant Rules & Safety Rules will be punished disciplined. Any severe breaches or violations can lead to the termination of

employment without given 30 days notice and pay back to Carsem Suzhou for any company loss incurred by the violating employee.

第五节 公司财产 Company Assets

全体员工有保护和正确使用公司财产的义务。禁止非法或不当使用公司财产。

Any employee has an obligation of protecting and properly using company assets. Illegal or unjustified use is prohibited.

1. 私人电话 Personal Telephone Calls

为尽可能减少对工作的干扰，保证公司通信系统的畅通，公司不允许较长时间的私人通话，无论此种通话是呼入还是呼出。

To minimize disruption at work and free up our communication systems lengthy personal calls are not acceptable regardless of whether they are outgoing or incoming calls.

2. 计算机资源的使用 Use of Computer Resources

所有员工须遵守嘉盛公司的IT政策。

All the employees must strictly follow IT policy of Carsem Suzhou.

3. 电子邮件与因特网 Email & Internet

任何人不得在公司内部向没有必要知道有关电子邮件内容（含其中保密信息）的未获得权限知悉上述电子邮件内容的其他嘉盛员工散发电子邮件

The distribution of any email to any authorized personnel of Carsem Suzhou who has NO need to know such confidential information contained in the email is prohibited within the company.

4. 垃圾邮件 Unsolicited E-mail

请及时删除您的垃圾邮件

Please delete your Unsolicited E-mail immediately.

5. 员工在业务中，必须遵守相关财务制度和业务制度。

Employee must comply with relevant accounting procedures and transaction policies in conducting business.

6. 一切公司资金和财产均应按实入帐，不得以任何理由虚报或瞒报。

All company funds and assets must be disclosed and recorded. No false or misleading entries for any reason are allowed.

7. 禁止因私人目的使用包括通讯设备等在内的公司财产。

Any use of company property including communications facilities for personal interest or gain is prohibited.

第七章 劳工、人权与商业道德及健康与安全

Chapter VII Labor, Human Rights & Ethic and Health & Safety

嘉盛半导体（苏州）有限公司确认其有责任采取一切合理的防范措施，以提供并维持一个安全、健康以及符合所有法规和惯例的工作环境，同时建立OHSAS体系及相关体系内容。

Carsem Semiconductor (Suzhou) Co., Ltd. recognize that we have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice as well as set up OHSAS system and other relevant system content.

员工将不会因提出安全方面的质疑而被惩罚，并且有权拒绝不安全的工作环境，直至管理层对此引起充分重视。

Employee will not be disciplined for raising safety concerns and shall have the right to refuse unsafe working conditions until management adequately addresses these concerns.

对于遭受职业病伤害或疾病员工返回岗位工作，公司会予以协调。

Company will facilitate return of workers to work after occupational injury or illness.

公司不允许强迫劳动以及对员工进行任何形式的打击报复。

Forced labor or revenge is strictly prohibited by company.

公司尊重员工在工作期间的的基本活动自由，例如喝水、上厕所等基本活动自由

。

Company respects / allows employee's basic freedom rights during working time, such as drinking, toilet etc.

公司尊重员工的宗教信仰和宗教自由，如员工有宗教方面的需求，公司会提供必要的场所，内部紧急集合点和全部支持。

Company respects employee's religious belief and freedom of religious. If employee has the requirement in terms of religious, company will provided necessary place and fully support.

只要是切实可行的，公司将特别关注：

The company will, so far as is reasonably practicable, pay particular attention to:

公司所提供并负责维修保养的设备和系统是安全可靠的。

The provision and maintenance of plant and systems of work those are safe and healthy.

对物品和原料的使用、掌控、储存以及运输安排，确保安全并无健康隐患。

Arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.

在工作中提供各种信息、指示、培训和监督管理以保证员工和他人安全健康。

The provision of such information, instruction, training and supervision to ensure the health and safety at work of employees and others.

工作场所的管理，确保工作安全。

The control of the place of work. Maintaining it in a safe condition.

工作场所出入口的安全畅通。

The provision of a safe means of access to and egress from the place of work.

维护工作环境，保证其安全无健康隐患。提供充分的劳动保护。

The maintenance of a working environment that is safe, without risks to health and provides adequate facilities and arrangements for welfare at work.

员工必须遵守和服从公司的一切安全规章制度。

Employee must comply with all requirements and instructions related to production safety and security.

嘉盛苏州投诉热线

总经理办公室：62588883-6888

人力资源部经理办公室：62588883-6890

投诉邮箱地址：whistlerblower@carsem.com

第八章 奖惩制度

Chapter VIII Reward and Punishment

1. 公司对表现优异的员工给予奖励。

Company will give reward to any employee who performs well.

2. 违纪处分 Disciplinary Rules

依据《嘉盛员工违纪违规行为纠正措施与质量赔偿实施政策》。

Please refer to “Employee Discipline Corrective Action and Quality Compensation Policy & Procedures”.

员工手册

Employee Handbook

本人确认收到并知悉、理解嘉盛半导体（苏州）有限公司员工手册，公司已向我解释了员工手册的内容、提供了有关员工手册的培训，并充分解答了我提出的有关员工手册的疑问。

This is to acknowledge that the Employee Handbook has been explained to me, and any questions I may have had, have been answered.

我知道违反此手册可能导致纪律处分、包括劳动合同的解除。其他严重的不正当行为，即此手册中未提及者但在其他嘉盛半导体（苏州）有限公司规章制度中有所规定的，同样可能受到纪律处分。

I understand that violations of the rules outlined in the Employee Handbook may result in disciplinary action, including discharge. Other serious misconduct, even though not mentioned in the rules, may also be subject to discipline.

员工姓名： _____

身份证号： _____

员工签名Employee Signature 年/Year 月/Month 日/Day