Tel: +82-(0)2-539-0098 Fax: +82-(0)2-539-4167 www.k-labor.com

# **Employment Agreement (General)**

Ltd. (herein after, 'the Company') hereby offers employment and [Name]
(hereinafter, 'the Employee') accepts the offer of employment pursuant to the terms and conditions set forth
below.
1. Commencement of Employment: [Date]
2. Work title: [Title]
Location: Company's office in Seoul, South Korea
(Korea) Ltd.,
[Address]
The Employee's title and location of work may subsequently be changed by the Company pursuant to the
Company's work requirements.

# 3. Probationary Period

The Employee shall be subject to a probationary period of three (3) months beginning on the date of commencement of employment. However, the probationary period may be extended, omitted or shortened by the Company when determined to be necessary or appropriate by the Company. If during the probationary period, the company determines, under its sole discretion that the Employee is unfit for employment with the Company because of insufficient skills, inadequate work performance, character, attitude or any other business reason, the Company may terminate this agreement without any advance notice and with no compensation. In such case, the Company shall only be liable for payment of the number of days worked by the Employee.

#### 4. Compensation

The Employee's total compensation will consist of the following amounts, which include meal charge and transportation fee:

Gross annual salary: W 00,000,000 KRW, 12 months payment (Monthly salary: W 00,000,000 KRW)

Each such installment of salary for the period from the 1th day of the current month to the end of the current month shall be deposited directly into the bank account(s) designated by employee in writing to the Company.

The salary for each month shall be payable on the 25th day of the month, In the event the 25th day falls on a non-work day, the salary shall be paid on the preceding work day, If the Employee has worked for less than the full calendar month, his/her monthly salary will be reviewed on a pro rate basis. The salary shall be reviewed and adjusted annually.

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### 5. Working hours and holidays

Working hours are 8 (eight) hours per day and 40 (forty) hours per week from 9:00am to 6:00pm Monday through Friday, with lunch time recess from 12:00am to 1:00pm. Working days shall be from Monday to Friday. Holidays shall be weekly holiday(Sundays), Labor Day and all government official holidays of the Republic of Korea.

#### 6. Overtime Work

You are required to work overtime when the Company deems necessary.

#### 7. Annual Leave

The Employee shall be granted 15 days for attendance without absence during the previous period of one (1) full year. For details, please refer to the staff manual.

### 8. Severance Pay

The Company will pay the Employee severance pay, which will accrue at the rate of one month's average wage, for each consecutive year of service in accordance with the labor standards Act. The Employee will not be eligible for any severance pay until the Employee has been employed by the Company for one year or more.

### 9. Conflict of interest and Non disclosure of information

During the period of this agreement, the Employee will neither perform any services for any competitor of the Company or for any subsidiary of a competitor, nor shall the Employee otherwise serve any conflicting interest, unless the Company first consents in writing.

Any information the Employee obtains about the company, its subsidiaries, parent companies and customer company during the course of employment pursuant to this agreement, is proprietary and to be maintained in confidence. The Employee agrees not to disclose such information without the prior written consent of the Company during employment and three years after termination of the agreement.

### 10. Termination

- 1. The company may terminate this agreement with just cause by giving the Employee 30 days advance notice, or in lieu of, 30 days payment of normal wage.
- 2. The Employee who wishes to voluntarily leave the Company shall submit a Leave Request Form 30 days prior to the actual leave date. The Employee shall fulfill his/her duty and work sincerely until the Company processes their retirement request.

# 11. Company regulations

The Employee shall faithfully perform the duties to him/her by the Company and shall fully comply with all Company regulations which shall be communicated to him/her and which may be modified by the company from time to time.

Room #1501, A-1501 406, Teheran-ro, Gangnam-gu, Seoul, 06192, Republic of Korea

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## 12. Others:

All matters which are not provided for in this agreement, including, but not limited to leave and accident compensation, are governed by the Labor Standards Act and the Rules of Employment which may be subsequently adopted by the Company along with other rules and regulations to be established by the Company. The Employee is not entailed to any benefits unless otherwise provided for in the Company regulations or this agreement.

This agreement was entered into on the [Date].

The Employee	The Company	
Name :		Ltd
Signature :		
Address:		[Address]
Telephone No. :		
Date of Birth:		