

## **Domestic Business Trip Regulations**

### **Article 1. Purpose**

These regulations provide basic principles and procedures concerning an employee's domestic trips on company business.

### **Article 2. Definition**

Domestic business trip means a trip within Korean territory by an employee for company business. Domestic business trips are divided into "business trips" and "working outside". "Business trips" mean traveling at least one day (generally longer than 12 hours), while "working outside" means traveling less than a day (generally shorter than 12 hours) without staying overnight.

### **Article 3. Permission to Travel**

Every domestic business trip by an employee requires advance permission from the Head of Department (HD), or Senior Manager in charge if the HD is not available.

### **Article 4. Application Form**

Employees who will go on a business trip must get approval from the HD or Senior Manager in charge through a "Domestic Business Trip Application Form" (See attachment #1). Upon approval, the application shall be passed to the Accounting Team to cover the expenses in advance. One copy shall be kept by the employee's department.

### **Article 5. Domestic Travel Expenses**

Domestic travel expenses are divided into three (3) items.

- a. Transportation
- b. Lodging
- c. Meal Allowance and other expenses

### **Article 6. Transportation Expenses**

- (1) Transportation should take the shortest route. The mode of transportation (bus, train, airplane, ship) shall be used in a way that the most efficient and the most economic result is ensured.

- (2) The means of city transportation shall be public transportation on principle. In exceptional cases, however, other means can be considered upon evaluation by the HD.
- (3) The cost of public transportation shall be paid with a receipt of the actual amount spent.

#### **Article 7. Hotel Charges**

The actual hotel charges will be paid in accordance with the number of nights stayed for business purposes.

- HD & above: Actual expense
- Lower than HD: Up to a max. of KRW 100,000 (actual expense)
- Female staff members: A proper hotel should be chosen to avoid any negative impressions.
- If the employee travels together with his/her superior, he/she should stay at the same hotel as his/her superior and the same lodging fee shall be paid.

#### **Article 8. Meal Allowance and Other Expenses**

- (1) Meal allowance/cost for HD or above shall be paid according to actual expenses, while meal allowance/cost for lower positions shall be KRW 30,000 per day on the basis of KRW 10,000 for each meal of breakfast, lunch and dinner.
- (2) A fixed KRW 30,000 sundry allowance is available for laundry services or short and long distance phone calls, etc. Other expenses related to work performance such as international phone calls will be handled separately.

#### **Article 9. Usage of Personal Vehicle**

- (1) In the event that an employee uses a privately-owned vehicle for company business purpose, the Company shall pay a vehicle allowance for the distance actually covered on the business trip.
- (2) Private vehicles shall be used only in exceptional cases after consideration by the HD. If possible, the employee should use public transportation for the sake of avoiding any incidents.
- (3) Costs shall be reimbursed in the following way:

KRW 500 / km
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\* Calculation criteria: Gas + Oil + Depreciation etc., but excluding highway tolls

#### **Article 10. Long-term Business Trips**

For long-term business trips exceeding 30 days, the HR Team shall discuss with the related HD and decide on the expected amount of expenses described above.

#### **Article 11. Working Hours**

During the business trip, the employee shall be regarded as working normal office hours. Overtime shall not be considered in principle. For exceptions to this paragraph, the HD shall discuss with the HR Team and together make a decision.

#### **Article 12. Travel on Weekends/ Holidays**

For a business trip scheduled on a weekend or holiday(s) on account of business, the driving or flight hours spent on such weekend or holiday(s) will be compensated with time off on another date or paying overtime for the hours traveled. In this case, the HD shall discuss with the HR Team and together make a decision.

#### **Article 13. Report and Settlement of Expenses**

All travel expenses must be reported to the HD and settled through the Expense Claim Procedures, with receipts attached, within a week after returning.

#### **Article 14. Exceptions**

Any exceptions to these regulations requires prior approval from the CEO in charge of the department.

**Article 15. Enforcement:** The enforcement date that will be approved by the CEO.