

SUPPLEMENTARY EMPLOYMENT

Summary

It is the policy of the Company to regulate the extent and scope of supplementary employment/business activities outside the employment of ○○ engaged by any permanent employees of the Company.

Procedures And Practices

If an employee wishes to engage in supplementary or business activities outside the employment of ○○, he should first consult his immediate supervisor, then obtain written permission from his Business/Functional Leaders.

The principles which should be observed before permission is granted are:-

- the employee's normal and regular work performance should not be affected
- there should be no conflict of interest between the activities which the employee proposes to engage in and ○○'s businesses
- it should not contravene ○○'s Business Policies as stated in "What We Stand For".

After permission is granted, the employee should be seen to observe strictly the Company working hours as stated in the relevant part of ○○ 'Rules of Employment'. The Business / Functional Leaders should withdraw permission if the employee is not observing the normal working hours required by all Company employees.

If the employee's supplementary employment or involvement in business requires him to be a director of a locally registered company, permission should be granted only after consultation with the Company's legal counsel with details of the company's business and activities.

Although all regular employees are provided with medical benefits, the cost of addressing medical problems caused by regular supplementary employment outside the Company will not be borne by the Company."

This policy will be effective from 1st of Jan, 20xx, and reviewed annually to keep competitiveness with other competitors of Korea and Korea market situation.