

Expenses support for foreign language study

1. Purpose

- To satisfy the appetite for language studies of employees
- To improve work efficiency through the fluent communications

2. Applicant

- Regular employees
- Applicant for it and whose job is admitted necessary for foreign language skills at present or in the future by the department head.

3. Support

- Individual support to those who attend the foreign language institutes (English or German)
- Reference
 - 1) A case of inviting foreign language instructor to the company (rejected)
 - Due to the differences of language skills among employees, the class needs to be divided into several. Moreover, the attendance rate will be dropped later in the course of its studies, which is what we learned at the English class in 1997.
 - 2) A case of fixing one specific language institute (rejected)
 - Due to different location of the employees' residence, one fixed institute will cause much trouble for those who live far away from there.

4. Amount for support

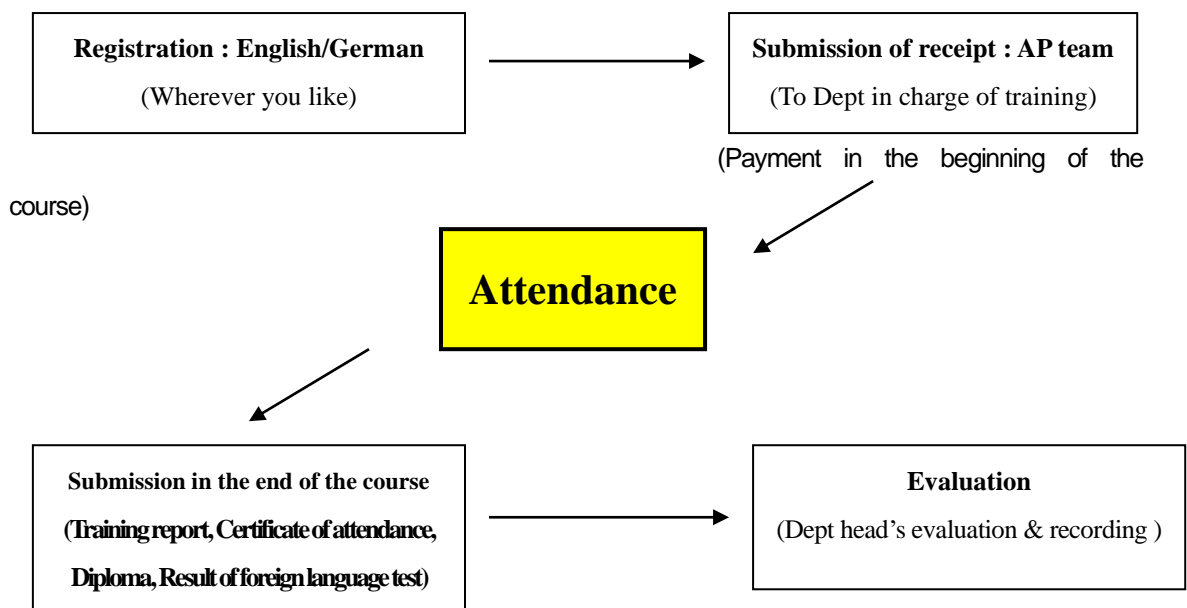
90% of actual expenses for the receipt of a tuition fee (individual burden : 10%). However, expenses for a textbook or others shall not be included. The limit of its support is up to 100,000 won.

5. Conditions

- ① Attending the institute shall be done before or after work.
- ② The length of the institute registration shall be one month in the shortest, but not over 12 months in the longest.
- ③ The attendants shall attend the class sincerely and strive to improve their foreign language skills and also submit **the training report** as well as **the certificate of their attendance** for their language course in the end of their course.

- ④ The attendants shall submit the **result of foreign language test such as TOEIC, etc.** in the end of their course.
- ⑤ The department head shall make evaluation at the language skills of the employees concerned per a quarter according to the training procedure (SP 418-01).
- ⑥ After completing the regular course of over 6 months, his/her opportunity of attending next course shall be possible after the length of 12 months.
- ⑦ If the attendant quits in the middle their course, he/she must return the amount supported by the company.
 - 12 months-long course : 6 months or more compulsory attending
 - 6 months-long course : 6 months or more compulsory attending
 - Registration to mid-level course : 6 months or more compulsory attending
 - * 3rd level attending (12 months-long course) : To the end of the course
 - * 5th level attending (12 months-long course) : 4 months

6. The procedures for expenses support



7. Limit of support

- ① If the attendance rate is dropped under 80 percent, the support shall be ceased for the following month.
- ② In reference of the department head's evaluation, if an attendant doesn't make efforts at all or show any improvement at the language skill, the support for him/her shall be ceased.