

Equity Related Policy

Full Time Employment

本公司招聘的员工均为全职员工。

All employees will be recruited and employed on full-time basis.

Pay Scale Equity

薪酬支付制度及发放规定 Remuneration Policy and Rules of Release

第一条：本公司支持关于性别薪资比例平等的政策，为使薪酬核算及发放更具合理性，明确薪酬核算标准，特制定本规定。

Article 1. It's policy of Elegant to allow man and woman getting equal pay for equal work and Elegant hereby establishes the rules under this section to specify standards/criteria of remuneration accounting for a more justifiable accounting and releasing of remuneration.

第二条：各车间员工实行计件制工资制，并做到员工工资结算透明化。充分体现多劳多得的分配原则。计件工资标准按（生产部计件工资核算标准）结算。

Article 2. A straight piece-rate system based on accounting standard of the Production Department will be implemented for workers/operators of all workshops, process of accounting shall be made clear to all to fully demonstrate the distribution principle of "more pay for more work".

第三条：管理人员实行标准工资与考核工资相结合。

Article 3. Wage/pay for management staff shall consist of their basic wage and merit pay/performance -related pay.

第四条：本公司薪酬支付中本着男女平等的原则，实行男女同工同酬，控制好男女之间的薪资差异。

Article 4. Based on its gender non-discrimination principle, It's policy of Elegant to allow men and women getting equal pay for equal work and ensure pay scale equity duly.

第五条：控制好员工和高管人员的薪酬差异比。

Article 5. Pay scale for general staff and senior management will be properly managed.

第六条：员工的工资确保能够保证两名成年人的最低生活保障，新入职员工前六个月薪资除外。

Article 6. Wage of the employee(s), except the newly recruited in his/her first six months of employment, shall be sufficient to cover basic living allowance of two adults.

第七条：法定节假日按规定发放节假日工资。

Article 7. The employee(s) working in legal holidays shall be entitled to payment of holiday wages.

第八条：加班工资核算发放：加班工资按计件工资的 1.5 倍或 2 倍计算，法定节假日加班按计件工资的 3 倍结算。不实行计件工资的员工加班，按其基本工资执行以上标准。

Article 8. Overtime wage: 1) workers of straight piece-rate system shall get paid at a 1.5x or 2x rate for their general overtime work and at a 3x rate for any overtime work in legal holidays. 2): equivalent rule will be applied to those getting paid on basic wage basis, namely, 1.5x or 2x for general overtime work and 3x for overtime work in legal holidays.

第九条：如当月工资计算发放有误的，由员工本人向车间领导提出，生产统计核实后，可在下月工资中补发。

Article 9. Wage/pay errors or mistakes of any month shall be reported by the affected individual to leader of the workshop, which will be reviewed/verified by statistician and corrected accordingly along with wage of the next month.

第十条：各车间计件工资结算在每月 8 号前交生产部审核后交财务部，财务部报经总经理审核同意后。于每月 15——18 日发放工资，遇例假后延。

Article 10. Wage/Pay for workers of the straight piece-rate system shall be released on monthly basis at a Pay Day between the 15th day and 18th day of the month (or the day after if the Pay Day happens to be a legal holiday) based on monthly settlement statement approved by the General Manager upon his/her receipt of the statement reported to the Production Department for review before the 8th day of each month and duly verified by

Financial Department.

Employee/Union Friendly

第一条：尊重每位员工的尊严，维护员工切身权益，确保为员工营造一个没有骚扰和虐待的舒适、公平及安全的工作环境。尊重来自五湖四海员工的文化差异。

Article I. Elegant shall respect the dignity of every employee, safeguard every employee's legitimate rights and interest and ensure all the employees work in a comfortable, fair and safe environment which is free from harassment and abuse. Elegant shall respect cultural difference of employees from different parts of the world.

第二条：公司禁止一切公开或暗地里实施的骚扰员工行为。

Article II. Elegant shall forbid any harassment of employees committed openly or covertly.

第三条：公司禁止一切公开的或暗地里实施的虐待员工行为。

Article III. Elegant will forbid any abuse of employees committed openly or covertly

第四条：公司禁止一切歧视行为，特别是在聘用、报酬、晋升、解职等事项，不因包括涉及种族、社会阶层、国籍、宗教、体能、残疾、性别、性取向、工会会员、区域而受到歧视。

Article IV. Elegant will forbid any discrimination, especially concerning employment, remuneration, promotion, dismissal and ensure no employees are discriminated due to their race, social stratum, nationally, religion, physical capability, disability, gender, sexual orientation, membership of labor union or birthplace.

第五条：男女员工享有平等的就业权利，在录用员工时，除国家规定的不适合妇女的工种或岗位外，不以性别为由拒绝录用妇女或者提高对妇女的录用标准，不对女员工生理期间产生工作歧视行为。控制好员工性别平衡，控制好高管人员性别平衡。

Article V. In Elegant, female employees shall have the same rights related to employment as the male employees. In employing employees, Elegant will never close doors to eligible female candidate or adopt higher employment criteria for women than for men except for the positions or trade which are deemed unsuitable for women as stipulated in applicable regulations by state governments. Furthermore, Elegant will forbid any work-place discrimination against women in their periods. Elegant will take actions to ensure that women account for an appropriate percent of the workforce and women account for an appropriate percent of the executive management.

Living Wage

薪酬支付制度及发放规定

Remuneration Policy and Rules of Release

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Family Friendly

员工请假：

Employee's application for leave

1、事假：因事必须本人处理者可请事假（外省市员工视路途情况，事假包括路途在内，不得超过 30 天）。

Private affair leave: the employee may ask for a private affair leave if there're issues have to be handled by him/her personally (30 days in maximum including time-in-transit for non-local employees)

2、病假：因病治疗或休养，应凭镇级医院证明申请病假。

Sick leave: the employee may ask for a sick leave for treatment of one's illness or rehabilitation purpose by representing certificate issued by a hospital of country level or above.

3、婚假：员工符合条件结婚，结婚可请假 7 天，外省可视情况给予一定的路程假。

Marital leave: the employee satisfying the state's rules of getting married may ask for a marital leave of 7 days plus days for transit deems necessary for a non-local employee.

4、产假：女工凭准生证请假，产妇准假不少于 98 天（包括 15 天产前休息）。

Maternity leave: female employee may ask for a maternity leave of no less than 98 days including 15 days for prenatal rest.

5、丧事假：直系亲属：祖父母的准假一天，父母或岳父母的准假三天，外省可视情况给予一定的路程假。

Funeral leave: the employee may ask for a funeral leave of one day in case of funeral of one's grandparent or a funeral leave of three days in case of funeral of one's parent or parent in law, non-local employee in this case may be granted with certain days deemed necessary for travel.

6、其它假期：因突发事件凭有关证明临时批假。

Other type of leaves: The employee may ask for temporary leave in case of contingencies by presenting relevant testimonial evidences/certificates.

女职工和未成年工劳动保护规定

Female Employees and Underage Worker Related Labor Protection Rules

第一条：公司明确规定，录用员工必须年满十八周岁，十八周岁以下不予录用。

Article 1. Elegant expressly specifies that only candidate of 18 years or older could be employed.

第二条：女职工怀孕期间，公司不得安排其去底层、印刷车间作业，各部门在安排上尽可能给予照顾，不安排加班和上夜班作业。

Article 2. Female employees in term of pregnancy shall not be assigned to roles/posts in frontline of workshop or printing workshop, all departments shall give due consideration/care as far as possible by not assigning them with overtime work or nightshift work.

第三条：女职工符合生育条件，生育期间享受上级规定的产假工资。

Article 3. Female employees meeting childbearing-related conditions shall be entitled to maternity pay during childbearing period.

第四条：产假期满后，本人需要申请延长休息时间的，作为事假办理。

Article 4. The employee may ask for personal affair leave if she deems necessary by end of the maternity leave.