

Worker Benefit Related Policy

福利及劳保用品发放规定

Policy on Benefits in Kind and Personal Protective Equipment (PPEs)

第一条：行政、后勤部门

Article I. Administrative and General Affairs Departments

毛巾每人按季一条，洗衣粉一袋。

1 towel and 1 pack of detergent shall be provided to every employee from the two departments every quarter.

食堂每月洗衣粉 30 包，毛巾 10 条，乳胶手套、纱手套按以旧换新领用。

30 packs of detergent and 10 towels shall be provided to the canteen and the employees from the canteen can return used latex gloves and cotton gloves in exchange for new ones.

驾驶员每季度纱手套 12 付。

12 pairs of cotton gloves shall be made available to drivers every quarter.

食堂、环卫、装箱、门卫、仓库员工每三个月发洗发水一瓶。

1 bottle of shampoo shall be made available to canteen worker, housekeeping workers, container loading workers, gate guards and warehouse workers every three months.

第二条：基材车间

Article II. Backing Materials Workshop

叉车班每人每月纱手套按以旧换新领用；基材车间叉车工每人每月洗发水 1 瓶；3M 口罩 10 只。

Every forklift operator can return used cotton gloves for new ones every month; one bottle of shampoo and ten 3M masks shall be made available to every forklift operators in backing materials workshop every month.

每人每季度洗衣粉大袋 1 袋、毛巾 1 条，底层叉车工毛巾 3 条。

One large pack of detergent and one towel shall be made available to every worker in the workshop every quarter while three towels shall be made available to forklift operators every quarter.

每人每年袖套 2 付，修叉车员工每年 4 付，另外三年更换一次保暖大衣和雨裤，修车每月公用洗衣粉 1 小袋。

Two pairs of oversleeves shall be made available to every worker in the workshop every year and four pairs of oversleeves to repairers of forklifts. In addition, new warm coats and rain-proof pants shall be provided to repairers of forklifts every three years. Every month, one small pack of detergent shall be made available for shared use by the crew maintaining forklifts.

后勤搅拌：Mixing:

每人每季度袖套 1 付；平台下员工每人每月 3M 口罩 15 只，夏天 6 月-9 月 18 只，平台上员工加厚 3M 口罩 10 只；半面胶手套 10 付；洗发水 1 瓶；肥皂 2 块。

One pair of oversleeves shall be made available to workers assigned to mixing position every quarter; Fifteen 3M masks shall be made available to every worker working below the mixing platform every month except June to September and 18 masks every month from June to September; ten 3M extra-thick masks shall be made available to workers working on the mixing platform every month. Ten pairs of partially coated gloves, one bottle

of shampoo and two bars of soap shall be made available to every worker assigned to mixing position every month.

每人每季度洗衣粉大袋 2 袋，毛巾 3 条，长围裙 1 条。

Two large packs of detergent, three towels and one long apron shall be made available to every worker every quarter.

后勤粉碎：

Crushing:

每人每月袖套 2 付；3M 口罩 20 只；半面胶手套按以旧换新领用；长围裙每 2 月发 1 条；耳塞 3 付；洗发水 1 瓶；肥皂 1 块。

Two pairs of oversleeves and twenty 3M masks shall be made available to every worker assigned to crushing position every month. Workers assigned to crushing position can return used partially coated gloves for new ones. 1 long apron, 3 pairs of earplugs, 1 bottle of shampoo and 1 bar of soap shall be made available to every worker assigned on crushing position every two months.

每人每季度洗衣粉大袋 1 袋，毛巾 3 条。另外 7—9 月每人发放花露水 1 瓶。

1 large pack of detergent and 3 towels shall be made available to every worker assigned to crushing position every quarter. One bottle of toilet water shall be made available to every worker assigned to crushing position during the period from July to September.

后勤配料卸货：

Unloading:

每人每月 3M 口罩 12 只，加厚 3M 口罩 3 只；半面胶手套 6 付；洗发水 1 瓶；肥皂 1 块。

每人每季度洗衣粉大袋 1 袋，毛巾 3 条。

Workers assigned to unloading position shall be each provided with twelve 3M masks, three 3M extra-thick masks, 6 pairs of partially coated gloves, 1 bottle of shampoo and 1 bar of soap every month and 1 large pack of detergent and 3 towels every quarter.

车间条线：Production Lines:

每人每季度袖套 2 付；3M 口罩密炼工 15 只，夏天 6 月-9 月 18 只；分切工 8 只，夏天 6 月-9 月 10 只；辊机防毒口罩两个月更换一次；辊机、密炼工纱手套按以旧换新领用；洗发水 1 瓶；肥皂 1 块；耳塞 3 付。

2 pairs of oversleeves shall be made available to every worker on production lines every quarter. Workers assigned to internal mixing position shall be each provided with fifteen 3M masks every month except June to September and 18 masks every month from June to September. Cutters shall be each provided with 8 masks every month except June to September and 10 masks every month from June to September. Operators of roller machines can obtain new gas masks every two months. Operators of roller machines and workers assigned to internal mixing position can return used cotton gloves for new ones. 1 bottle of shampoo, 1 bar of soap and 3 pairs of earplugs shall be provided as well.

每人每季度洗衣粉大袋 1 袋，毛巾 3 条。另外 7—9 月密炼工发放花露水 1 瓶。

Workers on production lines shall be each provided with 1 large pack of detergent and 3 towels every quarter. In addition, workers assigned to internal mixing position shall be provided with 1 bottle of toilet water for the period from July to September.

车间公用洗衣粉每月 3 小袋，密炼岗位每月发放短围裙 1 条。

3 small packs of detergent shall be made available for shared use in the workshop every

month and 1 short apron shall be made available to workers assigned to internal mixing position every month.

工作服发放：两年更换一次，发放夏季三件冬季二件；叉车员工、办公室、班长夏季、冬季两件。

Front-line workers can obtain new working uniforms for summer consisting of 3 pieces and new working uniforms for winter consisting of 2 pieces every two years. Working uniforms for summer consisting of two pieces and for winter consisting of 2 pieces shall be made available to forklift operators, office workers and shift leaders.

注明：班组长袖套每季度发放 1 付，电脑操作员每月发放口罩 3 只。

Notes: 1 pair of oversleeves shall be made available to shift leaders every quarter and 3 masks to computer operators every month.

第三条：热压车间

Article III: Hot Pressing Workshop

肥皂：每月公用肥皂 6 块。洗衣粉：每人每季度 1 袋。毛巾：每人每二个月发 1 条。

6 bars of soap shall be provided for shared use in the workshop every month; 1 pack of detergent shall be provided to every worker in the workshop every quarter and 1 towel every two months.

手套：行车工、垫底料岗位员工、后勤打扫卫生、班组长、回火员工每人每月按以旧换新领用，带胶皮耐酸手套以旧换新领用。

Overhead crane operators, backing material layer, housekeeping workers, shift leaders and workers assigned to annealing process can return used gloves for new ones every month and return used acid resistant gloves for new ones.

袖套：行车工每人每年 2 付。

Overhead crane operators shall be each provided with two pairs of oversleeves every year.

围裙：铺料工每人每年 4 条。

Workers assigned to work with auxiliary materials shall be each provided with 4 aprons every year.

淋膜岗位防毒面具每年 2 只。

Workers responsible for film sprinkling shall be provided with two gas masks every year.

洗发水：一线员工每月发一瓶洗发水。

1 bottle of shampoo shall be provided to front-line workers every month.

工作服：冬季工作服每 2 年更换一次 2 件。夏季工作服每 2 年更换一次 2 件。

Every worker in the workshop can obtain new working uniforms for winter consisting of 2 pieces and new working uniforms for summer consisting of 2 pieces every two years.

第四条：成品背胶、商用

Article IV: Workshop for Back Gluing and Pre-sale Treatment for Finished Products

每月公用肥皂 6 块。职工每人每季度洗衣粉一袋，毛巾每人每季度一条，围裙或饭单每年 2 条。

6 bars of soap shall be made available for shared used in the workshop every month.

Workers in the workshop shall be each provided with 1 pack of detergent and 1 towel every quarter and 2 aprons or overclothes every year.

纱手套：机修工、挡车工岗位、放片员岗位、拉纸盒、绕包、拉包岗位、木工岗位按以旧换

新领用。

Mechanics, machine operators, sheets layers, carton box handlers, package wrappers, package movers and carpenters can return used cotton gloves for new ones.

胶手套：检验、打包岗位按以旧换新领用。

Inspectors and packers can return used rubber gloves for new ones.

耳塞：每月 1 付。

1 pair of earplugs shall be provided to every worker in the workshop every month.

木工房每人每月防尘口罩 5 只， 7-9 月份每人每月毛巾 1 条。

Carpenters shall be each provided with 5 dust masks every month and 1 towel every month from July to September.

工作服：放片、打包岗位员工夏季工作服 3 件两年更换一次，冬季工作服 2 件 2 年更换一次。每三个月发洗发水一瓶。

Sheets layers and packers can obtain new working uniforms for summer consisting of 3 pieces and new working uniforms for winter consisting of 2 pieces every two years. One bottle of shampoo shall be made available every three months.

第五条：精加工车间

Article V: Finishing Workshop

每人每季度洗衣粉 1 袋、毛巾一条。每月公用肥皂 2 块，每人每月胶手套按以旧换新领用。

挡车工每人每月纱手套按以旧换新领用。女职工围裙每年 2 条，自动削边岗位每人每月耳塞 2 付。

Workers in the workshop shall be each provided with 1 pack of detergent and 1 towel every quarter. 2 bars of soap for shared use shall be made available every month. Every worker in the workshop can return used rubber gloves for new ones every month. Workers assigned to operate machines can return used cotton gloves for new ones every month. Two aprons shall be provided to women workers every year and workers assigned to operate automatic edge cutter shall be each provided with 2 pairs of earplugs every month. 每三个月发洗发水一瓶。

Workers in the workshop shall be each provided with 1 bottle of shampoo every three months.

夏季工作服 3 件两年更换一次，冬季工作服 2 件 2 年更换一次。

Every worker in the workshop can obtain new working uniforms for summer consisting of 3 pieces and new working uniforms for winter consisting of 2 pieces every two years.

第六条：彩艺划料车间

Article VI: Printing & Cutting Workshop

印刷岗位：每月手套按以旧换新领用；每季度洗衣粉 1 袋、毛巾 1 条。确保每人有防毒口罩每人 1 只，橡胶手套每人按以旧换新领用。每人每季香皂 2 块，

Every worker assigned to printing position can return used gloves for new ones every month and shall be provided with 1 pack of detergent and 1 towel every quarter. Ensure that one gas mask is available to every worker in the workshop and every worker in the workshop can return used rubber gloves for new ones. Every worker in the workshop shall be provided with 2 bars of soap every quarter.

划料岗位：每人每季度洗衣粉一袋，毛巾按季一条，压样领料岗位每月每人手套按以旧换新

领用。围裙每年 2 条、袖套每年每人 2 付。

Every worker assigned to cutting position shall be provided with 1 pack of detergent and towel every quarter and provided with 2 aprons and 2 pairs of oversleeves every year. Workers responsible for pattern pressing and materials obtaining can return used gloves for new ones every month.

每三个月发洗发水一瓶。

Every worker in the workshop shall be provided with 1 bottle of shampoo every three months.

第七条：成品冲检车间

Article VII: Workshop for Punching and Examination of Finished Products

每月公用肥皂 3 块每人每月手套按以旧换新领用，每季度洗衣粉一袋、毛巾一条。

3 bars of soap shall be made available for shared use in the workshop every month. Every worker in the workshop can return the used gloves for new ones every month. 1 pack of detergent and 1 towel shall be made available to every worker in the workshop every quarter.

耳塞：削边岗位每人每月耳塞 2 付。

Earplugs: Every worker assigned to edge cutting position shall be provided with 2 pairs of earplugs every month.

每人每年围裙 2 条，夏季工作服 3 件 2 年更换一次，冬季工作服 2 件 2 年更换一次。

Every worker in the workshop shall be provided with 2 aprons every year and can obtain new working uniforms for summer consisting of 3 pieces and new working uniforms for winter consisting of 2 pieces every two years.

每三个月发洗发水一瓶。

1 bottle of shampoo shall be provided to every worker in the workshop every three months.

第八条：机修车间

Article VIII. Maintenance Workshop

每月公用肥皂 3 块，公用洗衣粉 1 大袋。每人每月手套夏天 5 付，冬天 10 付。

3 bars of soap and 1 large pack of detergent for shared use shall be made available to maintenance workshop every month. 5 pairs of gloves shall be made available to every worker in maintenance workshop every month in summer and 10 pairs of gloves every month in winter.

底层机修工每人每月洗发水 1 瓶、口罩 5 只。电工每人每月洗发水 1 瓶、口罩 5 只，每人每季度洗衣粉 1 袋、毛巾 1 条。袖套每人每季度 3 付，底层机修工、电工每人每季度毛巾 3 条。

1 bottle of shampoo and 5 masks shall be made available to every front-line mechanic and every electrician every month. 1 pack of detergent and 1 towel shall be made available to every electrician every quarter. Three pairs of oversleeves shall be made available to every worker in the workshop every quarter and 3 towels to every front-line mechanic and electrician every quarter.

电工绝缘鞋和机修工劳保鞋每年 1 双。

Every year, every electrician shall be provided with 1 pair of insulated shoes and every mechanic be provided with 1 pair of protective shoes.

一线员工每两个月发一瓶洗发水。

1 bottle of shampoo shall be made available to front-line workers in the workshop every two months.

第九条：挤塑车间 Article IX: Extrusion Molding Workshop

每月公用肥皂 2 块。

1 bar of soap for shared use shall be made available to the workshop every month.

每人每季度洗衣粉一袋、毛巾 1 条、条线口罩每月 8 只，手套按以旧换新领用。打料工每人每月橡胶手套按以旧换新领用，封切工口罩 4 只，手套按以旧换新领用。

1 pack of detergent and 1 towel shall be made available to every worker in the workshop every quarter. Every worker on production lines shall be provided with 8 masks every month and can return used gloves in exchange for new ones. Every worker assigned to material crushing position can return used rubber gloves for new ones on monthly basis. Workers assigned to cutting position shall be each provided with 4 masks every month and can return used gloves for new ones.

每三个月发洗发水一瓶。粉料员工、条线平台投料员工每两个月发洗发水一瓶。

1 bottle of shampoo shall be made available to every worker in the workshop every three months except workers assigned to work with powdered materials and batching workers, who shall be provided with 1 bottle of shampoo every two months.

第十一条：行政后勤的洗衣粉、肥皂等劳保用品统一到管理部办理手续。

Article XI. Applicable procedure shall be followed at the Management Department for personal protective equipments issued to employees in Administrative and General Affairs Departments.

第十二条：各车间管理人员每三个月发洗发水一瓶。

Article XII. One bottle of shampoo shall be made available to management personnel at each workshop every three months.

第十三条：各部门人员、各车间管理人员夏季工作服、冬季工作服各两件，2 年更换一次。

Article XIII. All the employees from each department and management personnel from each workshop shall be provided with working uniforms for summer and for winter and can obtain new ones every two years.

第十四条：夏季工作服更换时间在年度 3-4 月份，冬季工作服更换时间在年度 9-10 月份，由管理部统一统计发放名单到仓库，年度新员工的工作服在上班半个月后车间提请申请，经管理部审核后仓库发放。

Article XIV. New working uniforms for summer shall be obtained at any time from March to April every year and new ones for winter shall be obtained at any time from September to October. The Management Department shall calculate the quantity of uniforms to be issued and submit the list of employees applying for new uniforms to the warehouse. For a newly hired employee, the warehouse shall issue working uniforms upon receipt of the application which is submitted by the workshop half a month after the new employee reports for duty and approved by the Administration Department.

第十五条：公司女员工每月发放两卷卫生纸。

Article XV. Two rolls of toilet paper shall be made available to every female employee in Elegant every month.

四、养老保险及医疗保险管理规定

IV. Policy about Pension Insurance and Medical Insurance

第一条：为加强职工养老保险及医疗管理，特制定本规定。

Article I. This Policy is established to exercise more vigorous management over pension insurances and medical treatment for the employees.

第二条：本规定适用于公司全体职工，长期固定职工依法参加社会保险，由公司管理部审核签发。

Article II. This Policy is applicable to all the employees of Elegant. Long-term regular employees shall be covered by social insurance as required by law, subject to prior approval of Elegant's Management Department.

第三条：参保的险种有：职工养老保险及医疗保险（包括意外伤害保险和工伤保险）。

Article III. Insurances available to the employees include pension insurance and medical insurance for employees (including accidental injury insurance and work-related injury insurance)

第四条：保险金的缴费标准：

Article IV. Requirement on payment of premium

1、公司长期固定员工按张家港市社会保障局的主要规定交纳城镇养老、医疗、工伤、生育、失业保险。员工个人承担部分在当月工资中交纳。

1. Premium for pension, medical, work-related injury, maternity and unemployment insurances shall be paid for long-term regular employees according to applicable regulations issued by Zhangjiagang Social Security Bureau. The portion of the premium borne by the employees shall be deducted from the employees' salary on monthly basis.

2、意外伤害保险：公司为全体员工投保团体意外伤害险。

Accidental injury insurance: All the employees shall be covered by group accident injury insurance purchased by Elegant.

3、医疗保险：公司为全体员工投保年度医疗保险。

Medical insurance: Elegant shall purchase annual medical insurance for all the employees.

第五条：自动离厂、辞职的职工，其个人帐户可以保留，《养老保险手册》由本人妥善保存，重新工作则转入新单位续保。

Article V. Personal account for social insurance held by an employee who leaves Elegant or resigns voluntarily shall be maintained with the Manual for Pension Insurance kept by the employee. The social insurance can be renewed after the former employee is hired by another employer.

第六条：要严格管理、规范操作，确保投保人的利益受法律保护。

Article VI. Elegant will vigorously manage issues related to social insurance and comply with applicable regulations to ensure all the interests of the insured are protected by law.

第七条：本规定自签发之日起实施。

Article VII. This Policy shall come into effect upon its issue.

五、职工工伤事故处理的规定

V. Policy about Work Related Injury Incident Involving Employees

第一条：为加强工伤事故费用管理，提高安全意识，促进工伤预防，分清事故责任，根据劳动部《国家工伤保险条例》等有关规定，结合本公司实际情况，特制定本规定。

Article I. To improve management over expenses for work related injury, enhance employees' safety awareness and identify who shall be held responsible for a work related injury, this Policy is established based on conditions of Elegant and according to applicable requirements in the **Regulations of PRC on Insurance Against Work Related Injury**.

第二条：出现工伤事故后，现场人员、部门负责人、公司值勤人员必须迅速采取积极有效措施抢救人员，确保员工人生安全。

Article II. In case of a work related injury, personnel on the incident site, head of the department involved and personnel on duty shall take effective measures immediately to rescue and save the victims.

第三条：出现工伤事故一小时之内，所属部位的负责人必须立即向公司副总经理以上领导口头报告并在 24 小时内以书面形式向公司安保科报告事故概况。

Article III. The head of the department where the victims work shall orally report the incident to the leaders above the level of vice general manager within an hour after the incident, and within 24 hours after the incident, submit to Elegant's Security Department a written report, briefly describing the incident.

第四条：安保科对事故概况后，所属部门负责人必须立即写出事故报告，找出原因，分清责任，提出处理意见，真正做到“四不放过”。

Article IV. Immediately after briefing the Security Department about the incident, the head of department involved shall prepare incident report, identifying the cause and who to be held responsible and putting forward suggested actions to ensure that all the causes for the incident are identified, the person held responsible for the incident has been punished appropriately, lessons from the incident have been communicated to and shared with the person held responsible and stakeholders and all the necessary corrective measures have been put in place.

第五条：安保科对事故报告进行核实，按责任写出综合处理意见，报主管领导批示。

Article V. The Security Department shall verify the incident report, and put forward general recommendations on how to deal with the incident as per responsibilities and submit them to the leader in charge for approval.

第六条：工伤医疗费用及工伤工资必须由管理部在查实上述 3、4 项规定完毕后，由管理部签名后才能报总经理批准报销、发放。

Article VI. Expenses for medical treatment after a work related injury and salary paid during existence of work related injury shall be reimbursed and paid subject to prior endorsement from the Management Department to confirm that requirements in Paragraphs 3 and 4 have been complied with and prior approval from general manager.

第七条：本规定只对不定残的有效，对定残的除按上述规定外，按“关于贯彻《江苏省实施〈工伤保险条例〉办法》的意见（苏府【2005】117号）”执行。

Article VII. This Policy is applicable only to work related injuries classified as non-disabling injuries. For work related injuries classified as disabling injuries, compliance with **Practical Instructions for “Measures on Implementation of Regulations on Work Related Injury Insurance in Jiangsu Province”** (SF [2005] No. 117) shall be required in addition to the above requirements.

第八条：职工由于下列情形之一造成负伤、致残、死亡的，不应认定工伤，不享受工伤补偿待遇：

Article VIII. Injury, disabling injury and fatality to an employee caused due to any of the

following events shall not be deemed as work related injury and the employee shall not be entitled to compensation for work related injury:

(1) 犯罪或违法; (2) 自杀或自残; (3) 斗殴; (4) 酗酒; (5) 蓄意违章; (6) 在法律法规规定的范围以外的其他情形。

(1) crimes or violations of laws; (2) suicide or self-mutilation; (3) fist fight; (4) alcohol abuse; (6) intentional violations of rules; (6) other circumstances not covered by applicable laws, regulations and rules

第九条: 对因违章指挥造成工伤的, 对违章指挥者追究责任, 并给予相应的考核。

Article IX. If work related injury is caused by instructions given against the rules, the employee giving instructions shall be held responsible and shall be subject to evaluation.

第十条: 对违反安全生产制度, 违反安全操作规程及违反劳动纪律造成工伤者, 给予相应的考核。

Article X. If work related injury is caused by violations of work safety program, Standard Operation Procedure (SOP) or labor disciplines, the employees committing such violations shall be subject to evaluation.

第十一条: 为加强各部位的安全责任感, 使全员重视安全工作, 公司对出现安全事故作分析后, 医疗费用由公司报支, 工伤工资由公司承担, 促使全员对安全意识的高度重视。

Article XI. To improve safety related responsibility and accountability at all levels throughout Elegant and make safety as the top priority among the employees, Elegant shall reimburse the expenses for medical treatment and pay the salary to the injured during the existence of the work related injury, helping raise the safety awareness of the employees.

第十二条: 本规定如与法律法规相抵触, 以法律、法规为准。

Article XII. If anything in this Policy is in conflict with applicable laws and regulations, such laws and regulations shall prevail.

第十三条: 本规定自制订之日起生效。

Article XIII. This Policy will come into effect upon its issue.

六、公伤补助费发给办法 Policy on Payment of Allowance for Work Related Injury

第一条: 本公司为安定员工生活, 使其能认真工作, 免有后顾之忧, 特评定本办法。

Article I. This Policy is established and implemented by Elegant to help its employees lead stable lives and allow them to be concentrated at work without concerns.

第二条: 公伤补助费的给付:

Article II. Payment of allowance for work-related injuries

1. 医疗给付。Allowance for medical treatment

2. 残废给付。Allowance for disability

第三条: 医疗给付: 员工因公伤急需医疗者, 得发给医疗补助费。

Article III. Allowance for medical treatment: Allowance for medical treatment shall be paid to the employees who need medical treatment due to a work-related injury.

第四条: 已参加劳动保险的员工, 因公受伤者可凭据由公司补助下列医疗费用:

Article IV. If an employee covered by labor insurance gets injured in a work-related incident, the employee shall get allowance from Elegant for the following medical expenses by providing supporting documents:

1. 急救所做紧急处理, 如输血或特效针药等费用。

Expenses for first-aid treatment provided such as blood transfusion or strong-effect

injection or medicine

2. 主治医师认为必需的针药，劳保不能给付者。

Injection or medicine deemed necessary by the attending physician but not covered by labor insurance; and

3. 住院期间的护理费用。

Nursing expenses during hospitalization

第五条：未及时办理保险的员工，参照劳保规定由公司支付。

Article V. Elegant shall pay allowance for work-related injury to employees who have not become covered by labor insurance at the occurrence of the injury according to regulations on labor protection.

第六条：残废给付：员工因公受伤经医疗后，诊断为残废者，依照《国家工伤保险条例》执行。

Article VI. Allowance for disability: If employees who get injured in a work-related incident are diagnosed to be disabled after medical treatment, allowance for disability shall be paid to them according to applicable requirements in **Regulation of PRC on Work-related Injury Insurance**.

第七条：临时及试用人员不适用本办法，但得视实际情况酌予补助。

Article VII. As this Policy is not applicable to temporary employees and employees on probation, these two types of employees shall be given allowances as appropriate.

第八条：公伤补助费的发给应附医院证明及收据申请核对。

Article VIII. In applying for allowance for work-related injury, an employee who get injured in a work related incident shall submit certificate and receipt issued by relevant hospital as supporting documents.

七、员工健康检查办法

VII. Policy about Health Examination

第一条：为促进员工健康，加强预防疾病，特制定本办法。

Article I. This Policy is aimed to promote the health of the employees in Elegant and better prevent diseases.

第二条：公司招聘新职位，必须体检合格后方可进入本公司工作。

Article II. New employees shall be allowed to work in Elegant after passing the physical examination.

第三条：公司基材车间员工每年进行一次体检，印刷车间员工每一年进行一次体检。

Article III. The employees from Elegant's backing materials and printing workshops shall be subject to annual physical examination.

第四条：体检有管理部与市职业卫生体检中心约定时间，组织员工集体前往检查。

Article IV. The employees shall take physical examination as scheduled by the management department with Zhangjiagang Occupational Health Physical Examination Center.

第五条：女性员工每一年 B 超检查一次，有管理部与指定医院联系至厂内检查。

Article V. Women employees shall be subject to annual B-mode ultrasound scanning conducted by the staff from a qualified hospital as scheduled by Management Department.

第六条：有关费用概由公司负担。

Article VI: All the expenses for health examination shall be covered by Elegant.

第七条：经检查结果有疾病者，应及时治疗。如有严重病况时，由公司令其停止继续工作，作病假返家休养或往劳保指定医院治疗。

Article VII. Treatment shall be given promptly to the employees found to be sick during physical examination. If an employee is found to suffer from a serious illness, Elegant shall ask him or her to stop work, to take a sick leave for recovery at home or get medical treatment at the qualified hospital.

八、女职工劳动保护规定

VIII. Policy on Labor Protection of Women Employees

保护妇女在劳动过程中的安全与健康，维护女职工的合法权益，是我们党和国家的一贯方针，由于妇女具有男子不同的身体结构和生理特点，而且负有养育后代的天职，对生产环境的适应能力和作业能力受到一定的妨碍。如果在劳动中不给予特殊的保护，就会危害她们的身体健康，甚至影响下一代的正常发育和健康成长。为此，公司制定相应管理规定如下：

To protect safety and health of women at work, and safeguard legitimate rights and interests of female employees is a policy always upheld by our party and our government. Women are different from men in body structure and physical characteristics and obligated to bear and raise children as one of their bounden duties, which hinders their ability to adapt themselves to production environment and to perform job related responsibilities. If not given special protection while they are at work, women employees will be put in the danger of impaired health with the potential consequence of their children being unable to develop and grow up healthily. For that reason, Elegant sets out following management rules to protect our women employees at work:

第一条、认真贯彻执行国务院发布的《女职工劳动保护规定》和省政府颁布的《江苏省女职工劳动保护办法》，并经常督促检查对这两个行政法规的贯彻落实情况。

Article I. Elegant shall fully and actively implement **Rules on Labor Protection for Women Employees** issued by State Council (hereinafter referred to as "The Rules") and **Measures on Labor Protection for Women Employees issued by government of Jiangsu Province** (hereinafter referred to as "The Measures") and regularly monitor the implementation of the above regulations.

第二条、各生产车间不得安排女工从事所禁忌的工种，在“四期”中的女职工，不应从事《规定》和《办法》所规定禁止的工作，不得在女职工怀孕期、产期、哺乳期降低其基本工资和解除劳动合同。

Article II. Every production workshop shall not assign women employees to the prohibited trades or positions, assign those in their menstrual period, pregnancy, obstetrical period or lactation to any work prohibited by the **Rules** and the **Measures** or underpay or terminate employment agreement with those in their pregnancy, obstetrical period or lactation.

第三条、女职工产假不少于九十八天。其中产前假十五天，难产的，增加产假十五天，多胞生育的，每多生育一个婴儿，增加产假十五天，符合晚生晚育条件的，增加产假十五天。此条款按国家规定随时更新。

Article III. Women employees shall be entitled to maternity leave at least 98 days, which includes 15 days of pre-maternity leave. Additional leave of 15 days shall be given to a female worker who suffers from a difficult labor. A female employee with multiple births shall be entitled to additional leave of 15 days for every additional baby delivered. Women employees who are deemed to get married and have children late shall be given additional

leave of 15 days. This article shall be subject to updating as the applicable state regulations are revised.

第四条、对妊娠的女职工车间尽量安排较轻的工种。女职工妊娠七个月后，车间不允许安排夜班工作或加班加点。

Article IV. The workshops shall try to assign the pregnant women employees to lighter work. The workshops shall not assign the women seven months into their pregnancy to night shift or overtime work.

第五条、公司除做好对女职工的特别保护外，按规定办好女工的更衣室等妇女保健福利设施，并要对妇女儿童进行定期体检、以保护妇女和儿童的健康。

Article V. In addition to special protection for women, Elegant shall provide welfare and wellbeing facilities for women (e.g. women's locker room) as required and put women and children under regular physical examination to ensure that the children and women are healthy.

十九、员工福利待遇规定

XIX. Policy on Employees' Benefits

第一条：法定假日为员工休息日：

1、元旦 1 天；2、春节 3 天；3、清明节 1 天；4、五一劳动节 1 天；5、端午节 1 天；6、中秋节 1 天；7、国庆节 3 天；8、年薪假

Article I: Employees in Elegant shall be entitled to public holidays.

1. New year: 1 day; 2. Spring Festival: 3 days; Tomb Sweeping Festival: 1 day; 4. Labor Day: 1 day; 5. Dragon Boat Festival: 1 day; 6. Mid-autumn Festival: 1 day; 7. National Day: 3 days; 8. Paid leaves

第二条：保险：公司按张家港社会保障局的规定，为公司正式员工投保城镇养老保险（包括养老、工伤、医疗、失业、生育保险）。

Article II. Insurances: Elegant shall have its regular employees covered by Urban Pension Insurance Program (which includes pension, work-related injury, medical, unemployment, and maternity insurances) according to the requirements of Zhangjiagang Social Security Bureau.

第三条：冷饮费：夏季 7—9 月公司发放冷饮费，以实物或经济的形式兑现。

Article III. Cold drink allowance: Elegant shall offer cold drink allowance in kind or cash from July to September in summer.

第四条：餐费补贴：基材车间、印刷车间每人每天补助 2.50 元；其余部门每人每天补贴 2.00 元。

Article IV. Meal allowance: Workers in backing materials and printing workshops shall be entitled to daily meal allowance of CNY 2.50 per capita; employees from other departments entitled to daily meal allowance of CNY 2.00 per capita.

第五条：过节补贴：公司员工每年春节享受过节补贴，公司发实物或经济形式兑现。

Article V. Allowance for Spring Festivals: Elegant shall provide allowance in kind or cash to its employees every spring festival.

第六条：体检：公司基材车间员工、印刷车间员工每一年进行一次体格检查，费用由公司承担。

Article VI. Physical examination: Workers in backing materials and printing workshops shall be provided with annual physical examination at the expense of Elegant.

第七条：旅游：公司每二年左右组织一次团体旅游，费用由公司承担。

Article VII. Tourist travel: Elegant shall provide one group travel to its employees about every two years at its own expenses.

第八条：住厂集体宿舍员工免收房金和水电费（夏季空调用电费例外）。

Article VIII. Employees can live in the dorms provided by Elegant without paying rent and utilities bills incurred while living in the dorms except the electricity bills for kilowatts consumed by air conditioning in summer.