

Regulations of Employee's Appealing Application

Approved by EMG34 on Sept. 11, 2002

Approved by EMG7 on March 4, 2011

Article 1: The regulation is hereby set in order to protect employee's rights, promote harmony and help mutual communication.

Article 2: Employees may appeal to the Employee Appeals Committee if any of following situations occurs:

- A. His/her annual performance appraisal is rated as D.
- B. Any false incentive or disciplinary situation and other serious inequity happens.
- C. Employees consider there is an injustice handled by their director that affects their rights and interests.

Article 3: Employees who are aware of the above situation should appeal to the Employee Appeals Committee within 10 days on the next day of his/her awareness. The same issue is allowed to be appealed once only.

Article 4: The claimant should fill the Letter of appeal in details and shall submit the relevant documents and evidence.

Article 5: The claimant should make a request to ask those members who are involved in the issue to withdraw prior to the deliberations. The members also need to withdraw from the deliberations if the appeal relates to or affects them. The Chairman of the Committee will make the final decision to accept their withdrawal or not.

Article 6: After the conclusion made by the Employee Appeals Committee, if necessary, they should form an investigation team with 3-5 members to investigate or on-the-spot inspection.

Article 7: There should have at least two-thirds of the members of the Appeals Committee to attend the meeting to review the letter of appeal. It may be approved only by the affirmative vote of not less than two-thirds of the members of the Committee. Committee cannot vote by proxy if

he/she fails to present in person.

Article 8: The Employee Appeals Committee should consist of 9 members. Please do act accordingly:

- A. The CEO will be the convener and appoint one Head Director to serve as the Chairman of the Committee. The employer and employees will send 4 members respectively among the directors and employees to serve as the members. The way for election is prescribed separately.
- B. The employer includes directors, staffs in the Administration Department and any other authorized staffs.
- C. The employees mean the non-employer's representatives.
- D. The Committee members shall be appointed for a two-year term.

Article 9: The implementation of the regulations takes effect after the approval of the Director Meeting. Likewise any modification.