

# Qisda Corporation

## Flexible Working Hours Policy

### Article 1. Purpose

In order to allow employees with special needs to flexibly adjust their work schedules, this policy is hereby established.

### Article 2. Scope

2.1 Colleagues with more than one year of service may apply for adjustment of working hours if they are unable to work according to normal working hours due to their own/relative's schooling, nursing, health care, or other reasons.

2.2 According to Article 19 of the Act of Gender Equality in Employment, "For the purpose of raising children of less than three years of age, employees hired by employers with more than thirty employees may request one of the following subparagraphs from the employees:

2.2.1 To reduce working hours one hour per day; and for the reduced working time, no compensation shall be paid.

2.2.2 To reschedule working hours.

2.3 Other requests approved by the supervisor for special reasons

### Article 3. Responsibility

#### 3.1 Approval:

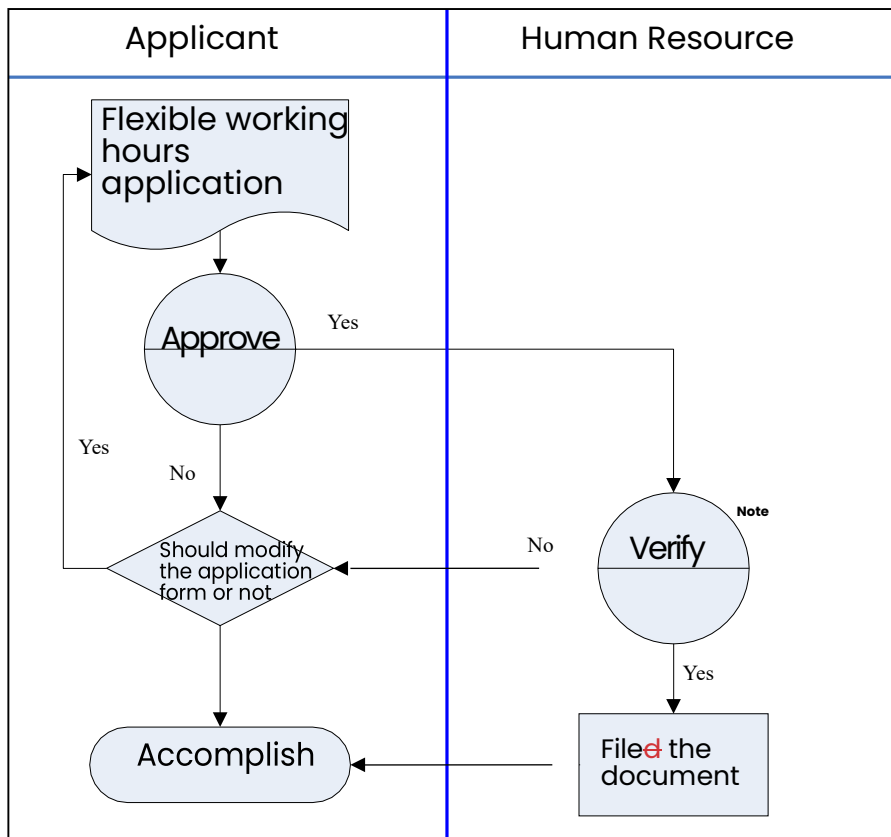
Application content	Applicant	Approval	Countersign
Flexible working hours	Manager-Higher than Level3	Upper level manager	Level3 (Head of HR Center )
	Manager -Level4、 5	Level3(BU Head)	
	non-supervisor	Level5(Department Head)	

3.2 Accountability: All employees understand and follow the terms of these regulations.

### Article 4. Glossary of term:

N/A

## Article 5. Flow Chart



Note: According to 3.1 Approval

## Article 6. Activities Description

- 6.1 Colleagues who apply for flexible working must not affect their work progress and business.
- 6.2 Application method and content
  - 6.2.1 Flexible working can be applied for a maximum of one year, and after the expiration of the period, employees can apply again. The maximum total period is three years.
  - 6.2.2 For other reasons, such as customer/business needs that do not fit into the scope of 2.1 and 2.2, applications may be made on a case-by-case basis by the supervisor. The supervisor will handle the application on a case-by-case basis.
- 6.3 If the applicant's organizational affiliation has changed, a new application for flexible working must be submitted, and it will only take effect if the supervisor approves it.

## Article 7. Authority of Document Revised

This specification is formulated by the Human Resources Center and

announced for implementation after approval by the President; the same is true for revisions.

Article 8. Forms generated from this document  
Flexible Working Hours Application Form



Department		Employee ID		Name	
Reason of applying					
Period and content	<input type="checkbox"/> Apply for adjust working hours from ___/___/___ ~ ___/___/___/ (Date) __:00~__:00 (Time) (Clock in from: 08:00~09:00, Clock out from: 17:00-18:00. Each time period is restricted to maximum one year.)  <input type="checkbox"/> Applying for reducing working hour				
Human Resources	Manager		Applicant		

Form Number:H4-08-QTY-01

Article 9. Reference

Act of Gender Equality in Employment