Holidays: Eleven (11) paid mandatory holidays per year.

Vacation: Ten (10) to Seventeen (17) vacation days per year subject to year of service upon completion of probationary period.

Leaves:
- Sick Leave
- Marriage Leave
- Maternity Leave
- Paternity Leave
- Lactation Leave
- Birth control Leave
- Abortion Leave
- Parental Leave
- Parents Nursing Leave
- Bereavement Leave
- Distance Leave
- Employee Volunteer Leave

Social Insurance & Housing Fund: Follows local regulations and provides social security insurance including Housing fund, Pension, Medical, Unemployment, Work injury and Maternity.

Supplementary Benefits: Provide Commercial Insurance as following coverage

<table>
<thead>
<tr>
<th>Insurance category</th>
<th>Benefits Item</th>
<th>General staff of P.R.C</th>
<th>Manager of P.R.C.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term Life</td>
<td>Disease Death Insurance</td>
<td>36*Basic Monthly Salary</td>
<td>36*Basic Monthly Salary</td>
</tr>
<tr>
<td>Accidental Death and Disability</td>
<td>Accidental Death Insurance</td>
<td>36*Basic Monthly Salary</td>
<td>36*Basic Monthly Salary</td>
</tr>
<tr>
<td></td>
<td>Accidental Disability Insurance</td>
<td>RMB 20,000</td>
<td>RMB 40,000</td>
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<tr>
<td></td>
<td>Accidental Medical Insurance</td>
<td></td>
<td></td>
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<tr>
<td>Health Medical Insurance</td>
<td>Outpatient, Emergency Medical Insurance</td>
<td>/</td>
<td>RMB 15,000</td>
</tr>
<tr>
<td>Expenditure</td>
<td>Supplementary Inpatient Medical Insurance</td>
<td>/</td>
<td>RMB 50,000</td>
</tr>
<tr>
<td>Allowance</td>
<td>Critical Illness</td>
<td>RMB 80,000</td>
<td>RMB 200,000</td>
</tr>
</tbody>
</table>

Healthcare: Free Physical Check once a year.
**Housing:** Provides dormitory or housing subsidy.

**Meal:** Provides canteen facilities with outsourcing of catering services and meal subsidy.

**Transportation:** Provides shuttle bus for employee commute.

**Condolence:** An allowance is granted to the employee in case of death of spouse, child and/or parents.

**Long Service Awards:** Employees are eligible for a long service award upon completing the 5\textsuperscript{th} year, 10\textsuperscript{th} year, 20\textsuperscript{th} year, 30\textsuperscript{th} year.

**Other Benefits/Subsidies:**
- Birthday gift
- New Year gift
- Retire gift
- Organize various employee activities, such as: outing, team building, annual dinner, etc.