

APAC additional HR information

- Reimbursement of costs: *The MD is in charge of sending/collecting forms used for HR purposes.*
- Scope HR team: *The MD is in charge of HR matters (leave request approval, sick leave approval, drafting new employee contracts, off boarding form etc.), Jinwen Zhou supports the MD on interviews and maintenance of contact with external recruiters, Show Chen (Accounting depart.) supports on purchasing FTE's social insurance.*
- On/off boarding: *For new staff, FTE will sign employment contract, code of conduct/whistle blower/anti-bribery and anti-corruption. For off boarding, after the employee gets resignation approval from the supervisor, the MD will sign a form and send it to IT.*
- Sick leave/recovery: *Employees have to ask for approval from the MD (back office)/Yeunjoo (APAC)/Henry (China Sales) for the team they work in. The same process goes for recovery process, employees have to inform their supervisors when they return to the office.*