

# Organizational Charter of the Labor Retirement Reserve Supervision Committee of Shih Chien University

Revised and approved at the 2nd administrative meeting of the 2nd semester of the 2009 academic year on May 4, 2010

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Article 1: In order to protect the rights and interests of employees who apply the Labor Standards Act, and in accordance with the Organizational Guidelines of the Labor Retirement Reserve Supervision Committee of the Public Institutions, this university has formulated the Organizational Charter of the Labor Retirement Reserve Supervision Committee of the University (hereinafter referred to as the charter).

Article 2: The term "workers" referred to in the charter refers to the technical workers (including drivers) and ordinary workers within the organization of this school.

Article 3: The name of the Committee is the Labor Retirement Reserve Supervision Committee of the Shih Chien University (hereinafter referred to as this the Committee).

Article 4: The venue of this committee: No.70 Dazhi Street, Zhongshan District, Taipei City.

Article 5: The tasks of this committee are as follows:

1. The deliberation on the suspension of the allocation of retirement reserves for workers.
2. Review matters regarding the amount of retirement reserve for workers.
3. Audit matters related to the storage and disbursement of retirement reserves for workers.
4. The verification of retirement benefits for workers.
5. Other supervisory matters related to the retirement reserve for workers.

Article 6: The organization of this committee shall consist of three members, who are voluntary and composed of workers and representatives from the school. The number of workers shall not be less than two-thirds, and a chairman shall be appointed to oversee the affairs of the committee, while a vice chairman shall assist in handling the affairs of the committee.

1. Two representatives of workers: one from Taipei campus and one from Kaohsiung campus, elected directly by workers. Those with the same number of votes will be drawn to decide. If there is a vacancy due to unforeseen circumstances, it shall be filled in order of the number of votes received, until the end of the term of office.
2. One representative of the school: general affairs director or deputy general affairs director or relevant unit supervisor appointed by the principal.
3. Chairman: concurrently held by the school representative.
4. Vice Chairman: elected from among representatives of workers.

Article 7: The term of office of the members and the chairman (or vice chairman) of the committee shall be three years. The representatives of the workers may be re-elected, and the number of re-elected members shall not exceed half; When the number of re-elected members exceeds half, a draw shall be made to cancel the re-elected campus, and the re-elected campus shall carry out the replacement of worker representatives in accordance with Article 6. When the number of campus workers is one, it is not subject to the provisions of

the preceding paragraph.

The chairman may be re-elected and may be reassigned at any time based on changes in position.

Article 8: The committee may appoint a director general or a secretary general as needed, who shall be appointed by the chairman to handle all regular conference and administrative affairs.

Article 9: This association shall hold a meeting every three months, and may hold an extraordinary meeting if necessary. The chairman of the meeting shall be the chairman, and if the chairman is unable to attend due to reasons, the vice chairman shall act as the acting chairman. At the meeting, more than half of the members must be present, and a resolution must be approved by more than half of the attending members in order to be considered valid.

Article 10: When a worker retires, the human resources department and finance department of the school shall calculate the amount of retirement benefits in accordance with Article 36 of the school's work rules. Only after being approved by the principal and signed by the chairman and vice chairman of the committee, the payment can be made.

Article 11: When this committee is dissolved due to the closure or termination of a public institution, the retirement reserve for workers that has been allocated may be used as severance pay for workers, in addition to the payment of worker pensions. If there is any surplus, the ownership belongs to the School.

Article 12: This committee shall issue documents in the name of the school to the public.

Article 13: Matters not specified in this charter shall be handled in accordance with the Labor Standards Act and relevant laws and regulations.

Article 14: This charter shall be approved by the executive meeting, submitted to the principal for approval, published and implemented, and reported to the competent authority for record keeping. The same shall apply when amended.