

## 结行科技福利管理制度-马来西亚地区

### Jiexing Technology Employee Benefits Management Policy - Malaysia Region

#### 一、目的 | Purpose

为给马来西亚地区员工提供更好的薪酬与福利保障，提升员工工作体验与敬业度，促进员工与企业的共同发展，在兼顾集团管理一致性与马来西亚本地差异性的基础上，特制定本福利管理制度。

This benefits management policy is formulated to provide better compensation and benefits for employees in the Malaysia region, to enhance their work experience and engagement, and promote the mutual development of employees and the company. It is based on ensuring consistency in group management while accommodating local differences in Malaysia.

#### 二、适用范围 | Scope

本制度适用于结行科技集团马来西亚地区全体员工。

This policy applies to all employees of Jiexing Technology Group in Malaysia.

#### 三、福利设计原则 | Principles of Benefit Design

1. 合规性：严格遵循马来西亚《雇佣法》《雇员公积金法（EPF）》及税务条例。

Compliance: The company shall strictly adhere to Malaysia's Employment Act, Employees Provident Fund (EPF) Act, and tax regulations.

2. 文化适配性：尊重多元文化（华裔、马来裔、印度裔），兼顾家庭友好与个人发展需求。

Cultural Adaptability: The company shall respect the multiculturalism of different ethnic groups, including Chinese, Malay, and Indian ethnic groups, while balancing family-oriented policies and personal development needs.

3. 竞争力：对标当地市场福利标准，吸引并保留人才。

Competitiveness: The company shall benchmark against local market benefits to attract and retain talent.

#### 四、福利内容 | Benefit Contents

本制度所指员工福利包含：法定福利、职务福利、团建福利。

The employee benefits specified in this policy include three major categories: statutory benefits, job-related benefits, and team-building benefits.

##### 1、法定福利 | Statutory Benefits

➤ **雇员公积金 (EPF) 供款：**公司和员工分别按照法定比例向 EPF 供款，用于员工的退休储蓄。供款比例根据员工年龄段和工资水平有所不同。

**Employee Provident Fund (EPF) Contributions:** The company and employees shall respectively make contributions to the EPF in accordance with the statutory proportions for employees' retirement savings. The contribution proportions vary according to the employees' age groups and salary levels.

➤ **社会保障组织 (SOCSO) 供款：**公司和员工按照法定比例向 SOCSO 供款，提供工伤和无效（残疾）保险。供款比例根据员工工资水平和类别确定。

**Social Security Organization (SOCSO) Contributions:** The company and employees shall make contributions to the SOCSO in accordance with the statutory proportions to provide work-related injury and invalidity (disability) insurance. The contribution proportions are determined according to the employees' salary levels and categories.

➤ **法定节假日：**员工可享有马来西亚全国公共假日（如国庆日、开斋节、农历新年等）及各州属额外指定假日；法定节假日期间，薪资正常发放。

**Statutory Holidays:** Employees are entitled to the national public holidays in Malaysia (such as National Day, Hari Raya Aidilfitri, Chinese Lunar New Year, etc.) and additional holidays designated by each state. During the statutory holidays,

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employees' salaries shall be paid as normal.

- **法定年假:** 员工连续服务满 12 个月后可享受带薪年假, 年假天数随工龄递增: 1 至 2 年为 8 天, 2 至 5 年为 12 天, 5 年以上为 16 天。

**Statutory Annual Leave:** Employees with 12 - month continuous service are entitled to paid annual leave. The number of annual leave days increases with length of service: 8 days for 1 - 2 years of service, 12 days for 2 - 5 years of service, and 16 days for over 5 years of service.

- **带薪病假:** 员工连续服务满 3 个月后可享受带薪病假, 其中门诊病假天数根据工龄递增: 1 年以下, 不享受病假; 1 至 2 年, 每年 14 天; 2 至 5 年, 每年 18 天; 5 年以上: 每年 22 天。住院病假 (包括门诊病假) 全年最多 60 天。

**Paid Sick Leave:** Employees with 3 - month continuous service are entitled to paid sick leave. The number of outpatient sick leave days increases with length of service: 0 days for less than 1 - year service, 14 days per year for 1 - 2 years of service, 18 days per year for 2 - 5 years of service, and 22 days per year for over 5 - year service. The total number of sick leave days for hospitalization (including outpatient sick leave) shall be at most 60 days per year.

- 其他未尽法定福利, 参照当地标准执行。

Other statutory benefits not covered shall be implemented in accordance with local standards.

## 2、职务福利 | Job-Related Benefits

指公司根据各职务工作性质特点所提供的有针对性的福利, 具体如下:

Job-related benefits refer to the targeted benefits provided by the company based on the nature and characteristics of different job positions, as detailed below.

| 补贴类型<br>Allowance Type     | 补贴标准<br>Allowance Standard | 发放方式<br>Distribution Method      |
|----------------------------|----------------------------|----------------------------------|
| 电脑补贴<br>Computer Allowance | 120 马币/月<br>MYR 120/month  | 随月度工资<br>发放<br>Paid with monthly |

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| 交通补贴<br>Extra transportation<br>subsidy | 300 马币/月<br>MYR 300/month   | salary |
| 出差补贴<br>Travel Allowance                | 参照已发布的《国内差旅福利及报销制度》、《国际差旅福利及报销制度》执行<br>The company shall follow the published<br><i>Domestic Travel Benefits &amp; Reimbursement Policy</i> and <i>International Travel Benefits &amp; Reimbursement Policy</i> |        |

### 补充说明 | Additional Notes:

- 同一电脑设备使用满 36 个月后补贴停发，更换新设备后按照制度恢复发放。

The computer allowance will cease after 36 months of device use and will resume upon the replacement of the device, following company policy.

- 原则上建议员工自备电脑，并按上述标准享有电脑补贴。如需公司采购电脑设备，费用需控制在 3500-6000 马币之间，同时不享受电脑补贴。

Employees are encouraged to use personal computers and receive the allowance. If the company purchases a device, costs should be between MYR 3,500 and 6,000, and the employee will not receive a computer allowance.

- 当月实际出勤小于 10 天的，不享受补贴。

Employees who work fewer than 10 days in a given month, whether consecutive or non-consecutive, will not be eligible for the allowance.

- 交通补贴仅适用于家车工用的特定员工，具体名单由 HRBP 与业务确定。

The transportation subsidy is only applicable to specific employees who commute between home and work. The specific list will be determined by the HRBP and the business department.

- 享受交通补贴的人员不再额外报销市内交通费，即不能使用携程商旅平台进行市内用车（差旅用车可正常使用）。

Employees who enjoy transportation subsidies will not be reimbursed for local transportation expenses additionally. That is, they are not allowed to use the Ctrip

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Business Travel platform for local vehicle bookings (Vehicle bookings for business trips can be made as normal).

**3、团建福利：**为丰富员工的业余生活、调节工作压力、激发员工的潜能与认知、提升团队凝聚力，部门负责人视情况安排团建活动，标准为 60 马币/人/月，以报销形式发放。

Team-Building Benefits: To enrich employees' after-work lives, relieve work pressure, stimulate employees' potential and awareness, and enhance team cohesion, department heads may organize team-building activities as needed. The budget is MYR 60 per person per month, and expenses will be reimbursed accordingly.

### 五、附则 | Supplementary Principles

1、集团人力行政部对本制度拥有最终解释权，并有权根据实际情况对具体条款进行修改。

The HR & Admin Department in Head Quarter has the final right of interpretation of this policy and has the right to modify specific clauses based on actual circumstances.

2、本制度自 2025 年 12 月 1 日起正式生效。

This policy is effective from December 1st, 2025.

结行科技集团人力行政部

HR & Admin Department, Jiexing Technology Group

2025 年 11 月

November, 2025