

结行科技福利管理制度-新加坡地区

Jiexing Technology Employee Benefits Management Policy - Singapore Region

一、目的 | Purpose

为给新加坡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新加坡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 Singapore 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 Singapore.

二、适用范围 | Scope

本制度适用于结行科技集团新加坡地区全体员工。

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

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

1. 合规性：严格遵守新加坡《雇佣法令》《中央公积金法（CPF）》及税务条例。

Compliance: The company shall strictly adhere to Singapore's Employment Act, Central Provident Fund (CPF) 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

➤ **中央公积金 (CPF) 供款：**公司和员工按照法定比例向中央公积金供款，用于员工的退休、医疗和住房需求。具体供款比例根据员工年龄段有所不同。

CPF Contributions: The company and employees contribute to the CPF according to statutory rates, which are used to meet employees' retirement, medical, and housing needs. Contribution rates vary by age group.

➤ **法定节假日：**员工可享有新加坡政府规定的法定节假日，如元旦、农历新年、开斋节、耶稣受难节、劳动节、国庆日、圣诞节等；法定节假日期间，薪资正常发放。

Public Holidays: Employees are entitled to Singapore's statutory public holidays, including New Year 's Day, Chinese New Year, Hari Raya Puasa, Good Friday, Labour Day, National Day, Christmas. Salaries are paid as usual during public holidays.

➤ **法定年假：**依据新加坡《雇佣法》规定，员工在公司连续服务满 3 个月后可享受带薪年假，年假天数根据工龄递增，最低为 7 天，随后每增加一年工龄，额外增加 1 天，最多可达 14 天。

Annual Leave: According to the Singapore Employment Act, employees who have served continuously for three months are entitled to paid annual leave. Specifically, the number of leave days increases with years of service. It starts at a minimum of

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7 days and reaches a maximum of 14 days..

- **带薪病假：**根据新加坡《雇佣法》规定，员工在公司连续服务满 3 个月后，即可享受带薪病假。其中，门诊病假最多 14 天/年，住院病假（含门诊病假）最多 60 天/年。

Paid Medical Leave: Employees with at least three months of continuous service are entitled to up to 14 days of outpatient medical leave and up to 60 days of hospitalization leave (including outpatient leave).

- 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 Allowance Type | 补贴标准 Allowance Standard | 发放方式 Distribution Method |
|---|--|--|
| 电脑补贴 Computer Allowance | 50 新币/月 SGD 50/month | 随月度工资 发放 Paid with monthly salary |
| 交通补贴 Transportation Allowance | 200 新币/月 SGD 200/month | |
| 额外交通补贴 Extra transportation subsidy | 200 新币/月 SGD 200/month | |
| 出差补贴 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 The company shall follow the published <i>Domestic Travel Benefits & Reimbursement Policy and International Travel Benefits & 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.

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- 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 1500-2500 新币之间，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 SGD 1,500 and 2,500, and the employee will not receive a computer allowance.

- 当月实际出勤小于 10 天的，不享受电脑补贴、交通补贴。

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

- 额外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 extra 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 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 新币/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 SGD 60 per person per month, and expenses will be reimbursed accordingly.

五、附则 | Supplementary Principles

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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 8 月 1 日起正式生效。

This policy is effective from August1, 2025.

结行科技集团人力行政部

HR & Admin Department, Jiexing Technology Group

2025 年 8 月

August 2025