

Promotion Management Policy

Empowering Employee Growth and Creating Clear Career Development Pathways

I. Policy Objectives

This policy is designed to provide employees with clear and fair career development pathways, closely aligning individual growth with the Company's strategic needs. By establishing a promotion mechanism aligned with the job grade system, it guides employees to continuously improve their professional competence and overall capabilities.

II. Core Promotion Principles

- **Fairness, Impartiality, and Transparency:** The assessment criteria, procedures, and results of promotions are transparent throughout the entire process.
- **Integrity and Competence:** Promotions consider not only professional capability and performance, but also personal integrity and the extent to which employees uphold the Company's values.
- **Step-by-Step Promotion and Dynamic Adjustment:** In principle, promotions follow a step-by-step approach, while a mechanism allowing both upward and downward movement is also established. Employees whose knowledge, skills, or performance has declined significantly during their current appointment and who no longer meet the position requirements may be appointed to a lower grade, ensuring dynamic optimization of person-position fit.
- **Internal Priority:** When a position becomes vacant, the Company first considers the development and promotion of outstanding internal talents.

III. Dual-Track Career Development

The Company provides employees with development paths that combine vertical and horizontal growth:

- **Vertical Development:** Promotion within the employee's professional track, from junior levels to senior expert or management positions.
- **Horizontal Development:** Employees are supported, based on their personal aspirations and capabilities, in expanding their roles across tracks and fields through internal transfers or internal recruitment, thereby enriching their careers.

IV. Promotion Management Procedure

Promotion-related work is coordinated and organized by the Human Resources Department.

The basic process includes: department nomination → work report and competency review → qualification review (including performance, seniority, disciplinary record, etc.) → management approval → announcement of results and salary adjustment.