

Appendix C

Benefits Package Foreign Engaged Staff



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Employee Name: _____

DEFINITIONS

For the purposes of this Benefits Package the following terms have the assigned meanings:

“Dependant” means natural and legally adopted children of the Employee who are under the age of 19; and

“Spouse” means a person to whom the Employee is legally married under the laws of the Employee’s country of permanent residence and includes a common law spouse as defined under the laws of that country.

REMITTANCE OF EMPLOYEE DEDUCTIONS

The School will remit on behalf of the Employee all Chinese income taxes and any other amounts deducted by the School on income derived from employment at the School. The School will provide the Employee with a payroll statement showing gross pay and deductions. The School will also provide the Employee with a certificate of payment of personal income taxes upon it being provided to the School.

PROCESSING OF VISA, RESIDENCE PERMIT AND ALIEN EMPLOYMENT PERMIT

All employees and their dependants are required to hold the appropriate PRC work and residence documentation, including visa, residence permit and alien employment permit as a condition of his or her employment by the School. The School will arrange for and pay the cost of a letter of invitation, alien employment permit and residence permit with respect to a single entry visa for each school year of the Term, photos required for such permits and any medical examination or diagnostic procedure that the PRC may require as a condition of the residence or employment or continuing residence or employment of the Employee in the PRC. The Employee agrees to submit to any medical examinations or diagnostic procedures the PRC may require as a condition for issuance of such documents. The School will not be responsible for the cost of or for arranging for police checks, the issuance or renewal of the Employee’s passport, the translation of the Employee’s medical documents or the issuance of additional or multiple entry visas. (Rev. 07.04.30)

TRANSPORTATION

The School will provide the Employee who is commencing their first period of employment with the School ("New Employees") with one (1) return economy-class air ticket, on a carrier designated by the School, from the departure city designated in the Job Specifications, and transportation to and from the School when arriving and departing on that air ticket. Employees who are returning to employment with the School after a period of not being under an Employment Contract with the School shall be considered New Employees for the purpose of this paragraph. The New Employee will be entitled to the standard baggage allowance for an economy-class ticket of the designated carrier. The New Employee will be responsible for all excess baggage charges. The School will not be responsible for the transportation expenses of the New Employee’s Spouse or Dependants. The air ticket will be open for a period of one year from the date of issue. (Rev. 08.04.22)



MEDICAL INSURANCE

The School will endeavour to provide the Employee with medical insurance coverage under a group medical plan (the "Medical Plan"). Coverage under the Medical Plan will be governed by the terms and conditions of the Medical Plan and may be subject to change from time to time. Reference should be made to the Medical Plan in force at the time of a claim to determine the extent of coverage. Without restricting the generality of the foregoing, the Medical Plan will not cover the cost of dental or optometric procedures or devices. The Employee will be responsible for the cost of all immunizations and vaccinations that may be required by the Employee for the purpose of travel to and living in the PRC. The Employee will provide the School with satisfactory evidence of immunizations and vaccinations and copies of medical records that are required by the School's medical insurance provider for the purpose of coverage under the School's group medical plan.

In the event that the School is unable for any reason to provide the Employee with medical insurance coverage under the Medical Plan, the School will contribute the lesser of _____ dollars (\$ _____) per month (the "Maximum Monthly Contribution") or the actual monthly cost of a medical plan (the "Medical Benefit") purchased by the Employee (a "Private Medical Plan") towards the cost of that Private Medical Plan upon the Employee's insurance broker providing the School by fax with proof that the Private Medical Plan is in force ("Proof of Insurance"). Proof of Insurance shall be provided in September and January of each year of the Term. (Rev. 08.04.22)

In the case where the Employee pays for the Private Medical Plan in one instalment, the School will pay the Medical Benefit in two equal instalments, at the same time and in the same manner as the October and January monthly Net Salary instalments. In the case where the Employee pays for the Private Medical Plan in two or more instalments, the School will pay the Medical Benefit in 12 equal monthly instalments at the same time and in the same manner as the monthly Net Salary instalments. (Rev. 08.04.22)

PROFESSIONAL DEVELOPMENT

The School will provide the Employee with regular opportunities for professional development in order to maintain the high academic standards of the School.

TUITION FEE DISCOUNT FOR DEPENDANTS

The School will provide a tuition fee discount of fifty per-cent (50%) of listed tuition for Dependants.

ACCOMMODATION

The School will provide the Employee with furnished accommodation, to be assigned by the School, and a monthly utility credit in the amount of three hundred (300) RMB to be applied against utility charges billed directly to the School. The Employee will be billed for monthly utility charges in excess of this



amount. The Employee is expected to use the assigned accommodation as his or her sole residence in China. The assigned accommodation is provided to the Employee on the understanding that it is for the sole use of the Employee and on the condition that the Employee will not allow another person to occupy it for any period of time without the express written consent of the School. Breach of this condition will result in forfeiture of the assigned accommodation. In the event that the Employee takes up residence at a place other than the assigned accommodation, the School will have the right to reassign the Employee's accommodation to another person and the Employee will be required to vacate the assigned accommodation. The Employee will be required to vacate the assigned accommodation on or before the first day of the Annual Holiday or on such earlier date on which the Employee is relieved of his or her duties under the Contract. (Rev. 09.03.23)

ANNUAL TRAVEL ALLOWANCE

The School will provide an Employee who will be returning to the School for the next academic year (a "Returning Employee") with one return economy-class air ticket, and transportation to and from the School when arriving and departing on that air ticket, on a carrier designated by the School, from the departure city designated in the Job Specifications. A Returning Employee will be entitled to the standard baggage allowance for an economy-class ticket of the designated carrier. A Returning Employee will be responsible for all excess baggage charges. The School will not be responsible for the transportation expenses of a Returning Employee's Spouse or Dependents. The air ticket will be open for a period of one year from the date of issue. (Rev. 07.04.30)

HOLIDAYS

The Employee is entitled to the following paid national holidays: New Year's Day, Spring Festival, International Labour Day (May Day), National Day and other holidays stipulated by the laws and regulations of the PRC. Scheduling and duration of these holidays is regulated by the government of the PRC and will be adhered to by the School. The Employee is entitled to an annual holiday between the end of each academic year and the start of the next academic year (the "Annual Holiday"). The start and end dates of the Annual Holiday will be fixed by the School.

SICK LEAVE

Employees are entitled to six days of paid sick leave per year. When an employee is unable to report to work due to illness or accident ("Sick Leave") he or she is required to notify the immediate supervisor as soon as possible, indicating the nature and expected length of the absence. The second and any subsequent continuous days of Sick Leave will be without pay. In order to qualify for paid Sick Leave the Employee must provide the School with a certificate from a medical professional appointed by the School certifying that the Employee was unable to perform his or her duties for the period of absence by reason of illness or accident. A continuous Sick Leave of more than ten working days will entitle the School to terminate this Contract without notice. Part days will be considered full days for the purpose of calculating Sick Leave.