

COMPANY REGULATIONS OF WORLD TAEKWONDO



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Rules of Employment

World Taekwondo

CHAPTER I General Provisions

Article 1. Title

The title of these rules shall be the Rules of Employment (hereinafter the “Rules”) of World Taekwondo (hereinafter the “Federation”).

Article 2. Purpose

The purpose of the Rules is to set forth the matters pertaining to the employment terms and conditions for the employees of the Federation pursuant to the Labor Standards Act (hereinafter the “Act”).

Article 3. Scope of Application

The matters related to the employment terms and conditions of the employees of the Federation shall be governed by the Rules unless otherwise specifically provided for in applicable laws or other regulations.

Article 4. Definition of Employee

- (1) The term “Employee(s)” refers to any person(s), other than the President and Secretary General, employed by the Federation through the employment procedures specified in Chapter II hereof.
- (2) The Federation may hire advisers, experts, consultants, or temporary employees, other than those mentioned in above Paragraph (1) if necessary for the operation of its business.

Article 5. Employee Representative

The Federation may have at least one employee representative who takes on duties of a representative (hereinafter “Employee Representative(s)”) on related issues. Employee Representative(s) shall be elected by employees through a voting process.

Article 6. Equal Treatment

No employee shall be discriminated against in employment terms and conditions on the basis of gender, national origin, religion, or social status.

Article 7. Responsibility for Compliance

Employees shall comply with laws, including the Federation’s bylaws, and orders and instructions issued by the Federation in relation to their duties; protect the Federation at all times; and perform their duties in good faith.

CHAPTER II Employment

Article 8. Requirements of Employment

- (1) The Federation distinguishes between hiring for new and experienced positions.
- (2) The Federation shall select employees among those applicants who meet all of the following requirements:
 1. Proficiency in any of the Federation’s official languages (English, French, Korean, and Spanish)
 2. Requirements described in the recruitment announcement (minimum TOEIC or TOEFL scores,

etc.)

- (3) Applicants who meet any of the following requirements may receive preferential treatment in the employment process.
 1. Applicants proficient in a foreign language (the Federation's official languages, etc.) and
 2. Applicants with Taekwondo-related qualifications or skills

Article 9. Methods of Employment

- (1) The methods of employment shall be as set forth in the official recruitment announcement.
- (2) Applicants shall submit the documents required by the Federation and pass the screenings and tests administered by the Federation.
- (3) Pre-employment procedures include a document screening and a physical examination, provided that such procedures may be omitted in part or supplemented with additional procedures if necessary.
- (4) Applicants who have successfully passed all of the pre-employment screenings and tests shall be confirmed for employment upon submission of the required documents listed in Article 11 hereof and through a subsequent announcement of employment by the Federation.

Article 10. Special Employment

- (1) Notwithstanding Articles 8-(2) and 9 hereof, the Federation may hire an employee in the form of special employment in the following cases:
 1. The application of the methods of employment set forth in Articles 8-(2) and 9 hereof is not available for use or is inappropriate;
 2. If the President decides that it is necessary to have an emergency supplement of personnel; or
 3. Other special circumstances similar to the cases above.
- (2) The detailed criteria or methods of special employment shall be set forth in a separate document.
- (3) Any special employment case shall be documented in detail to ensure the objectivity and transparency of the employment.
- (4) Notwithstanding Article 99 (Retirement Age) hereof, the President may, if deemed necessary at his/her discretion, employ a person at retirement age for a position within the extraordinary or contract service groups in accordance with this special employment provision.

Article 11. Documents Required

A person selected by the Federation as an employee shall submit the following documents by the date designated by the Federation:

1. One (1) copy of the resume;
2. One (1) copy of each of the certificate of graduation (or of expected graduation) and transcript of school records of the last school attended;
3. One (1) copy of an abstract of the resident registration certificate (issued within the last three months, only applicable to certain applications);
4. One (1) copy of the certified copy of the resident registration (issued within the last three months);
5. A copy of qualifications or driver's license (only for technical posts);
6. A certificate of career (only when applicable);
7. Two (2) photos in the size of 5 x 7 (cm); (taken within the past three months)
8. One (1) medical report; and
9. Any other documents required by the Federation.

Article 12. Disqualification for Employment

The Federation may choose not to employ the following persons:

1. A person who has been adjudicated by a court to be a legally incompetent or quasi-incompetent person;
2. A person who has been declared bankrupt;
3. A person who was sentenced to imprisonment or a more serious punishment, and three years have not elapsed since the punishment period ended, or the execution of such punishment was suspended;
4. A person who has been deprived of his/her civil rights or whose civil rights have been suspended by a court judgment or laws;
5. A person who has evaded military duties or violated the Military Service Act;
6. A person with respect to whom the issuance or reissuance of a passport is denied or restricted under Article 12 of the Passport Act (Refusal of and Restrictions on Issuance, etc. of Passports); and
7. A person deemed inappropriate for employment.

Article 13. Probation

- (1) A three-month probationary period shall apply to all new employees, provided that the Federation may shorten, extend, or waive the probationary period at its discretion.
- (2) The Federation may terminate an employment agreement with a new employee on probation under the above Paragraph (1) in the case that the new employee:
 1. Shows poor work performance;
 2. Violates any of the rules or regulations of the Federation; or
 3. Is deemed unfit for continued service as an employee due to incompetence, lack of skills, bad work attitude, or poor health conditions.
- (3) The probationary period shall be included in the number of years of employment.
- (4) The Federation may deduct from the wage of an employee on probation to the extent that the wage after deduction is not less than 90% of the minimum wage, provided that the Federation may not make such a deduction after the third month of the probationary period.

Article 14. Employment Agreement

- (1) A person who is selected by the Federation as an employee shall enter into an employment agreement by affixing a signature and seal thereto.
- (2) The Federation shall notify the employee of his/her wages, working hours, weekly holidays, paid annual leave, department and duties, and other working conditions upon the execution of the employment agreement.
- (3) The matters related to the annual salary may be agreed in a separate agreement on annual salary.

CHAPTER III Service

Article 15. Service Principles

- (1) The Federation and its employees shall collaborate to facilitate the development of the Federation and enhance working conditions.

- (2) Employees shall be respectful and cooperate with others. Superiors shall take the initiative to set an example, and subordinates shall observe proper workplace etiquette and use respectful language and behaviors towards the superiors, and follow legitimate job instructions.
- (3) Employees shall not engage in any acts that could damage the reputation or business interests of the Federation.

Article 16. Prohibited Acts

Employees shall not commit any of the following:

- 1. An illegal or unethical act that tarnishes the reputation of, or results in property damage to, the Federation;
- 2. Unauthorized leave from work without the approval of their supervisor or a justifiable reason;
- 3. An act that disrupts the hierarchical structure of the Federation;
- 4. An act that results in disruption of workplace order;
- 5. An act of receiving bribes, gratuities, or entertainment directly or indirectly in connection with their duties;
- 6. An act of using business equipment acquired during their performance of duties for personal purposes;
- 7. An act that constitutes any of the causes for disciplinary actions specified in the Regulations on Personnel Management;
- 8. An act that violates the Rules or other bylaws of the Federation or aids, abets, or instigates such a violation; and
- 9. Other acts that violate laws.

Article 17. Duty of Confidentiality

- (1) Employees shall not, during the term of their employment and after retirement, disclose or use for personal gain any Federation secrets or any important information acquired in the course of performing their duties.
- (2) Employees shall not, without the prior approval of the Federation, disclose or announce any information related to the Federation or remove any document kept by the Federation from the premises of the Federation.
- (3) Employees shall, upon termination of their employment, return to the Federation any and all writings, records, and documents prepared during their performance of duties to the Federation. Such writings, records, and documents and any copies thereof shall be deemed the sole and exclusive property of the Federation.

Article 18. Non-Competition and Prohibition of Outside Employment

Employees shall not, both during and outside their working hours, be employed or engage in other business activities for their own personal gain or for the benefit of others without the permission of the Federation.

Article 19. Maintenance of Discipline in the Workplace

Employees shall comply with the orders and instructions given to them during their performance of duties and contribute to maintaining discipline in the workplace.

Article 20. Liability

Employees shall be liable for any damages or losses suffered by the Federation in connection with or as a result of their willful misconduct or gross negligence.

Article 21. Notification of Changes in Personal Information

Employees shall notify the Federation of any changes in their personal status, including a name change, change in address, change in marital status, acquisition of a new license, or changes in other work experience, within 14 days from such changes and submit any associated supporting documentation.

CHAPTER IV Working Hours and Breaks

Article 22. Working Hours

- (1) The regular working hours of an employee shall be eight hours a day or 40 hours per week, excluding breaks.
- (2) Daily work start and finish times and break time shall be as indicated below:
 1. Start time: 10:00
 2. Finish time: 19:00
 3. Break time: 12:30 - 13:30
- (3) The start and finish times of work, as well as break times set forth in the above Paragraph (2) may be adjusted based on the specific circumstances of the Federation, the nature of the assigned job, etc. Flexible working arrangements may be granted upon application by an employee and approval thereon by the Federation.

Article 23. Breaks

Employees may use the break time freely for their own purposes to the extent that such purposes are in compliance with the rules, regulations, and order of the Federation.

Article 24. Overtime, Night Work, and Holiday Work

- (1) The Federation may instruct an employee to work overtime, at night, or on a holiday if it is necessary for his/her performance of duties. If an employee wishes to work overtime, at night, or on a holiday, the employee shall obtain a prior approval from the Federation. Any overtime work, night work, or holiday work performed without prior approval of the Federation shall not be recognized.
- (2) The total number of overtime hours worked shall not exceed 12 hours per week.
- (3) Subject to the permission of the Minister of Employment and Labor and the consent of the employee, the Federation may, in exceptional circumstances, extend the total number of overtime work set forth in the above Paragraph (2). Nonetheless, if obtaining the aforementioned permission from the Ministry of Employment and Labor is not feasible due to the urgency of the situation, the Federation shall obtain such approval without delay after the occurrence of overtime work hours.

Article 25. Restrictions on Overtime Work

- (1) Female employees within one year after childbirth shall not work overtime in excess of two hours per day, six hours per week, and 150 hours per year.
- (2) Pregnant female employees shall not work overtime.

Article 26. Restrictions on Night Work and Holiday Work

- (1) The Federation may not have a female employee work night-time between 22:00 and 06:00 or on holidays without the prior consent of the female employee.
- (2) The Federation may not have pregnant and nursing female employees (those pregnant or within one year after childbirth) work night-time between 22:00 and 06:00 or on holidays unless the following conditions are satisfied:
 1. Where such night work is agreed upon by a female employee within one year after childbirth or requested expressly by a pregnant female employee; and
 2. Where the Federation obtains permission therefor from the Minister of Employment and Labor.
- (3) The Federation shall consult in good faith with the Employee Representative(s) on whether and how to implement female employees' night work and holiday work to protect their health and maternity before the Federation applies for permission therefor to the Minister of Employment and Labor as set forth in Paragraph (2).

Article 27. Compensatory Leave

- (1) The Federation may grant compensatory leave in lieu of monetary compensation for overtime, night work, or holiday work.
- (2) The details of compensatory leave shall be determined by a written agreement between the Federation and the Employee Representative(s)

Article 28. Exceptions to Calculation of Working Hours

- (1) If calculating actual hours worked is challenging when the employee performs his/her duties outside the premises of the Federation for part or all of the working hours due to a business trip or other reasons, it shall be deemed that the employee has worked the contractual working hours.
- (2) If the respective duty requires the employee to work in excess of the contractual working hours, it shall be deemed that the employee has worked the hours usually required to perform the duty.
- (3) Notwithstanding the provisions in Paragraph (2), if there is a written agreement with the Employee Representative(s), then the agreed work hours shall be deemed the required normal hours to perform one's duty.
- (4) If in nature the respective duty is deemed necessary to delegate the method of performing one's duty to the discretion of the employee, provided that the duty is set forth by Presidential Decree, the Federation shall regard hours worked as agreed upon in writing between the Federation and the Employee Representative(s). The written agreement shall include the following:
 1. Respective duty;
 2. A statement that the employer does not make specific orders to the employee regarding the method of performing the duty or time allocation; and
 3. A statement that calculation of the hours worked shall follow what was agreed in writing.

Article 29. Flexible Working Hours

- (1) The Federation may require employees to work in excess of eight hours for a particular day or 40 hours for a particular week over a unit period of up to two weeks insofar as the average weekly working hours of the unit period do not exceed 40 hours. However, the number of hours worked for a particular week shall not exceed 48 hours.

- (2) Subject to a written agreement with the Employee Representative(s) on the following, the Federation may require employees to work in excess of eight hours for a particular day or forty hours for a particular week over a unit period of up to three months insofar as the average weekly working hours of the unit period do not exceed 40 hours. However, the number of hours worked for a particular day and week shall not exceed 12 hours and 52 hours, respectively:
1. The scope of the employees under the flexible work schedule;
 2. The unit period (shall be up to three months);
 3. The number of work days and working hours per work day for the unit period; and
 4. The validity period of the written agreement
- (3) The above Paragraphs (1) and (2) shall not be applied to employees between 15 to 18 years of age and pregnant female employees.

Article 30. Flexible Working Hours Over Three Months

- (1) Subject to a written agreement with the Employee Representative(s) on the following, the Federation may require employees to work in excess of eight hours for a particular day or 40 hours for a particular week, provided that the average weekly working hours for a unit period exceeding three months but less than six months do not exceed forty hours. However, the working hours for a particular day cannot exceed 12 hours, and the working hours for a particular week cannot exceed 52 hours.
1. The scope of employees;
 2. Unit period (shall be decided for a period exceeding three months but less than six months);
 3. Weekly working hours per a unit period; and
 4. Other provisions set forth by the Presidential Decree.
- (2) If the Federation has employees perform duties as provisioned in Paragraph (1), the employees shall be given at least eleven consecutive hours of rest after the working day has ended and before the next working day starts. Provided, however, that for inevitable cases as set forth by the Presidential Decree, including natural disasters, the cases shall be addressed in accordance with the written agreement with the Employee Representative(s), if any.
- (3) The Federation shall notify employees of the working hours per working day of the week as set forth in Paragraph (1)-3 at least two weeks before the start of the week's working day.
- (4) The Federation may modify the provisions in Paragraph (1)-3 through consultations with the Employee Representative(s) when situations unforeseen at the time of making written agreement with the Employee Representative in Paragraph (1), such as natural disasters, equipment malfunction, surge in workload, etc. occur, provided that the average working hours of the unit period in Paragraph (1)-2 does not exceed the weekly working hours.
- (5) The Federation may devise wage protection measures, such as adjusting or newly establishing wage provisions or paying additional wages to prevent a decrease in the existing wage level when the Federation has employees working pursuant to Paragraph (1) and report such wage protection measures to the Minister of Employment and Labor. However, this provision does not apply when the Federation has implemented wage protection measures through a written agreement with the Employee Representative(s).
- (6) Regulations through Paragraphs (1) to (5) do not apply to pregnant female employees.

Article 31. Selective Working Hours

- (1) Subject to a written agreement with the Employee Representative(s) on the following, the Federation

may require employees to work in excess of eight hours for a particular day or 40 hours for a particular week over a unit settlement period of up to one month insofar as the average weekly working hours of the unit settlement period do not exceed 40 hours:

1. The scope of the employees under the selective work schedule (excluding employees between 15 to 18 years of age);
 2. The settlement period (up to one month);
 3. The total number of hours worked for the settlement period;
 4. The start and finish times if there are mandatory on-duty hours;
 5. The start and finish times if the employee has discretion to decide his/her work schedule; and
 6. The standard work hours (the standard number of hours worked per day on which the number of paid leave days, weekly holidays, etc., is determined).
- (2) When the settlement period exceeds one month as provisioned in Paragraph (1), the measures in the following must be implemented;
1. The employees shall be given at least 11 consecutive hours of rest after the working day has ended and before the next working day starts. Provided, however, that for inevitable cases as set forth by the Presidential Decree, including natural disasters, the cases shall be addressed in accordance with the written agreement with the Employee Representative(s), if any.
 2. The working hours shall be averaged every month and the employee shall be paid an additional amount equivalent to 50/100 or a higher percentage of the ordinary wage for the working hours that exceed forty hours per week. In this case, the provisions of Article 56-(1) in the Labor Standards Act do not apply.

Article 32. Absence

- (1) If an employee wishes to take a leave of absence for unavoidable reasons, such as illness and etc., he/she shall submit a written leave of absence request with the reason therefor and the expected number of days of absence included, along with supporting documentation, to his/her department head and obtain approval therefrom before the end of the work day preceding the absence.
- (2) If the employee is unable to submit a written leave of absence request and supporting documentation in advance as required in the above Paragraph (1) due to an emergency situation or unavoidable reasons, the employee shall promptly notify his/her department head of the absence through other means, such as by telephone, and submit the written request and supporting documentation on the first day of return to work following the absence. In the case that the employee fails to submit the aforementioned documents within one day of return from the absence, his/her absence will be deemed unauthorized and will not be recognized as a leave.

Article 33. Late Arrivals and Early Departures

- (1) If an employee arrives at work after the work start time, it shall be considered a late arrival unless such a late arrival to work is due to a force majeure event.
- (2) If an employee departs work before the work finish time, such a departure shall be considered an early departure and must be approved in advance by his/her department head.
- (3) Work hours missed due to a late arrival to or early departure from work shall not be paid.

Article 34. Temporary Leave During Work Day

- (1) If an employee wishes to temporarily sign out during his/her scheduled work hours, the employee

shall obtain prior approval from his/her department head.

- (2) The employee shall notify his/her department head of the destination and implement necessary measures to ensure that he/she can be easily reached.

Article 35. Attendance and Work Attitude Management

- (1) The head of each department shall manage the attendance and work attitudes of his/her staff.
- (2) The Federation may reflect an employee's attendance and work attitude in his/her performance evaluation.

Article 36. Nursing Break for Nursing Employees

The Federation shall provide a female employee with a nursing child aged up to one year with at least 30 minutes of paid nursing break two times a day upon the request of the employee.

Article 37. Business Trips

- (1) The Federation may send an employee on a business trip if necessary for his/her performance of duties.
- (2) The Federation shall pay the employee for travel expenses according to the Regulations on Travel Expenses.

Article 38. Change of Business Trip Schedule

If an employee on a business trip needs to change his/her business trip schedule, the employee shall report the reason for such a change to his/her supervisor and follow any directions given by the supervisor.

Article 39. Business Trip Report

An employee on a business trip shall submit a written business trip report upon his/her return therefrom with no delay. However, the employee may give an oral report on insignificant or confidential matters.

Article 40. Watch Duty

The Federation may have an employee work additional hours on watch duty as necessary for his/her performance of duties.

CHAPTER V Holidays and Leaves

Article 41. Holidays

- (1) The Federation's paid holidays shall be as follows:
 1. Weekly holidays (applicable for an employee who has worked the full contractual work week);
 2. Labor Day (May 1 each year);
 3. The Federation's anniversary (May 28 each year); and
 4. Public holiday and substitute holiday (excluding Sunday) as prescribed in the Rules on Holidays of Public Offices.
- (2) The Federation may order an employee to work on a holiday if it is deemed necessary for his/her performance of duties and may give the employee a substitute holiday.

- (3) If any two of the paid holidays specified in the above Paragraph (1) falls on the same day, only one of them shall be recognized unless otherwise stated in the Regulations on Public Holidays of Government Offices.

Article 42. Alternative Holidays

- (1) The Federation may have an employee work on any of the holidays, excluding Labor Day, with prior notice, in return for granting the employee an alternative holiday on a day that he/she would otherwise work.
- (2) The Federation may replace a legal holiday (excluding Sunday) in accordance with the Regulations on Public Holidays of Government Offices with a working day pursuant to a written agreement with Employee Representative(s).
- (3) In the case that an employee does not work without a justifiable reason despite the prior notice as set forth in abovementioned paragraphs, such will be considered absence from work.
- (4) In the case of taking a legal alternative holiday, the Federation shall not be held responsible to pay the employee for the worked holiday.

Article 43. Paid Annual Leave

- (1) The Federation shall grant 15 days of paid annual leave to an employee who works for at least 80% of the total working days during a one-year period.
- (2) The Federation shall grant one day of paid leave per month to an employee who has less than one year of continuous service or who works for less than 80% of the total working days during a one-year service period.
- (3) For an employee with at least three years of continuous service, the Federation shall grant an additional one day of paid leave for every two continuous service years after the first year of employment, in addition to the paid leave specified in the above Paragraph (1). In such case, the total number of leave days, including the additional leave days, shall not exceed 25 days per year.
- (4) In applying any of the above Paragraphs (1) through (3), the following period shall not be deemed a leave or an absence:
 - 1. A period for which an employee is absent from work due to an injury or illness from work;
 - 2. A period for which a pregnant female employee is absent from work on maternity leave or miscarriage and stillbirth leave; and
 - 3. A period for which an employee is absent from work due to statutory parental leave.
- (5) Paid annual leave expires if not taken within one year (for employees who has less than one year of continuous service, the period refers to when the first year of service has been completed). This provision does not apply when the employee's failure to use paid annual leave is attributable to the Federation.

Article 44. Use of Paid Annual Leave

- (1) The Federation shall allow an employee to use his/her paid annual leave upon his/her request.
- (2) The Federation shall pay an employee ordinary wages for the used paid annual leave.
- (3) The Federation may change the day of annual leave requested by an employee according to the above Paragraph (1) if such a leave is expected to cause a material interruption to its business operations.

Article 45. Encouragement to Use Paid Annual Leave

- (1) In cases where the Federation has implemented the following measures to encourage employee's use of paid leave (excluding paid leave of employees who has less than one year of service as stated in Article 60-(2)) provisioned in Article 60-(1), (2), and (4) of the Labor Standards Act, and an employee fails to use his/her paid leave until it expires as provisioned in Article 60-(7), the Federation shall not be obligated to compensate for the unused leave. Such failure by the employee to use the paid leave shall not be attributable to the Federation as stated in Article 60-(7).
 1. The Federation shall notify an employee of the number of his/her unused leave days within the first 10 days of the six months before the unused leave expires and request, in writing, the employee to schedule the leave and notify the Federation of the schedule thereof; and
 2. Notwithstanding of the foregoing, if the employee fails to notify the Federation of the schedule to use all or part of the leave within 10 days from receiving the request, the Federation shall schedule his/her unused leave days and notify in writing two months before the period of paid annual leave expires.
- (2) In the case where the Federation has implemented the following measures to encourage the employee who has less than one year of service to use paid leave and the employee fails to do so before the leave expires, the Federation shall not be obligated to compensate for the unused leave. Such failure to use paid leave shall not be attributed to the Federation as stated herein.
 1. The Federation shall notify an employee of the number of his/her unused leave days within the first 10 days of the three months before the unused leave expires, and request in writing, the employee to schedule the leave and notify the Federation of the schedule thereof. However, the leave taken after the written request of the Federation shall be requested in five days within one month before the first year of service is completed.
 2. Notwithstanding the above Subparagraph 1, if the employee fails to notify the Federation of the schedule for all or part of the leave within 10 days from receiving the request, the Federation shall schedule his/her unused leave days, and notify the schedule thereof in writing, one month before the first year of service is completed. However, the leave requested to be used as provisioned in the foregoing shall be notified in writing in 10 days before the first year of service is completed.

Article 46. Alternative Paid Annual Leave

The Federation may have employees take a leave on a particular work day in lieu of a paid annual leave day by written agreement with the Employee Representative(s).

Article 47. Compensation for Unused Paid Annual Leave

In the case where an employee fails to use all of his/her annual leave during the annual leave year, the Federation shall pay the employee ordinary wages for the days of the unused paid annual leave. However, this provision shall not apply in the case that the Federation has implemented the measures to encourage the use of paid annual leave as specified in Article 45 (Encouragement to Use Paid Annual Leave) hereof.

Article 48. Sick Leave

- (1) If an employee falls under any of the following cases, the employee may apply for sick leave with a document of proof for up to 10 days (excluding weekends and holidays) per year, and the Federation

may determine whether the employee needs sick leave and grant it within the scope requested by the employee. However, if the sick leave exceeds 10 consecutive days (excluding weekends and holidays), the employee shall apply for absence from work due to illness.

1. Where the employee is unable to perform his/her duties due to illness or injury.
- (2) In principle, the days of sick leave shall not be paid.
- (3) If an employee or a person in close contact with the employee awaits the results of an infectious disease test, the employee may work from home for a maximum of two days.

Article 49. Official Leave Due to National Duty

- (1) The Federation may give an employee official leave for a period deemed necessary if the employee falls under any of the following cases:
 1. Where the employee exercises the right to vote or other rights of citizenship; or
 2. Where the employee is summoned by a government body for public service.
- (2) If an employee takes official leave according to the above Paragraph (1), the Federation shall pay the employee for the period of the official leave.
- (3) The Federation may change the period or time of such an official leave to the extent that such a change does not interfere with the exercising of the rights specified in the above Paragraph (1).

Article 50. Special Leave, Including Congratulatory and Condolence Leave

- (1) The Federation shall grant an employee paid special leave upon the request of the employee for special events including congratulatory or condolence events.
- (2) The details of the aforementioned special leave including congratulatory and condolence leave shall be subject to Appendix I.
- (3) Special leave, other than congratulatory and condolence leave, shall be granted with the approval of the President.

Article 51. Treatment of Holidays Within Paid Leave

Paid holidays that fall within the period of paid special leave shall be counted as the paid leave.

Article 52. Maternity Leave (Before and/or After Childbirth)

- (1) The Federation shall give a pregnant female employee a total of 90 days of maternity leave (or 120 days in the case of twins or more) before and/or after childbirth. In such a case, at least 45 days (or 60 days in the case of twins or more) shall be allocated after childbirth.
- (2) The Federation shall allow the employee to use a portion of her maternity leave at any time before childbirth upon the request of a pregnant female employee for leave due to any of the following reasons. In such a case, 45 or more consecutive days (or 60 days in the case of twins or more) shall be allocated after childbirth.
 1. Where the pregnant employee experiences a miscarriage or stillbirth;
 2. Where the pregnant employee is aged 40 years or over at the time of her application for maternity leave; or
 3. Where the pregnant employee submits a medical certificate that states she has a risk of miscarriage or stillbirth.
- (3) The first 60 days (or 75 days in the case of twins or more) of maternity leave shall be paid. However, if the maternity leave allowance has already been paid to the employee under the Equal Employment

Opportunity and Work-Family Balance Assistance Act, the Federation shall not be held responsible for payment within the amount already covered by the maternity leave allowance.

- (4) The Federation shall assign a pregnant female employee to a less demanding job upon her.
- (5) The Federation shall reinstate the employee to her original job or to a job with equivalent wages after the maternity leave specified in the above Paragraph (1) has ended.

Article 53. Miscarriage and Stillbirth Leave

- 1) A female employee who experiences a miscarriage or stillbirth after the 11th week of her pregnancy may request protective leave (hereinafter "Miscarriage and Stillbirth Leave") by submitting a medical certificate with the date of such a miscarriage or stillbirth and the period of pregnancy included. Miscarriage and stillbirth leave shall not apply to induced miscarriage operations prohibited by the Mother and Child Health Act.
- (2) The Federation shall grant miscarriage and stillbirth leave to an employee requesting the leave according to the above Paragraph (1) based on the following:
 1. A miscarriage or stillbirth before the 11th week of her pregnancy: up to 5 days from the date of miscarriage or stillbirth;
 2. A miscarriage or stillbirth between the 12th and 15th week of her pregnancy: up to 10 days from the date of miscarriage or stillbirth;
 3. A miscarriage or stillbirth between the 16th and 21st week of her pregnancy: up to 30 days from the date of miscarriage or stillbirth;
 4. A miscarriage or stillbirth between the 22nd and 27th week of her pregnancy: up to 60 days from the date of miscarriage or stillbirth; and
 5. A miscarriage or stillbirth after the 28th week her pregnancy: up to 90 days from the date of miscarriage or stillbirth.

Article 54. Menstruation Leave

The Federation shall give a female employee one day of unpaid menstruation leave per month upon the request of the employee.

Article 55. Leave Procedures

An employee who wishes to take a leave shall submit a request for leave and supporting documentation to his/her department head and obtain approval therefrom before the first day of the leave unless it is a matter of urgency.

Article 56. Maintenance of Leave Records

The head of the department in charge of managing leave shall keep a record of and maintain the leaves taken by employees.

CHAPTER VI Wages

Article 57. Wage Structure

The wage structure is in principle a seniority-based salary system where salary is paid annually. However, such seniority-based salary system may not be applied to cases deemed unnecessary by the Federation including employee in probation, etc.

Article 58. Confidentiality

Employees shall not disclose his/her salary amount or of other employees to a third party.

Article 59. Composition of Wages

The monthly salary of an employee shall consist of:

1. Base salary;
2. Allowances;
3. Meal allowance; and
4. Fixed overtime work allowance

Article 60. Base Salary

- (1) The base salary shall be determined according to a pay table that reflects job title, seniority, etc.
- (2) The base salary shall include the statutory weekly holiday allowance if a weekly holiday is granted according to Article 41 (Holidays) of the Rules of Employment.
- (3) The weekly holiday allowance set forth in the above Paragraph (2) shall be paid to employees working a full contractual work-week.

Article 61. Period for Calculation of Salary

- (1) A salary advancement on the seniority-based salary system shall take place in January of each year.
- (2) The period for the calculation of a monthly salary shall be from the first day to the last day of the month.
- (3) The Federation may increase the annual salaries of employees in January of each year based on the inflation rate.

Article 62. Contractual Working Hours

The contractual working hours for the calculation of the ordinary wage shall be 209 hours per month.

Article 63. Overtime Work Allowance

- (1) If an employee's working hours, excluding breaks, exceed 40 hours a week and eight hours a day, the Federation shall pay an additional overtime work allowance at an amount equivalent to 50/100 or a higher percentage of the ordinary wage to such an employee.
- (2) Notwithstanding the above Paragraph (1), the Federation may pay an overtime work allowance for certain fixed hours of overtime work per month by means of including it in the monthly salary.

Article 64. Holiday Work Allowance

The Federation shall pay employees additional amount in the minimum of the following provisions for holiday work.

1. Holiday work less than eight hours: amount equivalent to 50/100 of ordinary wage; and
2. Holiday work exceeding eight hours: amount equivalent to 100/100 of ordinary wage.

Article 65. Night Work Allowance

The Federation shall pay an additional amount equivalent to 50/100 or a higher percentage of ordinary wage to an employee who worked between 22:00 and 06:00.

Article 66. Allowance for Unused Paid Annual Leave

- (1) If an employee has not been able to take all of his/her paid annual leave within his/her leave year, the Federation shall pay ordinary wages for the unused days of his/her paid annual leave.
- (2) Where the Federation has implemented specific measures to encourage employees to take a paid annual leave as specified in Article 45 (Encouragement to Use Paid Annual Leave) of the Rules of Employment, the Federation may not pay the ordinary wages for the unused days of paid annual leave set forth in Paragraph (1) of this Article.

Article 67. Meal Allowance

The Federation may provide employees a meal allowance within its budget.

Article 68. Travel Expenses

The Federation may pay employees travel expenses within its budget.

Article 69. Rank and Position of Responsibility Allowance

- (1) The Federation may pay a rank and position of responsibility allowance to employees who are responsible for overseeing other employees within budget to support them in carrying out their duties.
- (2) The President shall determine separately how and to whom to pay the rank and position allowances.

Article 70. Child Education Allowance

- (1) The Federation may provide annually a set amount of child education allowance within budget to employees with a child attending an educational institution, including kindergarten; elementary, middle, or high school; or college.
- (2) Further details regarding the child education allowance shall be determined separately by the President.

Article 71. Payment Schedule

The Federation shall pay salaries to the employees on the 25th of each month. However, if the 25th of the month falls on a holiday, the Federation shall pay salaries on the preceding business day.

Article 72. Payment Method

The Federation shall pay an employee's salary in cash or by direct deposit into their demand deposit account.

Article 73. Payment in Emergency

The Federation may pay an employee's salary corresponding to work completed even prior to the payday if an employee requests the Federation to do so in order to cover expenses for childbirth, disease, disaster, or other cases of emergency.

Article 74. Pro Rata Calculation

In the case that the monthly amount of the salary is calculated on a pro rata basis, the daily amount shall be 1/30 of the monthly amount regardless of the number of days in the respective month.

Article 75. Salary for Work Done Less than a Month

In the case that the number of days worked by an employee in a given month is less than a month for reasons such as joining the Federation in the middle of the month, absence from work, leave of absence, or retirement, the salary for the month shall be calculated and paid on a pro rata basis.

Article 76. Salary During Probationary Period

- (1) The Federation shall pay 80% of the regular salary to employees on probation, provided that the period of such a reduced payment shall not exceed three months from the beginning of their probationary period.
- (2) In the case that the President decides at his/her own discretion that it is not necessary to reduce the salaries of employees on probation, the Federation may not reduce such salaries.

Article 77. Salary While on Stand-By

- (1) The Federation shall pay only the base salary to employees on a stand-by list. However, if the amount of the base salary is less than 70% of the average salary of all employees for the year, the Federation shall pay 70% of such an average salary to employees on a stand-by list.
- (2) In the case that the President decides at his/her own discretion that it is not necessary to reduce the salaries of employees on a stand-by list, the Federation may not reduce such salaries.

Article 78. Salary During Leaves and Leaves of Absence

- (1) Salaries during leaves shall be paid as follows:
 1. Sick leaves are in principle unpaid leaves.
 2. Official leaves, congratulatory and condolence leaves, and special leaves: Paid
 3. Maternity leaves: Subject to the relevant laws
- (2) Salaries during leaves of absence shall be paid as follows:
 1. Article 94-(1): Unpaid
 2. Article 94-(2) through (6): Unpaid in principle but subject to a separate provision under the relevant laws, if any.
- (3) For employees on leave due to a work-related injury or illness, the Federation shall not pay any compensation other than the allowance for suspension of work specified in the Industrial Accident Compensation Insurance Act.
- (4) In the case that an employee uses a leave of absence for purposes other than that for which the leave was obtained, the President shall collect the salaries paid under Paragraph (2) of this Article.

Article 79. Leaves Before and/or After Child Birth, Etc.

In accordance with Article 52 (Maternity Leave (Before and/or After Childbirth)) and Article 53 (Miscarriage and Stillbirth Leave), the Federation shall pay the ordinary wages to the employee using such a leave for the first 60 days (or 75 days in the case of twins or more) of such a leave; however, if the maternity leave allowance has already been paid to the said employee under the Equal Employment Opportunity and Work-Family Balance Assistance Act, the Federation shall deduct the amount of the already paid allowance from the ordinary wage of the employee.

Article 80. Salary During Childcare Leave

- (1) The Federation shall not pay for a childcare leave.
- (2) The Federation shall cooperate with employees to ensure that employees entitled to childcare leave allowance under the Equal Employment Opportunity and Work-Family Balance Assistance Act can receive such childcare leave allowance while on their childcare leave.

Article 81. Salary during Suspension

The Federation shall not pay for a period of suspension from work.

Article 82. Promotion and Demotion

Salaries for employees who have been promoted or demoted in less than a month shall be increased or reduced pro rata from the date of their promotion or demotion.

Article 83. Performance Incentives

- (1) The Federation may pay employees performance incentives based on the management performance, etc., within budget.
- (2) Matters related to the payment of performance incentives shall be set forth separately.
- (3) The performance incentives set forth in the above Paragraph (1) shall not be considered compensation specified in the Labor Standards Act.

Article 84. Severance Pay

- (1) The Federation shall pay the average wages of at least 30 days for each continuous year of service.
- (2) Pursuant to Article 4 of the Act on the Guarantee of Employees' Retirement Benefits, the Federation may introduce a retirement pension plan instead of paying severance pay in Paragraph (1) with the consent of a majority of employees.

Article 85. Interim Settlement of Severance Pay

- (1) The interim settlement of severance pay is prohibited in principle. Nonetheless, if an employee requests an interim settlement due to any of the reasons specified below, the severance pay may be settled and paid in advance for the duration of the employee's service before the employee retires:
 1. Where the employee purchases his/her first home in his/her name;
 2. Where the employee is not a homeowner and pays a lump-sum deposit under Article 303 of the Civil Act or pays a security deposit under Article 3-(2) of the Housing Lease Protection Act to lease a home for residential purposes, provided that the interim settlement of severance pay for this purpose shall be limited to one time during the entire service of the employee;
 3. Where the employee pays for medical treatment for the following persons for a period of six months or longer due to their disease or injury of:
 - A. The employee;
 - B. The spouse of the employee; or
 - C. Any dependent family member of the employee or his/her spouse.
 4. Where the employee has been declared bankrupt under the Debtor Rehabilitation and Bankruptcy Act within five years prior to such a request for an interim settlement of severance pay;
 5. Where the employee is under the personal rehabilitation program according to the Debtor Rehabilitation and Bankruptcy Act within five years prior to such a request for an interim settlement of severance pay;

6. Where the Federation introduces the Rules of Employment, etc., and implements a system to extend or guarantee the retirement age for employees in return for reducing the employee's wage depending on his/her age, period of continuous employment, or wage amount;
 - 6-2. Where the Federation changes an employee's working hours by one hour a day or five hours a week or more by agreement with the employee, and the employee agrees to continue to work for three months or more on the changed work schedule; or
 7. Other cases falling under the reasons and requirements prescribed and announced by the Minister of Employment and Labor, including the employee suffering from natural disasters, etc.
- (2) In the case where the Federation allows the interim settlement of severance pay under Paragraph (1) above, a new period of service after the interim settlement shall begin on the date of such a settlement for the purpose of calculating severance pay.

Article 86. Severance Pay Payment Schedule

The Federation shall pay an employee severance pay within 14 days of the occurrence of the reason for such a payment provided that the Federation may extend the due date by agreement with the employee in special circumstances.

Article 87. Severance Pay Payment Method

The Federation shall pay the severance pay directly to the employee.

CHAPTER VII Employee Welfare and Healthcare

Article 88. Employee Welfare

The Federation shall strive to secure welfare facilities to boost employee morale and improve employee welfare.

Article 89. Physical Activities

The Federation may hold or support sporting events to improve the physical health of employees and cultivate the spirit of cooperation.

Article 90. Tuition Assistance

The Federation may provide employees with child education allowance to build a stable working environment and instill a sense of belonging.

Article 91. Regular Medical Checkup

- (1) The Federation shall have employees take general medical checkups at least once every year according to the Occupational Safety and Health Act to protect and maintain employees' health. However, office workers will receive medical checkups once every two years.
- (2) In the case that the results of the employee medical checkup show any abnormality, the Federation shall implement necessary healthcare measures and the employee shall accept such measures.

Article 92. Reporting

In the case that an employee becomes aware of the occurrence of a disaster or a dangerous

communicable disease, the employee shall immediately report it to the Federation.

CHAPTER VIII Leave of Absence and Retirement

Article 93. Leave of Absence

The Federation may order or approve an employee to take a leave of absence in any of the following cases:

1. Where an employee cannot properly perform his/her duty because of illness, injury, or mental disorder not related to work (only when a medical certificate issued by a general hospital is submitted);
2. Where an employee is drafted for military service or called in for reserve forces training according to the Military Service Act;
3. Where an employee requires a leave of absence for job training or for reasons relating to his/her job duties;
4. Where a leave of absence is necessary for the management of the Federation;
5. Where an employee joins any of the related government departments or agencies or an international organization recognized by the Federation; or
6. Where the Federation acknowledges that an employee has reasons equivalent to the cases set forth in the above Subparagraphs 1 through 5.

Article 94. Period of Employees' Leave of Absence

- (1) The Federation may grant the following period of days in which employees' leaves of absences are taken in the events specified in Article 93 (Leave of Absence):
 1. An illness or injury or mental disorder not related to work: Three months;
 2. Military draft or reserve forces training: The period of the military service or reserve forces training;
 3. Job training or execution of duties: The period set by the Federation;
 4. The management of the Federation: The period set by the Federation;
 5. Joining of any of the related government departments or agencies or an international organization: The period set by the Federation; and
 6. Other special reasons: The period set by the Federation.
- (2) When an employee on a leave of absence for the reason specified in Paragraph (1)-1 of this Article wishes to extend his/her leave, the employee may extend his/her leave by three months after submitting a written request for such an extension.

Article 95. Support for Employees Taking Care of Family Members

- (1) In the case where an employee applies for a "Family Care Leave of Absence" to take care of his or her family members due to illness, accident, or old age of their grandparents, parents, spouses, spouses' parents, children, or grandchildren (hereinafter referred to as "Family"), the Federation shall permit the leave of absence. However, the Federation may not permit the application if it is impossible to hire a substitute personnel or if it causes serious obstacles to normal business operation, or when there is a direct lineage of grandparents or grandchildren other than the employee.
- (2) In the case where the Federation does not permit the Family Care Leave of Absence under the provision of Paragraph (1), the Federation should inform the reason for denial to the employee in writing and implement any of the following measures:

1. Adjust the starting and finishing time of work;
 2. Restrict overtime work;
 3. Adjust working hours, such as reducing working hours and implementing flexible operation; or
 4. Other support measures appropriate to the circumstances of the workplace.
- (3) In the case where an employee urgently applies for a leave to take care of his/her family members due to illness, accident, old age, or child raising (hereinafter "Family Care Leave"), the Federation shall permit the leave (excluding cases determined by Enforcement Decree). However, the Federation may discuss with the employee to reschedule the leave for the employee's desired time period if it causes material disruptions to normal business operation.
- (4) The number of installments for the period of Family Care Leave of Absence and Family Care Leave shall follow each of the following items:
1. The period of Family Care Leave of Absence is a maximum of 90 days per year, which can be used in installments. In this case, the period of one installment shall be at least 30 days.
 2. The period of Family Care Leave is a maximum of 10 days and it can be used on a daily basis. However, the period of Family Care Leave is included in the period of Family Care Leave of Absence.
- (5) Family Care Leave of Absence and Family Care Leave are unpaid but are included in the period of service and excluded from the average wage calculation period.
- (6) Other matters concerning Family Care Leave of Absence and Family Care Leave, and reduction of working hours for family care, etc., shall be governed by relevant laws and regulations.
- (7) In connection with COVID-19, employees can take Family Care Leave for 10 more days (15 days for single parents) to take care of their families and children.

Family Care Leave can extend by a maximum of 10 days under the Equal Employment Opportunity and Work-Family Balance Assistance Act. After extending the period to a maximum, each employee can use a total of 20 days, including 10 days of existing Family Care Leave.

Single parents can extend the leave by 15 days and use a total of 25 days under the "Single-Parent Family Support Act".

Employees who have already used up 10 days of Family Care Leave in the first half of the year can use the additional extended period.

The extended Family Care Leave may be used only for the following reasons:

1. Where a "severe" crisis warning is issued due to the spread of COVID-19 and the family member is classified as a COVID-19 patient, or a patient infected with a disease suspected of COVID-19, or a patient suspected of being infected with COVID-19, or is a carrier of pathogen, and requires care due to symptoms;
 2. Where the employee's child (age 18 or under) requires care because the childcare center, kindergarten, school, etc. they belong to is closed;
- *The welfare facilities for the disabled pursuant to Article 58 of the Act on Welfare of Persons with Disabilities is included if the child has disabilities (hereinafter the same applies).
3. Where a child (age 18 or under) is subject to self-quarantine due to COVID-19 or requires to be cared for due to suspension of school or other similar measures at the childcare center, kindergarten, etc.; or
 4. Where a child (age 18 or under) requires to be cared for due to the operation of remote classes, going every other day (week), having divisional classes, etc. and cannot attend their childcare center, kindergarten, school, etc.

Article 96. Treatment of Employees on Leave of Absence

Employees who are on a leave of absence pursuant to Article 93 (Leave of Absence) hereof shall maintain their employment status but shall not perform their duties at the Federation.

Article 97. Duties of Employees on Leave of Absence

Employees on a leave of absence shall not commit any acts that damage the reputation of the Federation or go against the business of the Federation or engage in any work outside the Federation without prior approval of the Federation.

Article 98. Reinstatement

- (1) In the case where an employee has his/her leave of absence expired, or whose reason for the leave of absence ceases to exist before the approved leave of absence expires, the employee shall submit an application for reinstatement within seven days of his/her scheduled reinstatement.
- (2) In the case where an employee needs to extend the period of leave of absence, the employee needs to apply for reapproval of the extension with appropriate reason at least 14 days before the end of the period of leave.
- (3) In the case where an Employee fails to submit an application for reinstatement within the period specified in the above Paragraphs, his/her employment shall be automatically terminated upon the end of the leave of absence or at the time when the reason for the leave of absence ceases to exist.

Article 99. Retirement Age

- (1) The age of retirement is 60 years of age.
- (2) The retirement age is based on the date of birth recorded in the resident registration.
- (3) The President may re-employ the employee who has reached his/her retirement age for a part-time job and may extend the retirement age if deemed necessary.

Article 100. Rightful Retirement

An employee shall be deemed to rightfully retire for any of the following cases:

1. When the employee reaches the retirement age;
2. When the employee dies;
3. When the employee's employment contract terminates; or
4. When the employee falls under any of the reasons specified in Article 12 (Disqualification for Employment) hereof.

Article 101. Voluntary Resignation

The Federation may offer voluntary retirement opportunities to employees with more than 20 years of service. The terms and conditions of such voluntary retirement shall be determined based on the overall circumstances of the Federation at the time of each voluntary retirement. In addition, the Federation may offer special voluntary retirement opportunities to employees regardless of their length of service, and the conditions of such special voluntary retirement may be decided based on the overall circumstances of the Federation at the time of each special voluntary retirement.

Article 102. Resignation

An employee who wishes to resign shall submit a letter of resignation at least 30 days prior to the desired

date of resignation and obtain approval of the person who has authority over personnel matters before his/her resignation.

Article 103. Dismissal from Office

The Federation may immediately terminate an employee in any of the following cases:

1. Where the employee has been sentenced to a term of imprisonment or a more severe penalty;
2. Where the employee on a convalescent leave due to work-related illness or injury has received compensation in a lump sum in accordance with the Labor Standards Act;
3. Where the employee cannot perform his/her duties due to physical or mental illness;
4. Where the employee was hired through unlawful means;
5. Where a stand-by order was issued under Article 14 (Stand-By Order) and the reason for the order has not ceased to exist three months after the issuing date of the order;
6. Where the employee on a leave of absence under Article 93 (Leave of Absence) fails to submit an application for reinstatement with no justifiable reason within seven days from the end of the leave of absence, or is incapable of performing his/her duties at the Federation after the leave of absence has ended; or
7. Where the employee is deemed incapable of continuing employment with the Federation in terms of social norms.

Article 104. Duties of Retiring Employees

- (1) Retiring employees shall not disclose any confidential information of the Federation that they have obtained during their employment with the Federation.
- (2) Retiring employees shall return all documents related to their work at the Federation and all hardware and software owned by the Federation.
- (3) Departing employees shall hand over their duties in accordance with Article 105 (Transfer of Job) of the Rules of Employment.

Article 105. Transfer of Job

- (1) In the case of retirement or a change in his/her job, the employee shall prepare a job handover report and provide it to his/her successor.
- (2) The job handover report specified in the above Paragraph (1) shall include a list of all job-related documents, supplies, and equipment, as well as a summary of his/her job duties and responsibilities. When handing over cash or cash equivalents, he/she shall state the accurate amount of the transfer in the report and have a witness observe the transfer when necessary.
- (3) The transferring employee shall continue to perform his/her duties until the job transfer is complete.

Article 106. Settlement of Payment

Upon death or retirement of an employee, the Federation shall settle any and all wages, severance pay, and other compensation within 14 days from the time the reason of settlement occurs. However, if the Federation is in a situation that prevents it from making such payments, the Federation may extend the due date of such payments in agreement with the employee (or a designated person who has claim to such compensation in the event of the employee's death).

Article 107. Advance Notice of Dismissal

- (1) In the case that the Federation wishes to dismiss an employee, the Federation shall give advance notice to the employee at least 30 days before dismissal. If the Federation fails to do so, the Federation shall pay the employee ordinary wages for 30 days or more.
- (2) Nevertheless, the provision of the above Paragraph (1) shall not apply to the case where the Federation is unable to continue its business due to natural disasters or other unavoidable reasons or where an employee has deliberately caused a material business disruption or property damage to the Federation.

Article 108. Restriction on Advance Notice of Dismissal

The Federation shall not be responsible to give the aforementioned advance notice in the case of dismissal of employees with less than three months of continuous service.

CHAPTER IX Personnel Committee

Article 109. Establishment of Personnel Committee

The Federation shall establish a Personnel Committee in order to ensure a reasonable and fair management of personnel matters.

Article 110. Composition of Personnel Committee

The Personnel Committee shall consist of the following:

1. The President shall be the chair of the Personnel Committee;
2. The Personnel Committee shall be composed of three members, including the chair of Personnel Committee;
3. The chair of the Personnel Committee may appoint a person as an Acting Chair who will act on his/her behalf as necessary to manage the Federation or carry out his/her functions; and
4. Notwithstanding the foregoing, the President may establish an expanded Personnel Committee, which includes two experts outside the Federation, for matters of importance.

Article 111. Functions of the Personnel Committee

The Personnel Committee shall deliberate and make decisions on major personnel matters regarding employees.

Article 112. Matters Requiring Deliberation, Etc.

The Personnel Committee shall deliberate on the following matters:

1. Matters relating to the establishment of a basic policy on personnel operations and a personnel management system;
2. Matters relating to promotion and demotion;
3. Matters relating to rewards, disciplinary actions, and dismissal from office;
4. Matters relating to performance evaluation results;
5. Matters relating to the special employment and contract of extraordinary service group positions; and
6. Matters relating to the employment of part-time job positions and contracts.

Article 113. Operation of the Personnel Committee

- (1) The head of the Personnel Committee shall call a committee meeting when necessary and may decide in writing if any members of the Personnel Committee cannot attend a committee meeting due to an unavoidable reason.
- (2) The head of the Personnel Committee shall chair the committee meeting.
- (3) A staff of the department responsible for personnel matters shall serve as secretary of the Personnel Committee and support its operations.

CHAPTER X Rewards and Disciplinary Action**Article 114. Rewards**

The Federation shall reward employees who:

1. Have set an example with good conduct and diligence at work;
2. Have contributed to the development of the Federation through a proposal for business improvement;
3. Have contributed to the development of the Federation through hard work and devotion; or
4. Have made other significant contributions to the Federation.

Article 115. Types of Rewards

The types of rewards granted to Employees are as follows:

1. The Best Employee Award;
2. The Excellent Employee Award; and
3. Other awards granted to employees who have made meritorious achievements.

Article 116. Presentation of Rewards

In principle, the President shall present awards to employees, and the details of such rewards shall be decided separately within a given budget.

Article 117. Record of Rewards Granted

Rewards granted to employees shall be recorded in a reward log.

Article 118. Disciplinary Action

Disciplinary actions shall be taken against employees in the following cases:

1. Where an employee is in breach of rules and regulations and such a breach runs counter to his/her status as an employee of the Federation;
2. Where an employee engages in conducts that cause disturbance and disorder in the workplace;
3. Where an employee violates or neglects his/her duties;
4. Where an employee causes damage to the reputation or credibility of the Federation;
5. Where an employee embezzles, steals, or misappropriates money, valuables, or goods of the Federation or commits a similar act;
6. Where an employee unlawfully pursues his/her own interests or receives gifts or entertainment using his/her status;
7. Where an employee is promoted by falsifying or intentionally altering his/her record of performance or committing irregularities; or

8. Where an employee is deemed incapable of continuing employment with the Federation in terms of social norms.

Article 119. Types of Disciplinary Actions

Types of disciplinary actions that can be taken against employees are as follows:

1. Warning: The employee shall submit a written apology and receive an admonition;
2. Reduction of salary: The employee's salary may be reduced by a certain amount for one to three months. The daily salary reduction shall not exceed half the average daily wage of the employee, and the total amount reduced shall not exceed one-tenth of the total salary normally paid to the employee for one pay period;
3. Suspension from work: The employee shall be suspended from his/her duties for up to three months. The salary for the suspension period shall be unpaid as provisioned in Article 81;
4. Demotion: The employee shall be demoted to a lower position, and his/her salary shall be reduced to the specific salary amount of the lower position; and
5. Disciplinary dismissal: The employee shall be dismissed once the initial disciplinary decision has been confirmed.

Article 120. Establishment of Disciplinary Committee

Disciplinary Committee shall be established to deliberate and determine disciplinary action.

Article 121. Composition of Disciplinary Committee

Disciplinary Committee shall consist as follows:

1. There will be three members on the Committee, including the chair of the Disciplinary Committee. Notwithstanding the foregoing, the President may request to establish an expanded Disciplinary Committee, which includes two experts outside the Federation, for matters of importance.
2. The President will be the chair of the Disciplinary Committee.
3. The chair shall appoint an acting chair when necessary for management or business and have him/her delegate authorities as a chair.
4. A staff of personnel department will act as a secretary and support the operation of the Disciplinary Committee.

Article 122. Request for Disciplinary Action

In the event that a cause for disciplinary action against an employee arises, the head of the department in charge of the employee in concern shall complete a request form for disciplinary action and notify the Personnel Department. The Senior Director of the Personnel Department shall propose a disciplinary action against the employee to the head of the Disciplinary Committee.

Article 123. Disciplinary Action Procedures

- (1) The President shall take disciplinary actions after the Disciplinary Committee makes a decision.
- (2) The details of such a disciplinary decision shall not be disclosed.
- (3) A letter of disciplinary action shall be prepared upon a decision made thereon and shall be signed by the chair and attending members of the Disciplinary Committee.
- (4) Employees who are notified of a disciplinary action confirmed by a determination of the Disciplinary

Committee may file an appeal with the Disciplinary Committee only once within one week from the notification.

Article 124. Opportunities for Vindication

- (1) An employee under disciplinary investigation may attend a Disciplinary Committee meeting to state his/her case regarding his/her alleged actions.
- (2) The Federation shall send an employee under disciplinary investigation a notice of attendance to grant the opportunity set forth in Paragraph (1) hereof.
- (3) If an employee decides not to present his/her case or fails to attend a Disciplinary Committee meeting after receiving the notice of attendance, the employee shall be deemed to have declined the opportunity to vindicate himself/herself. In such a case, any disciplinary action against the employee shall be determined solely through deliberation of related documents.

Article 125. Attendance of Involved Parties and Submission of Evidence

The Disciplinary Committee may request the attendance of the involved party and question or request submission of evidence when it is deemed necessary in relation to the decision made of the disciplinary action.

Article 126. Determination of Disciplinary Action

Disciplinary action shall be determined by a majority vote of the Disciplinary Committee.

Article 127. Civil and Criminal Liability

A disciplinary action shall not affect any civil or criminal liability for the act concerned.

Article 128. Log of Rewards and Disciplinary Actions

All rewards granted to and disciplinary actions taken against employees shall be recorded in a log of rewards and disciplinary actions.

CHAPTER XI Education and Training

Article 129. Employee Education

- (1) The Federation may provide employees with education and training courses in the following cases:
 1. Where the employees need to develop job skills and knowledge;
 2. Where such a course is requested by an outside organization;
 3. Where such a course is one of the employee's requirements for performing duties; or
 4. Where such a course is necessary for any other reason.
- (2) The Federation may make decisions, from time to time as necessary, regarding education and training course planning, implementation, scheduling, and its financial assistance therefor.

Article 130. Trainee Attitude

An employee selected by the Federation for the education or training course shall complete the designated course of education or training.

Article 131. Training Reimbursement

In the case where the Federation hires an outside agency for employee education and training, the Federation may pay or reimburse an employee for all or part of the necessary expenses incurred for such education and training.

CHAPTER XII Health and Safety**Article 132. Safety Measures**

- (1) The Federation shall develop and implement measures necessary to ensure safety in the workplace, and employees shall fully cooperate with such safety measures.
- (2) The Federation shall prevent health hazards arising from physical fatigue and mental stress, and maintain and promote health and safety in accordance with the industrial accident prevention standards outlined in the Occupational Safety and Health Act for matters not specified hereof.

Article 133. Safety Rules

Employees shall strictly comply with the following:

1. Follow the Federation's workplace safety and health rules and instructions;
2. Keep all work areas and their surroundings clean and organized and make efforts to prevent workplace accidents;
3. Do not remove, alter, or disable any safety, fire extinguishing, and sanitation equipment and facilities or other fixtures installed to maintain sanitation without permission;
4. Check computers and electric appliances before and after working hours to the extent that such check-ups do not interfere with job duties during working hours;
5. Do not use flammable items or smoke in any place other than designated areas without permission;
6. Keep the workplace clean and place waste materials in the assigned place; and
7. Attend all medical checkups and vaccinations provided by the Federation to prevent diseases, including communicable ones.

Article 134. Emergency Management

- (1) Upon detecting fire or any other emergency situation or any abnormality, the employee shall implement necessary measures and, at the same time, report it to his/her department head.
- (2) In the event of an emergency, employees shall cooperate with each other to minimize damage.

Article 135. Improvement of Work Environment

The Federation shall make efforts to improve the work environment in consideration of the gender, age, or physical condition of employees.

CHAPTER XIII Accident Compensation**Article 136. Compensation for Occupational Accidents**

- (1) The Federation shall compensate an employee for injury, illness, or death resulting from work-related accidents in accordance with applicable laws.

- (2) In the case where an employee with a compensation claim under the above Paragraph (1) has already received a substantial amount of monetary compensation under the Civil Act or other laws for the same damage or loss, the Federation shall not be responsible to pay the portion already covered by such laws.
- (3) In the case where an employee suffers a work-related accident, the Federation shall provide the employee with all possible assistance necessary for his/her application and receipt of insurance benefits and prompt recovery.
- (4) If the accident on duty is proven to be false, either all or partially, the compensation may cease immediately, and any compensation and expenses already paid to the employee may be reclaimed by the Federation, and disciplinary action may be taken.

CHAPTER XIV Gender Equality in Employment and Maternity Protection

Article 137. Gender Equality in Employment

The Federation shall not discriminate against any employee based on gender with regard to recruitment, employment, wages, education, assignment, promotion, retirement, and dismissal. The Federation shall endeavor to provide equal treatment to both male and female employees under the Equal Employment Opportunity and Work-Family Balance Assistance Act.

Article 138. Time Off for Prenatal Examinations

- (1) If a pregnant female employee requests time off from work for regular prenatal examinations specified in the Mother and Child Health Act, the Federation shall allow the employee to take time off to visit a doctor for such examinations.
- (2) The Federation shall not reduce the employee's wages for taking time off from work for such an examination specified in the above Paragraph (1).

Article 139. Infertility Treatment Leave

- (1) When an employee requests for a leave to receive infertility treatment, such as artificial insemination or in vitro fertilization (hereinafter referred to as "Infertility Treatment Leave"), the Federation shall give a leave of up to three days per year, and in this case, the first day shall be paid. However, if giving leave at the time requested by the employee causes significant disruption to normal business operation, the period may be changed in consultation with the employee.
- (2) The Federation shall not dismiss or punish the employee for taking infertility treatment leave.
- (3) The application method and procedure for infertility treatment leave shall be in accordance with the relevant laws and regulations.

Article 140. Reduction of Working Hours During Pregnancy

- (1) The Federation allows female employees within 12 weeks of pregnancy or after 36 weeks of pregnancy to apply for reduction of working hours by two hours per day. However, for employees whose daily working hours are less than eight hours, reduction of working hours may be allowed so that the working hours per day are six hours.
- (2) The Federation shall not reduce the wages of the relevant employee because of the reduction in working hours pursuant to Paragraph (1).
- (3) The application method and procedure for reduction of working hours pursuant to Paragraph (1) shall

comply with the relevant laws and regulations.

- (4) The Federation allows pregnant female employees to apply for change of start and finish working hours while maintaining their contractual working hours per day unless otherwise required by Presidential Decree, including cases where such request causes material disruption to normal business operation.

Article 141. Parental Leave

- (1) In the case where an employee requests leave to care for a child (including an adopted child) aged eight years or younger, or in the second grade of primary school or lower (hereinafter "Parental Leave"), the Federation shall accept the request unless otherwise required by Presidential Decree.
- (2) The period of parental leave is maximum of one year for each child. However, parental leave is permitted only when the employee has been continuously working more than six months or longer until a day before of the scheduled parental leave.
- (3) The Federation shall not dismiss or treat unfavorably an employee for taking parental leave or dismiss any employee during parental leave unless the Federation is unable to continue its business.
- (4) The Federation shall reinstate an employee to his/her original job or to a job with equivalent wages after the employee's return from parental leave. The period of parental leave specified in the above Paragraph (2) shall be counted toward the total length of service.

Article 142. Reduced Working Hours during a Childcare Period

- (1) The Federation permits employees to apply for reduction in working hours (hereinafter referred to as "Reduced Working Hours During a Childcare Period") for raising children under the age of eight or below second grade of elementary school. However, this provision does not apply to cases stipulated by relevant laws and regulations, such as when it is impossible to hire a substitute staff, or when it causes serious obstacles to normal business operation.
- (2) In the case where the Federation does not permit the employee to reduced working hours during a childcare period, the reason for denial shall be provided to the employee in writing and a discussion shall take place with the employee to explore any possible measure of support such as using parental leave.
- (3) In the case where the Federation permits the employee to reduced working hours during a childcare period, the working hours shall be at least 15 hours but no more than 35 hours per week. When working hours during childcare are adjusted, wages may be reduced in proportion to the shortened hours.
- (4) The period for reduction of working hours during childcare is no more than one year. However, if an employee eligible for parental leave has not used all the period available, it shall be added within the additional period.
- (5) The Federation shall not dismiss or treat unfavorably an employee for the reason of reducing working hours for childcare.
- (6) The Federation shall restore an employee to his/her original job or to an equivalent job with equivalent pay after the employee's return from reduced working hours for childcare.

Article 143. Paternity Leave

- (1) If an employee requests paternity leave due to his spouse's childbirth, the Federation shall permit the employee to use up to 10 days of paid leave, with one installment allowed.

- (2) The paternity leave referred to in the above Paragraph (1) shall be claimed within 90 days from the date of spouse's delivery of child(ren)

Article 144. Reducing Working Hours for Family Care

- (1) The Federation shall permit an employee's application for reduction of working hours for any of the following reasons. This provision does not apply when determined by Enforcement Decree.
1. Where the employee needs to take care of family members due to illness, accident, or old age;
 2. Where the employee needs to take care of himself/herself due to illness or accident-related injuries;
 3. Where the employee over the age 55 is preparing for retirement; or
 4. Where the employee is pursuing education.
- (2) When the reduction of working hours is not allowed in accordance with the above paragraph, the reason for denial shall be provided to the employee in writing, and a discussion shall take place with the employee to explore any possible measures of support.
- (3) Reduced working hours per week shall be at least 15 hours but less than 30 hours. The duration of reduction shall be within one year.

CHAPTER XV Prevention of Sexual Harassment and Bullying in the Workplace

Article 145. Prevention of Sexual Harassment in the Workplace

- (1) The Federation shall endeavor to prevent sexual harassment in the workplace and ensure a safe working environment.
- (2) The Federation shall carry out regular education programs once per year to prevent sexual harassment in the workplace.
- (3) The Federation shall not take any unfavorable employment action against an employee who falls victim to workplace sexual harassment.

Article 146. Prevention of Bullying in the Workplace

- (1) The Federation or employees shall not use the superiority of their position or relationship at work to harass other employees physically or mentally, or to worsen the working environment (hereinafter referred to as "Workplace Bullying") beyond the appropriate scope for work.
- (2) Employees of the Federation shall not commit any act of workplace bullying specified in the above Paragraph (1) against the employees of the Federation's business partners.

Article 147. Workplace Bullying Reporting and Investigation

- (1) Anyone who has learned of the occurrence of workplace bullying may report the matter to the Federation.
- (2) When the Federation receives a report filed pursuant to the above Paragraph (1) or becomes aware of the occurrence of workplace bullying, the Federation shall conduct an objective investigation to verify the facts regarding parties involved without delay.
- (3) During the investigation period mentioned in the above Paragraph (2), the Federation shall, if necessary, protect the employee who has suffered damage or the employee who claims to have been harmed in relation to the bullying in the workplace (hereinafter referred to as the "Victim"). For this

- purpose, appropriate measures, such as change of workplace and orders for paid leave, must be implemented. In this case, the employer shall not implement measures against the wills of the victim.
- (4) The investigation specified in the above Paragraph (2) shall be conducted by the department responsible for personnel affairs, which shall prepare a report on the results after investigation.

Article 148. Actions Against Workplace Bullying

- (1) Where an investigation conducted according to Article 147 hereof confirms the occurrence of workplace bullying, the Federation shall take appropriate actions requested by the victim, etc., such as changing his/her place of work, assigning him/her to another job, or granting him/her a paid leave of absence, upon his/her request.
- (2) Where an investigation conducted according to Article 147 hereof confirms the occurrence of workplace bullying, the Federation shall promptly, without delay, take necessary actions against the aggressor, such as taking disciplinary action or changing his/her place of work. In such case, before taking an action against the aggressor, the Federation shall hear the opinions of the victim, etc., on the action.
- (3) The Federation shall not subject the employee who reports the occurrence of the workplace bullying or the employee who has been victimized to dismissal or any other unfavorable treatment.
- (4) The person who has investigated the workplace bullying, the person who was reported of the findings of the investigation, or anyone who has participated in the investigation shall not disclose confidential information obtained during the said investigation against the wills of the victim, unless it is to report the details of investigation to the employer or provide necessary information to relevant agencies per their request.

Article 149. No Unfavorable Treatment Against a Reporter, Etc.

The Federation shall not dismiss or unfavorably treat the victim, those involved, or the employee who reports the occurrence of workplace bullying.

Article 150. Prevention of Workplace Bullying and Its Recurrence

- (1) The Federation shall endeavor to prevent any act of bullying in the workplace at all times and shall provide employees with anti-bullying training if necessary.
- (2) The Federation may provide the aggressor with counseling or training or order the aggressor to attend a counseling or training session if such measures are deemed necessary for preventing a recurrence of workplace bullying.
- (3) The Federation shall severely punish an employee who commits another act of workplace bullying against an employee who has fallen victim to, has reported, or has made a witness statement.

ADDENDUM

Article 1. Effective Date

The Regulations shall enter into force on April 18, 2022.

[APPENDIX I] Rules on Congratulatory and Condolence Leave
(Article 50-(2) of the Rules of Employment)

Rules on Congratulatory and Condolence Leave

Category		Special Leaves	Money & Flower (KRW)
Marriage	Employee	5 days	500,000 + wreath
	Children	1 days	300,000+ wreath
	Sibling	1 day	300,000
Childbirth	Employee or employee's spouse	10 days in case of childbirth by spouse (can be used in installments only once)	100,000 worth of gifts
70th and 80th Birthday	Employee's parents, parents-in-law	1 day	300,000
Death	Employee	-	500,000 + mourning wreath
	Parents, parents-in-law, spouse, child(ren) or their spouse	5 days	500,000 + mourning wreath
	Employee's sibling or sibling-in-law	5 days	300,000+ mourning wreath
	Employee's sibling's spouse or spouse of sibling-in-law	3 days	100,000+ mourning wreath
	Employee's grandparents or grandparents-in-law	3 days	Mourning wreath
Birthday	Employee	-	100,000

Regulations on Personnel Management

World Taekwondo

CHAPTER I General Provisions

Article 1. Purpose

The purpose of these regulations (the "Regulations") is to set forth the criteria for personnel matters of the employees of the Secretariat of World Taekwondo (the "Federation") in order to ensure reasonable and appropriate personnel management.

Article 2. Scope of Application

- (1) The Regulations shall apply to the comprehensive personnel management of the Federation's employees except for matters that are specifically provided for in the relevant laws and regulations.
- (2) The comprehensive personnel management of the Federation's temporary employees or employees in the extraordinary service group or contract service group shall be governed by separate rules of employment.

Article 3. Occupational Groups

The employees of the Federation are classified as the general service group, the extraordinary service group, and the contract service group.

- (1) General service group: Employees who are classified in their roles. This group includes temporary employees.
- (2) Extraordinary service group: Employees who are appointed to perform tasks which do not fall under the category of general services ("Extraordinary Services").
- (3) Contract service group: Employees who are hired for a fixed term of part-time employment.

Article 4. Definition of Terms

- (1) "Employee" shall refer to a person hired through the Federation's employment process, except for the President and the Secretary General.
- (2) "Job position" shall refer to the relative position or standing that an employee holds according to the tasks and responsibilities assigned to the employee.
- (3) "Job title" shall refer to the group of employees who perform similar types of tasks and have a similar level of job difficulty and responsibilities.
- (4) "Job responsibilities" shall refer to the official status of an employee with specific responsibilities and authority assigned to carry out specific duties within the structure of the organization.
- (5) "Assignment" shall refer to assigning an employee to perform certain tasks.
- (6) "Transfer" shall refer to the assignment of an employee to different tasks or to another department while the employee holds the same position.
- (7) "Dispatch" shall refer to posting an employee, who maintains his/her status as an employee of the Federation, to another organization for a certain period of time under the assumption of their return to the Federation.
- (8) "Promotion" shall refer to a move up to a higher position.
- (9) "Demotion" shall refer to a placement of an employee to a lower position.
- (10) "Appointment" shall refer to the entire process that encompasses recruitment, promotion, transfer, leave of absence, and reinstatement.

Article 5. Job Titles, Positions, Work Responsibilities

- (1) The job titles, positions, and work responsibility of the employees in the general service group shall be classified as follows:

Job Titles	Position	Work Responsibility	
Grade 1	Deputy Secretary General	Senior Director	Director
Grade 2			
Grade 3	Director		
Grade 4			
Grade 5	Manager		
Grade 6			
Grade 7	Assistant Manager		
Grade 8	Coordinator		

<Note> The President may appoint Executive Deputy Secretary General or Director General when necessary.

- (2) The job titles of the employees in the contract service group and extraordinary service group may be decided based on the job title structure of the general service group.

Article 6. Authority over Personnel Matters

- (1) The President shall have authority over the personnel matters of the employees of the Federation as set forth herein.
- (2) The President may delegate part of his/her authority, stipulated in Paragraph (1) of this Article, to the Secretary General or Executive Deputy Secretary General or the Director General.

Article 7. Personnel Order

The employees shall obey any legitimate personnel orders and instructions of the Federation.

Article 8. Appointment Order

The Federation shall ensure that appointment orders, including transfers, assignments, and promotions, are made in accordance with fair personnel management principles and procedures. Employees may not refuse such appointment orders without a justifiable reason.

CHAPTER II Assignment

Article 9. Assignment of Employees

- (1) It is in principle that employees are assigned to the right position according to their qualifications, skills, experience, educational background, and aptitude in consideration of the tasks and expertise needed by the position.
- (2) The Federation shall assign its employees as required for its business and personnel management pursuant to its policies.
- (3) The Federation shall assign its employees in accordance with the separate Guidelines on Job Levels and Roles and Responsibilities.

Article 10. Deputy and Acting Personnel

- (1) In the event of the extended absence of the person assigned to a position due to vacancy, long-term

business trip, leave of absence, or other reasons, the Federation may assign a person in a position immediately below to perform the tasks of the unoccupied position.

- (2) The Federation may appoint deputies as required by events other than those specified in Paragraph (1) of this Article.

Article 11. Holding Concurrent Positions

In the event of a vacant position or when required for its business operations, the Federation may assign employees to two or more positions.

Article 12. Transfer

The Federation may establish a job rotation plan and implement it on a regular or ad-hoc basis to prevent employees from developing set mannerisms from working in the same place or performing the same tasks for a long period of time, to improve employees' overall management skills, and to vitalize the organization.

Article 13. Dispatch of Employees

- (1) The Federation may dispatch its employees in the following cases:
1. When the Federation needs its personnel to work at other institutions or companies in order to execute the business of the Federation or business related to the Federation;
 2. When additional administrative support is needed due to a surge in workload; or
 3. When it is necessary to dispatch employees to execute the business of the Federation.
- (2) The period of dispatch as specified in Paragraph (1) above shall be less than six months, provided that the period can be extended as necessary.
- (3) When the reason for the dispatch is no longer present, the Federation shall immediately assign the dispatched employee back to his/her original department.

Article 14. Stand-By Order

- (1) The Federation may issue a stand-by order when an employee falls under any of the following cases:
1. Where an employee is standing trial for a criminal offense;
 2. Where an employee significantly lacks work skills or shows extremely poor performance at work;
 3. Where an employee lacks the ability to supervise his/her lower-ranking staff members;
 4. Where a disciplinary measure is recommended against an employee;
 5. Where it is necessary to reduce workforce due to the Federation's business downsizing or restructuring; or
 6. Where such an order is deemed necessary for other reasons relating to business or personnel management requirements.
- (2) The employees who are given a stand-by order shall maintain their status as an employee of the Federation but shall not perform any tasks.
- (3) For the employees who are given a stand-by order pursuant to Paragraph (1)-2 or 3 of this Article, measures may be implemented to provide them with opportunities for training, education, or research assignments to restore their work skills or improve their job performance.
- (4) The employees given a stand-by order may face salary reduction.
- (5) When the reasons for stand-by orders issued to employees no longer exist, the Federation shall reinstate the employees to their positions.

CHAPTER III Promotion

Article 15. Types and Principles of Promotion

- (1) Promotions are classified as general promotions and special promotions.
- (2) In principle, employees shall be promoted by the President based on a list of candidates for promotion.

Article 16. Minimum Years of Work Required for Promotion

- (1) A minimum number of years of employment required for employees to be promoted to a position above their current position are as follows:
 1. Grade 2 to Grade 1: 4 years
 2. Grade 3 to Grade 2: 4 years
 3. Grade 4 to Grade 3: 2 years
 4. Grade 5 to Grade 4: 4 years
 5. Grade 6 to Grade 5: 2 years
 6. Grade 7 to Grade 6: 4 years
 7. Grade 8 to Grade 7: 3 years
- (2) The minimum number of years of employment does not include the period of disciplinary action and leaves. However, Parental Leave, Maternity Leave, and Family Care Leave of Absence does not affect the promotion.

Article 17. Demotion

- (1) The President may demote employees in the event of over-staffing, abolition of positions due to changes in the organization or staff levels or budget cuts only when the employee agrees to the demotion.
- (2) Employees who are demoted pursuant to Paragraph (1) of this Article shall be prioritized over other staff when a higher position becomes available. Notwithstanding the foregoing, in the event the employee agreed to the demotion, such preferential treatment shall not apply.
- (3) Employees who were promoted by falsifying or intentionally altering their performance record or committing other irregularities may be demoted regardless of the provision of Paragraph (1) of this Article.

CHAPTER IV Employee Performance Evaluation

Regulations for employee performance evaluation are attached.

ADDENDUM

Article 1. Effective Date

The Regulations shall enter into force on April 18, 2022.

Regulations on Travel Expenses

World Taekwondo

CHAPTER I General Provisions

Article 1. Purpose

The purpose of these regulations (the “Regulations”) is to set forth matters relating to World Taekwondo's (the “Federation”) payment for travel expenses incurred by its officers or employees (“Employees”) during their business trips.

Article 2. Types of Travel Expenses

Travel expenses shall be classified as transportation expenses, daily allowance, accommodation expenses, and meal expenses.

Article 3. Calculation of Travel Expenses

Travel expenses shall be calculated based on ordinary routes and applicable transport means for the respective business trip; however, if it is impossible to take a business trip through ordinary routes and transport means due to the nature of the work or inevitable circumstances, such as natural disasters, travel expenses shall be calculated based on the routes and transport means actually used.

Article 4. Calculation of Business Trip Days

The number of days of a business trip shall be the number of days actually required to achieve the purpose of the business trip; however, the number of days additionally spent on the business trip due to the nature of the work or inevitable circumstances, such as natural disasters, shall be included in the number of business trip days.

Article 5. Business Trips Directly from Residence

In the case where an employee residing or staying in a place other than the place of work takes a business trip directly from such a place of residence or stay to the destination, the Federation shall cover the travel expenses incurred from traveling from the such place to the destination, provided that the travel expenses to be reimbursed by the Federation shall not exceed the travel expenses that would have been incurred from traveling from the place of work.

Article 6. Separation of Calculation of Travel Expenses

- (1) In cases where it is necessary to separately calculate travel expenses incurred in connection with a particular travel leg of the business trip due to a change made in the Regulations or the position of the respective employee during the business trip, separate calculations shall apply as of the date of such a change. However, if the employee is in transit, separate calculations shall apply as of the date on which the employee arrives at the first destination after the occurrence of such a change.
- (2) In the case that two different amounts of travel expenses are incurred in a single day, the Federation shall reimburse the larger amount.

Article 7. Reimbursement of Domestic Travel Expenses, Etc.

- (1) Employees on a domestic business trip shall calculate the expected expenditures for transportation and accommodation, among other travel expenses, in a general market value basis and obtain the approval in advance.

- (2) Reimbursement of actual expenditures shall be made after a domestic business trip.
- (3) Employees shall apply for the reimbursement of transportation and accommodation expenses to the Federation, within 10 days from the day after completing their business trip, by submitting supporting documents for such transportation and accommodation expenses.

CHAPTER II Transportation Expenses

Article 8. Types of Transportation Expenses

- (1) Transportation expenses shall be categorized by railroad fare, ship fare, air fare, and car fare. The railroad fare applies to a business trip by train; the ship fare applies to a business trip by ship; the air fare applies to a business trip by plane; and the car fare applies to a business trip by land routes other than rail.
- (2) The transportation expenses referred to in Paragraph (1) shall include toll fees.

Article 9. Payment of Transportation Expenses

- (1) The Federation shall reimburse domestic transportation expenses in accordance with Appendix 1.
- (2) The Federation shall reimburse international air fare on a fixed-amount basis in accordance with Appendix 3.

Article 10. Restriction of Payment of Transportation Expenses

The Federation may not reimburse the transportation expenses of an employee taking a business trip using any of the vehicles of the Federation.

CHAPTER III Daily and Accommodation Expenses, Etc.

Article 11. Daily Reimbursement and Accommodation Expenses

- (1) The Federation shall reimburse daily and accommodation expenses for a domestic business trip in accordance with Appendix 2.
- (2) The Federation shall reimburse the air fare and daily and accommodation expenses for an international business trip in accordance with Appendix 3.
- (3) Any employee who wishes to have excess travel expenses reimbursed pursuant to Paragraph (1) of this Article shall apply for such a reimbursement from the Federation, within 10 days from the day after completing their business trip. This should be done by submitting the respective credit card receipt and other supporting documents for the travel expenses.
- (4) Daily allowance for an international business trip shall be paid after deducting one day from the total number of travel days.
- (5) The Federation shall reimburse accommodation expenses based on the number of nights. However, in the case of a business trip by ship or plane, the Federation shall not reimburse for the nights spent on board with the exception that the Federation shall reimburse accommodation expenses on such nights if the employee is forced to stay at accommodation facilities due to unavoidable circumstances, such as natural disasters.
- (6) The reimbursement of expenses incurred in connection with an extraordinary event not covered by the table shall require the approval of a person with approving authority.

CHAPTER IV Supplementary Provisions

Article 12. Adjustment of Travel Expenses

- (1) The President may reduce the amount of reimbursements or choose not to reimburse all or part of the travel expenses incurred from a business trip if the President decides at his/her discretion that the budget of the Federation is not sufficient or there are other sufficient reasons for such a reduction or non-reimbursement.
- (2) In the case where an employee receives an amount to cover all or part of his/her travel expenses from foreign governments or external agencies or other organizations, the Federation shall reimburse his/her travel expenses after deducting the amount already reimbursed by such foreign or external bodies.
- (3) In the case where two or more employees go on a business trip together for the same purpose and it is deemed necessary for the achievement of the purpose of the business trip, the Federation may adjust the minimum reimbursable amount of a lower-ranking employee up to the level of his/her accompanying higher-ranking employee, provided that this provision shall only apply to transportation, accommodation, and meal expenses.

Article 13. Exceptions to Reimbursement of Travel Expenses

If the President deems that the reimbursement amounts and methods, or settlement procedures set forth herein are unreasonable due to exceptional circumstances, the President may, at his/her discretion, set different reimbursement amounts, reimbursement methods, or settlement procedures.

ADDENDUM

Article 1. Effective Date

The Regulations shall enter into force on March 7, 2022.

ADDENDUM

[APPENDIX 1] Table of Reimbursements for Domestic Fares

(Unit: KRW)

Category	Railroad Fare	Ship Fare	Air Fare	Car Fare
President	Actual Expenses (Special seat on KTX, etc.)	Actual Expenses	Actual Expenses (First or business class)	Actual Expenses
Secretary General	Actual Expenses (Special seat on KTX, etc.)	Actual Expenses	Actual Expenses (Business)	Actual Expenses
Deputy Secretary General	Actual Expenses (General seat on KTX, etc.)	Actual Expenses	Actual Expenses (Economy)	Actual Expenses
Director	Actual Expenses (General seat on KTX, etc.)	Actual Expenses	Actual Expenses (Economy)	Actual Expenses
Manager	Actual Expenses (General seat on KTX, etc.)	Actual Expenses	Actual Expenses (Economy)	Actual Expenses
Assistant Manager	Actual Expenses (General seat on KTX, etc.)	Actual Expenses	Actual Expenses (Economy)	Actual Expenses
Coordinator	Actual Expenses (General seat on KTX, etc.)	Actual Expenses	Actual Expenses (Economy)	Actual Expenses

Note: 1. If a private car is used for inevitable business reasons, fuel expenses and tolls may be reimbursed, and the specific criteria of such reimbursements shall be internally established through separate discussions.

2. If transportation discounts are available, reimbursement shall be based on such discounted fares.

[APPENDIX 2] Table of Reimbursements for Accommodation and Meal Expenses Reimbursements on Domestic Business Trips

(Unit: KRW)

Category	Accommodation (Per Night)	Meal (Three Meals Per Day)
President	Actual Expenses	Actual Expenses
Secretary General		
Deputy Secretary General		
Director		
Manager		
Assistant Manager		
Coordinator		

Note: 1. Reimbursement of accommodation and meal expenses are available only for business trips taken outside the place of business, where the term “outside the place of business” refers to places other than the city in which the place of business is located.

2. Alternative holidays shall be granted to employees taking a business trip on holidays.

3. If transportation discounts are available, reimbursement shall be based on such discounted fares.

[APPENDIX 3] Table of Reimbursements for Daily Allowance, Air Fare and Accommodation expenses on Overseas Business Trips

(Unit: USD)

Category	Air Fare	Daily Allowance	Accommodation Expenses, Etc.
President	First or business class fare	500	Actual Expenses
Secretary General	Business class fare	200	Actual Expenses
Deputy Secretary General	Different based on the time of each flight segment (Ref. Note)	150	Actual Expenses
Director or Lower	Economy class fare (fixed)	120	Actual Expenses

Note: 1. A Deputy Secretary General may upgrade their seat to business class if the scheduled flight time of each segment exceeds 12 hours (excluding layover time). Otherwise, the Deputy Secretary General will travel in economy class if the scheduled flight time of each segment does not exceed 12 hours (excluding layover time).

Regulations on Delegation of Decision-Making Authority

World Taekwondo

Regulations on Delegation of Decision-Making Authority

Decision-making Authority per Task

Category	Unit Task		Work Responsibility			Note
			Dept. Head	Secretary General	President	
Planning and Budgeting	Establish and manage business plans					
		Approve strategic direction and basic plan			○	
		Establish a detailed plan under the strategic directions		○		
		Execute the detailed plan	○			
	Prepare, execute, and manage project budget					
		Establish and approve budgeting guideline			○	
		Establish budget execution strategies		○		
		Execute project budget		○		
		Manage project budget execution and approve changes			○	
	Financial reporting					
Finance and Accounting		Financial report (monthly, quarterly, semi-annually)			○	
		Audit report			○	
		Matters regarding opening and closing of accounts, FX			○	
	Payments					
		Salary, severance payment, employee benefits		○		
		Payment following resolution to pay	○ **			
	Accounting					
		Accounting standards		○		
		Create and close accounts	○ *			Head of Planning & Finance Department
	Financial audit					
Audit		Establish and execute audit plan			○	
		Appoint and change financial auditor			○	
		Establish regular and ad-hoc audit plan		○		
		Report regular and ad-hoc audit result		○		
Contract	Contracts including business agreements, service contracts, etc.					

		Strategic business agreements including MOU		△		
		Business and service agreements		△		
Service	Business trip management					
		Department head and staffs			○	
	Leaves, temporary leave, early departure					
		Department head or above		○		
		Department staff	○			
	Sick leave, absence from work				○	
	Adjust work (work from home, working hours, etc.)			△		
	Approve external lectures, meetings, events, etc.					
		Department head or above		○		
		Department staff	○			
Personnel	Employment, retirement, dismissal, personnel order				○	
	Employment of interns and short-term service providers				○	
	Performance evaluation					
		Approve the basic plan for personnel performance evaluation			○	
		Conduct personnel performance evaluation		○		
	Reward and disciplinary action					
		Operate Personnel Committee		△		
		Reward and disciplinary action		△		
		Receive report and written apology		○		
	Restructure job positions, organization, roles and responsibilities					
		Approve basic plan for reorganization			○	
		Execute reorganization		○		
		Adjust roles and responsibilities between departments		△		
		Adjust roles and responsibilities within the department	○			
	Raise and adjust compensation				○	
Administration	Regulation					
		Establish, revise, abolish regulations		△		
	Official documents/certificates					
		Issue honorary black belt, award certificates and appreciation plaque, and letter of appreciation			○	
		Approve sending out official documents to local agencies		○		

		Receive official documents from local agencies	○*			Head of Administration & Communications Department
		Issue certificates to member country associations		○		
		Issue certificates to individual technology director	○			
		Matters regarding office, facilities, equipment, vehicle, etc.		○		
		Matters regarding congratulatory and condolence events, holiday gifts, etc.		○		
		Matters regarding purchasing airline tickets, consumable supplies, etc.		○		
Competition		Federation sponsored competition				
		Approve competition schedule and guideline			○	
		Appoint technology directors (including referee)			○	
		Manage competition result (report, settlement)		○		
		Federation approved competition				
		Approve levels per approved competition			○	
Meeting		Appoint technology representative of the competition			○	
		General meeting, executive committee				
		Call for a meeting and approve agenda			○	
		Execute meeting and report result		○		
		Electric voting				
		Approve voting agenda			○	
Development Support		Execute voting and report result		○		
		Approve development support plan		△		
Demonstration Team		Execute development support	○			
		Approve demonstration plan			○	
Events and Education		Matters on operating demonstration team and demonstration performance		○		
		Approve events/education plan			○	
		Appoint person in charge of events/education			○	

	Execute and change events/education plan and report results		○		
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△ : Treat as delegation of superior's authority

○* : Limited to department heads stated in the note column (not all department heads)

○** : Must win cooperation of the heads of planning & finance, and administration & communication departments

ADDENDUM

Article 1. Effective Date

The Regulations shall enter into force on December 20, 2023.