

Inner Mongolia Shengmu High -tech Animal Husbandry Co., LTD

No. : Q/SM/CGL-RL-9.4-2-2024-0

Employee welfare management system

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Inner Mongolia Shengmu High-tech Animal
Husbandry Co., LTD

Employee welfare management system

1 Purpose

In order to motivate and encourage employees, improve their care for employees, and make every employee feel the warmth of the Shengmu family, this welfare system is formulated in accordance with the national Labor Law and relevant laws and regulations and the actual situation of Inner Mongolia Shengmu Hi-tech Animal Husbandry Co., LTD. (hereinafter referred to as the "Company").

2 Scope of application

Suitable for all company employees.

3 Principles

Compliance and legal principles;

The principle of protecting employees' interests;

4. Responsibilities of the human resources department

(1) As the centralized management department of the company's employee welfare system, it is fully responsible for the formulation, revision and continuous improvement of the welfare system;

(2) Responsible for the issuance and implementation of all welfare implementation standards of the whole company;

(3) Responsible for the daily maintenance and coordination of welfare standardization.

5 Welfare types

5.1 Social insurance

The company shall pay social insurance to the employees who have signed formal labor contracts with the company;

Social insurance includes: endowment insurance, medical insurance, unemployment insurance, industrial injury insurance and large amount

hospitalization insurance;

The specific payment base of each insurance type follows the payment base range issued by the local social security institution; the payment proportion strictly implements the payment proportion issued by the local social security institution.

5.2 Housing accumulation fund

(1) Deposit method: the company will pay the housing provident fund to the personnel who have been working for more than half a year, and the front-line personnel of the ranch (except the administrative personnel and department heads) shall be implemented according to the actual situation;

(2) Deposit base and proportion, and the deposit base and proportion of the unit shall be determined according to the relevant provisions of the local housing accumulation fund management center;

(3) The use and withdrawal of housing accumulation fund shall be carried out in accordance with the local management regulations on housing accumulation fund and relevant regulations.

5.3 Employee commercial insurance

As an effective supplement to social security, the company gives employees to pay commercial insurance. The specific scope of personnel and the amount of payment shall be determined according to the actual situation, and the relevant standards issued by the company shall be implemented.

5.4 Employee physical examination

In order to better protect and care for employees, the company arranges annual health bodies for different levels of staff

Inspection, specific physical examination items, cost standards according to the specific notice issued by the company.

(1) Health examination of employees

It shall be implemented once a year, and the specific scope of personnel participating in the physical examination shall be determined by the Human Resources Administration Department, with unified bidding, price comparison and contract signing; each system personnel shall comply with the implementation.

(2) Occupational health examination

The Company arranges the ranch staff for occupational health examination every year, and the expenses shall be borne by the Company and the welfare expenses of the department; the specific personnel scope and cost standards shall implement the relevant notices issued by the Human Resources Administration Department.

5.5 Start-up profit is

(1) Conditions of enjoyment: employees who have signed labor contracts with the company;

(2) Welfare standards and requirements: on the first day after the Spring Festival holiday, benefits to the staff on the same day (including the staff on the same day);

The specific standards shall be implemented according to the notice issued by the human resources administration department.

5.6 Holiday benefits

(1) The Spring Festival and the Mid-Autumn Festival benefits

① Conditions of enjoyment: employees who sign labor contracts with the company;

② Welfare standards and requirements: Spring Festival, Mid-Autumn Festival welfare; specific standards according to the human bank

The Ministry of Government issued a notice to implement it.

(2) The Lantern Festival benefits

① Conditions of enjoyment: employees who sign labor contracts with the company;

② Welfare standards and requirements: Organize activities on the day of the festival.

(3) Women's Day benefits

① Conditions of enjoyment: female employees who sign a labor contract with the company;

② Welfare standards and requirements: distribute welfare to all female workers on the day of the festival, and organize relevant activities

move;

The specific welfare standards shall be implemented according to the notice issued by the Human Resources Administration Department; the activity planning shall be handled by the Women's Federation.

(4) Children's Day benefits

① Conditions: children of employees who sign labor contracts with the company, with the age range of 0-12 years old;

② Welfare standards and requirements: distribute welfare to employees' children on the day of the festival, and organize relevant activities;

The specific welfare standards shall be implemented according to the notice issued by the Human Resources Administration Department; the activity planning shall be handled by the Women's Federation.

.75 Birthday party

(1) Conditions of enjoyment: employees who have signed labor contracts with the company;

(2) Welfare standards and requirements: Support departments or pastures in Hohhot and Brazil will organize monthly birthday parties

(Note: Do not directly pay wages or cash), send blessings to the monthly birthday personnel and carry out group building activities;

The cost of the birthday party shall be calculated into the budget according to the standard of no more than 100 yuan / person, and shall be listed in the current month, and the annual total amount shall be controlled. The specific activity organization and expense reimbursement shall be responsible by the human resources and administration department or the ranch comprehensive management department.

5.8 Wedding celebration and gold

(1) Conditions of enjoyment: I or children get married; if both husband and wife are company employees, and the woman of the same grade; if both husband and wife are employees of the company, and different grades, high enjoyment;

(2) Welfare standard: 1000 yuan / person for employee level, 2000 yuan / person for manager level, 3000 for director level

Yuan / person; vice president and president level RMB 10,000 / person; attend the wedding day by the company and send blessings; send flowers or gifts worth 300 yuan (with greeting card);

(3) Application requirements: Qualified employees shall fill in and submit the Application Form for Employee Care (see the attachment) one week in advance, which shall be signed and confirmed by the department head and the HRBP manager of the Human Resources Administration Department;

The Human Administration Department is responsible for arranging the cost withdrawal, purchase and on-site care activities; the Comprehensive Management Department is responsible for arranging the cost withdrawal, purchase and carrying out on-site care activities.

.95 New-born child, He Jin

For specific implementation standards, please refer to the Birth tility agement System.

.1059. Hospital compensation

(1) Conditions of sympathy: personnel of director level or above, themselves or their immediate family members

(spouse, parents, in-laws / in-laws, children) suffering from diseases;

(2) Standard: RMB 3,000 / person; RMB 10,000 / person, vice president and president; RMB 300 for flowers and fruit baskets; the company will send a representative to visit the hospital or residence;

(3) Application conditions: Qualified employees shall timely fill in and submit the Application Form for Employee Care (see the attachment) according to the actual situation, which shall be signed and confirmed by the department head and the head of the human resources administration department;

The human resources administration department is responsible for arranging the support department's cost withdrawal, goods purchase and carrying out care activities;

The ranch comprehensive management department is responsible for arranging the cost withdrawal, goods purchase and care activities.

.115. Funeral pension

(1) Conditions of sympathy: the immediate family members (spouse, parents, in-laws / in-laws, children) of the director level or above have died;

(2) Pension standard: RMB 3000 yuan / person; 10,000 yuan / person; another wreath (RMB 500 Yuan); the company sends representatives to the funeral site for sympathy and condolence;

(3) Application conditions: Qualified employees shall timely fill in and submit the Application Form for Employee Care (see the attachment) according to the actual situation, which shall be signed and confirmed by the department head and the head of the human resources administration department;

The Human Resources Administration Department is responsible for arranging the cost withdrawal, item purchase and the care activities; the ranch Comprehensive Management Department is responsible for arranging the cost withdrawal, item purchase and carrying out care activities..

125 Filial piety award

(1) Conditions of enjoyment: director level or above;

(2) Welfare standards: the specific standards and requirements shall be the Chinese Holy Shepherd Plan issued every year.

.135 sympathy to employees in need

Every year, the company will conduct a thorough survey of the family situation of employees, and help and comfort to families in need. The specific standards will be implemented according to the notice issued by the Human Resources and Administration Department.

.145. Spring Festival pasture condolences

During the Spring Festival, the middle and senior management personnel went to the front line of the pasture and expressed condolences to the pasture staff. The specific standards were implemented according to the notice issued by the Human Resources and Administration Department.

5.15 Paid leave

For the specific implementation standards, please refer to the Employee Leave attendance Management System.

.165 Children's gold prize

For the specific implementation standards, please refer to the "Employee Children Gold List Award Plan".

.175. Summer camp for the families of excellent employees

(1) Conditions: family members of outstanding employees of each system;

(2) Welfare standards: the specific standards and requirements shall implement the "Excellent Employee Families" issued every year

Summer camp activity plan.

.185 Employee mutual fund

For the specific implementation standards, please refer to the Management Measures of Employee Mutual Fund.

5.19 Funding for the children of the deceased employees

For specific implementation standards, please refer to the Management Measures for Student Funds for Children of Died Employees.

5.20 Award of academic background, professional title or professional qualification certificate

For the specific implementation standards, please refer to the "Professional Title and Professional Qualification Award Management System" and "—— Run-up Plan".

5.21 Workplace stress management

To relieve the pressure felt by employees in the workplace, investigate the sources and types of pressure of employees every year, and relieve the pressure specifically according to the research results, such as improving the working environment

Reduce the workload, flexible working hours, various benefits, recreational activities, etc.

5.22 Entertainment activities

Every year, the trade union organizes all the staff to participate in all kinds of cultural and sports activities, including badminton, volleyball, basketball, billiards, chorus competition, etc. The specific time, place and form of the activity shall implement the notice issued by the trade union.

.235 Training

In order to improve the ability of employees, the company provides various training opportunities for employees.

.245 The meal

According to different departments, post nature and attendance, give the corresponding meal allowance.

5.25 Staff dormitory

Companies provide dormitories for specific employees.

6 Supplementary provisions

(1) This system is formulated, modified and interpreted by the Human Resources and Administration Department;

(2) This system shall take effect from the date of issuance.

Attachment: Application form for Employee Care

appendix:

Employee care application form

Employee code		surname and personal name	
The system / department		position	
Job layer		entry time	
Apply for a care program	<input type="checkbox"/> Wedding he gold <input type="checkbox"/> new children he gold <input type="checkbox"/> hospital comfort money <input type="checkbox"/> funeral pension		
Relationship with myself	<input type="checkbox"/> I <input type="checkbox"/> spouse <input type="checkbox"/> children <input type="checkbox"/> parents <input type="checkbox"/> in-laws <input type="checkbox"/> in-laws		

occurrence time	
Item description	Employee signature: year month day
Department head / direct supervisor for confirmation	
Manpower administratio n department confirms	