

**REGULATIONS OF THE HUMAN
RESOURCES COMMITTEE**



TYM CORPORATION

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Article 1 (Purpose)

The purpose of the Regulations is to specify the efficiency of the operation and appropriateness of personnel management by organizing the personnel committee, drafting and suggesting improvements to the in-house personnel system, and reviewing personnel management.

Article 2 (Obligation)

Each member of the committee shall put all of their viable efforts into the improvement of the personnel system, strive for fairness in deliberation, and maintain all confidentiality of the contents discussed.

Article 3 (Organization)

- (1) The committee shall have a chairperson and a secretary.
- (2) The number of members shall be 5 or more.
- (3) The chairperson is appointed by the CEO from among the executives, and the members are ordered by the CEO from among the executives.
- (4) The secretary shall be the head of the personnel department or an executive.

Article 4 (Duty)

- (1) The chairperson represents the committee and assumes overall responsibility for the entire meeting.
- (2) Members deliberate on and decide on the agenda submitted to the committee.
- (3) The secretary assists the chairperson, takes charge of the overall work of the committee, and prepares and provides materials for deliberation.

Article 5 (Convocation)

The committee is convened by the chairperson as necessary.

Article 6 (Method of Resolution)

The committee decides with the attendance of at least 2/3 of the incumbent members and the consent of at least half of the members present.

Article 7 (Agenda to be Submitted)

Below is a list of agenda to be submitted to the Committee:

- (1) Reward and punishment of employees
- (2) Employee promotion (Level 5 or higher)
- (3) Recruitment method and procedure
- (4) Selection of expatriates abroad
- (5) Continued work of persons eligible for retirement age
- (6) Establishment and abolition of dividends
- (7) Bonus payment standards
- (8) Retirees' reward value
- (9) Other matters ordered by the CEO for deliberation

Article 8 (Explanation Requested)

When the committee deems it necessary during deliberation, it may request explanation by inviting the related parties or persons to attend, and may request the submission of related documentary evidence.

Article 9 (Defense and Complaint)

- (1) When the matters deliberated by the committee are matters related to disciplinary action, the person subject to disciplinary action must be given an opportunity to defend. However, this is not the case when the person subject to disciplinary action waives its opportunity to defend.
- (2) Members related to specific disciplinary matters shall not exercise their voting rights.
- (3) In the case of the preceding paragraph, members unable to exercise their voting rights shall not be counted in the number of votes.

Article 10 (Implementation)

Matters deliberated and decided by the committee shall be implemented with the approval of the CEO.

Article 11 (Meeting Minutes)

The secretary of the committee immediately prepares the minutes (Annexed Form No. 1) on the matters decided and reports it to the CEO.

ADDENDA

The Regulations shall become effective from May 20, 1974.

The Regulations are amended and effective from March 1, 1986.

The Regulations are amended and effective from March 1, 1992.

The Regulations are amended and effective from January 1, 2013.

