

# Health Management Standards

## 1. Health Facilities

SK Square Co., Ltd. (“the Company”) may designate, install, and operate health facilities for employee health management.

## 2. Operation of Infirmary

- ① The Company shall operate a infirmary for employee health management.
- ② The Company shall place equipment and drugs necessary for first aid or minor illness treatment in the infirmary at all times.
- ③ The infirmary is responsible for administering medication or treatment for injuries and diseases of employees.

## 3. Health Managers

- ① The Company shall designate health managers for the management of employee health.
- ② The number, qualifications and duties of health managers shall be governed by the Occupational Safety and Health Act.

## 4. Regular Health Examination

- ① The Company shall conduct a comprehensive health examination (hereinafter “examination”) for employees on a regular basis every year.
- ② All employees are required to undergo an examination, and in principle, the examination shall be conducted during the first half of the year.

## 5. Scope of Regular Examination

- ① Examination items are as follows.
  1. Past medical history and work experience
  2. Subjective and objective symptoms (visual examination, palpation, auscultation, and questionnaire)
  3. Blood pressure, blood sugar, urine sugar, urine protein, and anemia test
  4. Weight, vision and hearing
  5. Height, color sense, and blood type (only at time of hiring)

6. Chest X-ray

7. Serum GOT and GPT,  $\alpha$ -GPT, total cholesterol

8. Other items separately determined by the CEO

② If it is difficult to confirm a disease from the examination of the above items, a second examination shall be carried out.

## **6. Detailed Examination**

A detailed examination shall be carried out for employees who are shown by the examination to be in need of a detailed examination.

## **7. Guidance on Treatment**

Appropriate guidance on treatment shall be given to employees who are shown by a detailed examination to have health problems.

## **8. Determination as Being Sick**

An employee shown by the examination to have any of the following diseases shall be determined as being sick.

① Statutory infectious disease

② Schizophrenia, paralytic dementia, and other mental disorders

③ Other diseases of the heart, kidney, liver, lungs, etc. that may be aggravated by work

## **9. Measures to Be Taken**

For persons who are sick, the following measures shall be taken according to the degree of illness.

① Reduction of overtime work or standard working hours

② Medical care on leave

③ Assignment of duties that do not interfere with health maintenance

④ Other measures deemed necessary by the Company according to the opinion of the doctor

## **10. Re-determination**

A person who is sick shall check the progress of the illness from time to time and, when it is deemed that the illness has been cured, may apply for a re-determination by attaching the opinion of a doctor.

## **11. Prohibition on Divulging Secrets**

Health managers and other employees who are or were engaged in health examinations shall not divulge secrets obtained in the course of their duties.

## **12. Examination Fee**

Expenses for employee examination (re-examination) shall be borne by the Company.