

SK Square Work-Life Balance Regulations

Selective Working Hours

① SK Square Co., Ltd. (hereinafter “the Company”) shall implement selective working hours by which the start and end times of the workday are left to the decisions of the employees as stipulated in the following subparagraphs. Details of the implementation of selective working hours shall be agreed in writing with the employee representative.

1. Settlement period: 4 weeks

2. Total working hours during the settlement period: 160 hours

② If the selective working hour system is in effect, the Company may have the workers work more than 40 hours per week and 8 hours per day, to the extent that the average working hours per week do not exceed 40 hours during the settlement period.

③ Selective working hours shall not apply to employees who are not less than 15 years and less than 18 years.

Reduction of Working Hours

① Employees may apply for reduction of working hours during childcare or pregnancy, for family care, etc. Details of working hour reduction shall be governed by [Attachment 1. Working Hour Reduction].

② Employees who use reduced working hours may choose the start and end times of the workday freely, in proportion to their reduced working hours per week. However, the maximum working hours shall not exceed 8 hours per day.

③ Employees who intend to apply for working hours reduction shall submit relevant documents to the Company not later than 30 days (3 days in case of working hours reduction during pregnancy) before the expected start date of the reduced working hours.

Support for Maternity Protection and Work-Family Balance

① When a female employee gives birth, the Company shall grant a total of 90-day (120-day for multiple births) maternity leave before and after childbirth combined. If a pregnant female employee requests maternity leave for before and after childbirth on the grounds stipulated by law, e.g., experience of miscarriage, it will be granted in installments, in which case the period of leave after childbirth shall be at least 45 days (60 days for multiple fetuses).

② When a pregnant female employee applies for leave for maternity protection or an employee applies for leave to raise children under the age of 8 (or 2nd grade in elementary school), the Company shall grant up to two years of parental leave including 1 year of statutory parental leave. However, statutory

parental leave can be used in two installments.

③ As for matters related to maternity leave, parental leave, maternity protection, and work-family balance support, details not stipulated in the Company regulations shall be governed by relevant laws.

④ In case of a request by a female employee with a child under one year of age, the Company shall grant 30-minute paid break time for breastfeeding twice a day.