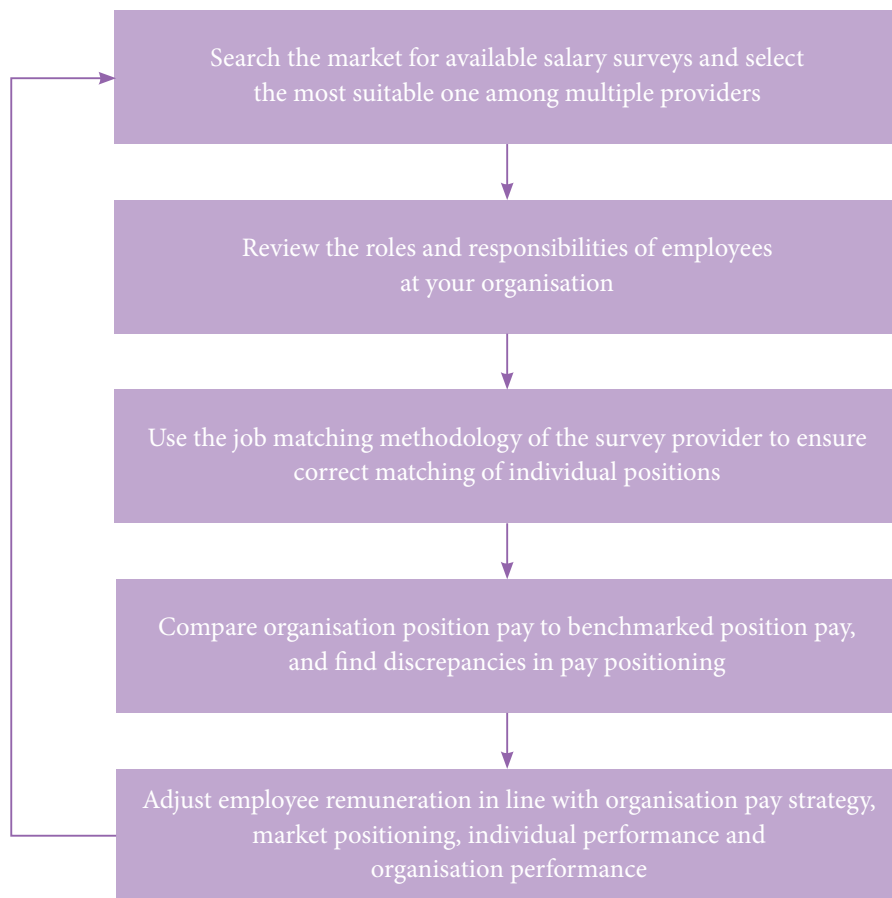


Appendix II – Process for conducting salary benchmark studies & reviews

1. Purpose of salary benchmark studies

Regular salary benchmark surveys should be conducted to keep abreast of market trends and find out whether employees are being paid above or below the targeted pay positioning, in order to attract, motivate and retain employees.

2. Steps to ensure fair and effective annual salary benchmark studies & reviews



附錄二 – 進行有關薪酬基準的研究和檢討

1. 薪酬基準的目的

定期進行薪酬基準調查可確保薪酬水平與市場趨勢同步，根據目標的薪酬定位找出僱員的薪酬是高於還是低於市場水平，用以吸引、激勵和挽留僱員。

2. 公平和有效地進行年度薪酬基準研究及檢討的步驟

