

Tzu Chi Education Foundation Tzu Chi University Labor Contract for Part-time Administrative Assistant

Tzu Chi Education Foundation Tzu Chi University (hereinafter "Party A")

Parties of this Contract:

_____ (hereinafter "Party B")

Party A hereby hires Party B as a part-time assistant to fulfill administrative and academic unit work requirements. Both Parties agree to the following terms for mutual compliance and implementation:

1. Contract Period:

For non-continuous work as defined below, contract termination shall be handled in accordance with the Labor Standards Act and related regulations.

- Current student: Employment period is from the approval date during the period of enrollment.
- Non-student or external personnel: Employment period is from the approval date until _____ year _____ month _____ day.

Budget number: _____.

2. Job Description:

- (1) Assist with relevant affairs or clerical work.
- (2) Assist with tasks assigned by the hiring unit.

3. Work Location:

The work location for the services provided by Party B is at the premises of Party A. If necessary, Party B may be dispatched to other locations to perform the work specified in this contract.

4. Compensation:

- (1) During the employment period, Party A shall pay Party B's salary according to the hourly minimum wage or relevant project funding stipulated by the Ministry of Labor.
- (2) If the funding has not been allocated or the payment procedure cannot be processed, Party B shall agree to cooperate with the extension of the salary issuance period according to Party A's funding allocation schedule.

5. Work Hours:

Party A may arrange the work schedule based on business needs, following mutual agreement between Party A and Party B.

6. Work Regulations:

- (1) Work Discipline: Party B shall perform their duties under the direction and supervision of Party A faithfully and without neglect or evasion and shall comply with Party A's work rules.
- (2) Software Utilization Principles: Party B shall not install unlicensed software on Party A's computers and must obtain prior consent from Party A before installing licensed software.

7. Rights and Obligations of Party B:

- (1) Insurance: Party A shall enroll Party B in labor insurance in accordance with the relevant regulations of the Labor Insurance Act during the employment period. The cost borne by Party B shall be deducted from their salary by Party A. If Party B fails to work without a valid reason, resulting in insurance enrollment without work, Party B shall bear the full insurance cost.
- (2) Labor Pension Contribution: Party A shall contribute 6% of Party B's monthly insured salary to the individual account at the Bureau of Labor Insurance pursuant to the Labor Pension Act. Party B may also voluntarily contribute within the 6% range (the Voluntary Contribution Application Form is shown in Attachment 1).
- (3) Occupational Injury: In the event of an occupational injury, Party A shall be liable for compensation in accordance with the Labor Standards Act Party A may claim setoff if Party A has already paid compensation under the Labor Insurance Act or other regulations for the same incident.

- (4) Campus Gender-related Issue Prevention:
- a. Party A shall implement the employment discrimination prohibition regulations of the Employment Service Act, gender discrimination prohibition, sexual harassment prevention, and gender equality measures of the Gender Equality in Employment Act.
 - b. During the employment period, Party B shall comply with the “Gender Equity Education Act,” “Gender Equality in Employment Act,” “Sexual Harassment Prevention Act,” “Child and Youth Sexual Exploitation Prevention Act,” “Campus Gender Incident Prevention Guidelines,” “Regulations Governing Prevention of Gender-Related Incidents on Campuses,” “Stalking Harassment Prevention Act,” and other relevant regulations. Party B shall avoid violating Article 227 (Sexual Intercourse or Indecent Acts with Minors) and Article 228 (Sexual Intercourse or Indecent Acts by Abuse of Power) of the Criminal Code, as well as the relevant provisions on sexual harassment and sexual assault prevention in the “Regulations Governing Prevention of Gender-Related Incidents on Campuses.” Party B shall not engage in inappropriate behavior that violates interpersonal interactions and professional ethics related to gender and sexuality and shall comply with the relevant regulations on campus safety and prevention mechanisms outlined in the “Regulations Governing Prevention and Control of Bullying on Campuses.”
- (5) Occupational Safety and Health: Party A shall handle safety and health matters in the workplace in accordance with the Occupational Safety and Health Act and its related regulations, ensuring the health, safety, and well-being of Party B.

8. Confidentiality Obligations:

- (1) When Party B becomes aware of, gains access to, or obtains any business-related information of Party A during the execution of work, Party B shall implement necessary confidentiality measures to fulfill confidentiality obligations. Except as required by law or with Party A’s written consent, Party B shall not independently disclose, inform, or transfer such information to any third party, assist any third party in obtaining the content of such information and confidential materials, or publish externally. Party B is also prohibited from using such business-related information for their own benefit or that of any third party.
- (2) Upon leaving the position with Party A or upon Party A’s request, Party B shall immediately return all supplies, equipment, or business documents and information belonging to Party A and shall not retain any form of copies.
- (3) The confidentiality obligations undertaken by Party B under this contract shall remain in effect even if the contract is terminated, revoked, invalidated, or deemed non-existent. Party B shall bear the corresponding civil and criminal legal responsibilities for violating any of the above.

9. Business Handover:

When Party A adjusts the work assigned to Party B or terminates the contract, Party B shall transfer all managed assets and business matters.

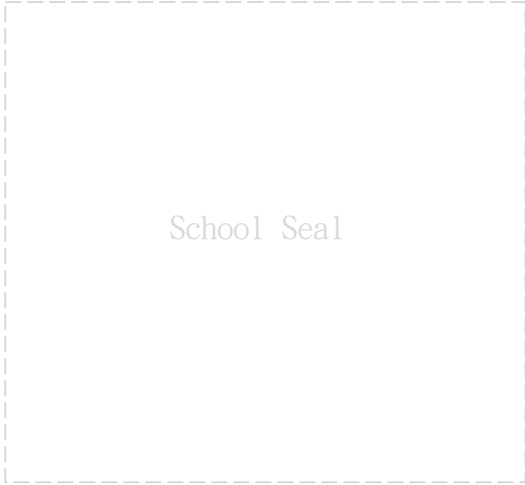
10. Other Bases for Rights and Obligations:

- (1) Party A may collect, process, or utilize Party B’s personal information based on official needs in accordance with personal data protection regulations.
- (2) The rights and obligations between Parties A and B during the contract period shall be handled according to this contract. For matters not specified in this contract, government regulations or Party A’s work rules shall prevail.

11. In the event of a labor dispute, both Parties agree that the local labor administrative authority shall serve as the coordination and mediation unit and agree that the local court where the services are performed shall have jurisdiction over any legal proceedings.

12. Contract Execution:

This contract is prepared in two counterparts, with one counterpart retained by each Party for reference.



School Seal

Contract Parties:

Party A: Tzu Chi Education Foundation Tzu Chi University

Representative: President Ingrid Y. Liu

Address: No. 701, Section 3, Zhongyang Road, Hualien City, 970374

Telephone: 03-8565301

Project Leader: _____

Party B: (Student ID) _____ (Name) _____ (Seal) _____

National ID No.: _____

Date of Birth: _____ Year _____ Month _____ Day _____

Legal Representative: _____ (For those under 18, the legal

representative's signature is required)

Address: _____

Telephone: _____

_____ Year _____ Month _____ Day

