

# Regulations on the Operation of the Workplace Development Council

Established May 23, 2001  
Amended Mar. 1, 2002  
Amended May 22, 2006  
Amended Aug. 6, 2009

Pohang University of Science and Technology (hereinafter referred to as “University”) shall establish a labor-management council pursuant to the provisions of the Act on the Promotion of Workers’ Participation and Cooperation to promote staff members’ welfare and to ensure the sound development of the University through participation and cooperation. However, the labor-management council for the Pohang Accelerator Laboratory shall be established and operated separately.

## Chapter 1 General Provisions

- Article 1 (Name) The labor-management council shall be called the Workplace Development Council of Pohang University of Science and Technology (hereinafter referred to as “Council”).
- Article 2 (Purpose) These regulations set forth matters concerning the organization, function, and operation of the Council.
- Article 3 (Duty of Good Faith) The members of the Council shall hold consultations based on good faith and sincerity.

## Chapter 2 Organization of the Council

- Article 4 (Organization) ① The Council shall consist of five representatives each from the staff and management. (Amended Aug. 6, 2009)
- ② Staff representatives shall be elected by the direct and secret votes of the staff. If there is a labor union consisting of a majority of the staff members pursuant to the provisions of Article 14 of the Labor Standards Act at the time of organizing the Council, however, members shall consist of the representative of the labor union and the representatives selected by the labor union. (Amended Aug. 6, 2009)
- ③ Management representatives shall be the President of the University and those commissioned by him/her.
- ④ The eligibility and election of staff representatives as set forth in Clause 2 shall be stipulated separately.
- Article 5 (Chairperson and Others) ① The Council shall have a chairperson who is elected from among the members; if deemed necessary, two persons selected from each of staff and management may form a co-chairperson.
- ② If there are co-chairperson as set forth in the foregoing provision, the meeting may be chaired in rotation; the chairperson shall perform his/her duty until the next meeting is held.
- ③ The chairperson shall represent the Council and presides over meetings thereof..
- ④ Labor and management each shall have a secretary in charge of the clerical work of the Council, such as the recording of meeting results, etc.
- Article 6 (Term of Office of Members) ① The members shall serve three years and may serve additional terms.
- ② The term of office for a member elected to fill a vacancy shall be the remaining term of office of his/her predecessor.
- ③ If the term of office of a member expires, he/she shall continue performing his/her duties until the successor is elected.
- Article 7 (Supplementary Member) The provision of Article 4, Clause 4 shall apply.
- Article 8 (Status of Members) ① Members shall be non-standing and unpaid.
- ② The employer shall not unfavorably treat staff representatives in the performance of their duties as Council members.
- ③ The hours spent by a member to attend the Council shall be count as work hours.

Article 9 (Obligation of Management) ① The management shall neither intervene in nor interfere with an election of staff representatives.

② The management must provide basic convenience such as use of place, etc., for activities of staff representatives.

### **Chapter 3 Operation of the Council**

Article 10 (Meetings) ① The Council shall have a regular quarterly meeting.

② The Council may hold a special meeting if necessary.

③ The regular meeting set forth in Clause 1 shall be held the following month of each quarter.

Article 11 (Calling of Meetings) ① The chairman shall convene and preside over meetings of the Council.

② A special meeting shall be held when deemed necessary by the chairman or if the representatives of either staff or management requests a meeting to be held by specifying the purposes of the meeting in writing.

③ The chairman shall notify each Council member of the date, place, agenda, etc. of a meeting seven days prior to the meeting.

Article 12 (Quorum) Meetings shall be held with the presence of a majority of each group and a decision shall be made with the approval of at least two-thirds of all the members present.

Article 13 (Opening of Meetings) Council meetings shall be open to the public except when determined otherwise by the Council.

Article 14 (Confidentiality) The Council members shall not disclose matters deemed confidential by the Council.

Article 15 (Keeping Minutes) ① The secretary of the Council must draw up and keep meeting minutes containing the following matters:

1. Date, time and place of each meeting
2. Members present
3. Matters discussed and agreed upon
4. Other matters discussed

② The meeting minutes taken pursuant to the foregoing clause shall be signed and sealed by all the members present and retained for a period of three years from the date they are taken.

Article 16 (Listening to Opinion) The Council may request a person involved in the issue under review to attend a meeting and listen to his/her opinion.

### **Chapter 4 Duties of the Council**

Article 17 (Matters Subject to Consultation) ① Matters subject to consultation at meetings of a Council shall be as follows:

1. Improvement of productivity and sharing of gains
2. Hiring, assignment, education and training of staff members
3. (Deleted Aug. 6, 2009)
4. Staff's grievance handling
5. Improvement of occupational safety, health, and other work environments and promotion of staff members' health
6. Institutional improvement for personnel and labor management
7. General principles of employment adjustment such as reassignment and transfer, retraining, dismissal, etc., for managerial or technological reasons
8. Administration of working and break hours
9. Institutional improvement of wage payment methods, wage structure, wage system, etc.
10. Introduction of new machines or technologies or improvement of work processes
11. Establishment or revision of work rules
12. Employees' stock ownership plans and other supports for the creation of workers' wealth
13. Welfare promotion for staff members
14. Other matters concerning cooperation between labor and management
15. Matters concerning rewards given to workers for their work-related inventions, etc.

(Established Aug. 6, 2009)

16. Installation of employee surveillance equipment within a workplace (Established Aug. 6, 2009)

17. Matters concerning support of the maternity protection of female workers and reconciliation between work and family life (Established Aug. 6, 2009)

② The Council may make a decision concerning matters specified in each of the items of Clause 1 in accordance with the provision of Article 12.

Article 18 (Matters Subject to Resolution) The University shall seek a resolution of the Council on the following matters:

1. Establishment of basic plans for the education and training and skills development of staff members
2. Setting up and management of welfare facilities
3. Establishment of an employee welfare fund
4. Matters not resolved by the Grievance Handling Committee
5. Establishment of various labor-management cooperative committees
6. Matters concerning the establishment, abolishment, and amendment of the regulations of the Council

Article 19 (Matters Requiring Report and Others) ① The University shall report or explain the following matters in good faith at a regular meeting:

1. Matters concerning the general management plans and results
2. Matters concerning the production plans and results for each quarter
3. Matters concerning the manpower plans
4. Matters concerning the economic and financial conditions of the University

② Members representing the employees may report and explain staff members' demands

③ If the University fails to make a report or give an explanation pursuant to the provisions of Clause 1, a member may request the University to submit documents concerning such matter, and the University shall respond to such a request in good faith.

Article 20 (Public Notice of Resolutions) The Council shall promptly notify staff members of the resolved matters using the bulletin board, school newspaper, email, and other appropriate means.

Article 21 (Implementation of Resolutions) Both workers and employer shall implement in good faith resolutions made by the Council.

Article 22 (Voluntary Arbitration) ① Under any of the following items, a dispute may be settled by arbitration of the Labor Relations Commission as agreed upon between representatives of staff and management:

1. If the Council fails to make a resolution on matters set forth in the provision of Article 18
2. If there is disagreement on the interpretation, implementation, etc. of resolutions made by the Council

② If an arbitration decision pursuant to the provision of Clause 1 is rendered, the matters concerned shall be deemed decided by the Council and both workers and employer shall comply with the decision.

## **Chapter 5 Grievance Handling**

Article 23 (Members of Grievance Handling Committee) The Council shall have grievance settlement members to listen to the grievances of staff members and to settle them. All businesses or workplaces shall have a grievance handling committee in order to hear and handle workers' grievances

Article 24 (Composition and Term of Office) ① A grievance handling committee shall consist of no more than three members selected from among the Council members.

② The term of Council members shall apply *mutatis mutandis* to the term of members of a grievance handling committee.

Article 25 (Procedure of Grievance Handling) ① Members of a grievance handling committee shall immediately deal with grievances submitted verbally or in writing by a staff member.

② If a member of a grievance handling committee hears from a worker about grievances, he/she shall inform the worker of the measures taken and results thereof within 10 days.

③ Matters deemed difficult for members of the grievance handling committee to deal with or

matters that apply to a large number or all of the staff members shall be brought to the Council and dealt with through discussion at its meeting.

Article 26 (Furnishing a Register) Members of the grievance handling committee must prepare and furnish a register for receipt and handling of grievances and retain them for a period of one year.

## **Chapter 6 Supplementary Provisions**

Article 27 (Abolishment of Staff Council Agreement) The Staff Council Agreement of the University shall be abolished as soon as these regulations are established.

### **Addenda**

1. (Enforcement Date) These regulations shall take effect on the date of establishment.
2. (Start of Term of Office) The term of office of the members of the Council organized for the first time pursuant to these regulations shall start from the time both staff and management representatives are elected after the establishment and enforcement of these regulations.

### **Addendum**

These amended regulations shall take effect on March 1, 2002.

### **Addendum**

These amended regulations shall take effect on May 22, 2006.

### **Addendum**

These amended regulations shall take effect on Aug. 6, 2009.