

Personnel Certification Agreement

1. Purpose of Agreement

The purpose of this contract agreement is to establish rights, responsibilities and duties for both GPC and customer in carrying out certification activities.

2. Scope of Certification

GPC shall evaluate and certify the knowledge and skill in each K-beauty field applied by customer.

3. Method of Assessment

According to the applied field and grade, customer shall be evaluated based on level of related work experience, training certificate, and the result of knowledge and practical test conducted by GPC.

4. Requirement for customer

Customer shall meet the minimum requirement by each grade and shall be able to prove it with document. Certificate cannot be issued in case of unsatisfying the minimum requirement and is subject to be suspended for any fake or falsified documents.

*Minimum requirement by grade

- 1) Pre-master
 - a) (within 2 years) Completion of practical training basic course in the field of application approved by GPC
 - b) Pass written and practical test conducted by GPC
- 2) Master
 - a) At least 3 years of work experience in the field of application
 - b) (within 2 years) Completion of practical training intermediate course or trainer course in the field of application approved by GPC
 - c) Pass written and practical test conducted by GPC

3) Global Master

- a) At least 5 years of work experience in the field of application
- b) (within 2 years) Completion of practical training advanced course or trainer course in the field of application approved by GPC
- c) Pass written and practical test conducted by GPC

5. Confirmation of Certification

Name, **applied field**, and grade shall be adjusted through pre-discussion.

6. Issuance and Validity of Certification

GPC issues certificate on the next day after determination of certification. Certificate becomes effective from the date of publication on certificate.

7. Use of Certification Mark

Only officially certified customer is given right for use of personnel certification Mark.

- a) Customer shall not misuse or inappropriately use the Certification Mark.
- b) Customer shall refer to FGPC-013-01 for appropriate use of Certification Mark.
- c) Customer shall not use the Certification mark on out of certified scope.

Unauthorized use of Certification Mark or certificate is strictly prohibited.

Also, these shall not be used in the way that could lower the reputation of GPC or in the way that may have possibility of misleading.

Upon suspension or withdrawal of Certificate, all rights for use of certificate are to be discontinued and certificate issued by GPC must be immediately returned.

8. Recertification

GPC shall carry out re-certification process at every 3 years period in order to ensure the qualification of customer and issue certificate if only customer meets those requirements.

9. Transfer of Certification

If GPC becomes unable to provide support for its customers, such as suspension of business or cancellation of designation to personnel certification body, then GPC shall introduce other Personnel certification body in order for customers to maintain their status.

10. Suspending of Certification Validity

GPC reserves the right to suspend a certified customer's certificate under following circumstances:

- a) No corrective actions made on documental failure to meet the requirement of applicable scheme.
- b) No corrective actions on Improper use of logo, Mark, or certificate
- c) Request of Customer for suspension due to unforeseen reasons and significant personnel change, etc.
- d) Breach of applicable scheme, regulatory authority, or procedure and regulation of GPC.

11. Withdrawal of Certification

GPC reserves the right to withdraw the certificate in the following cases:

- a) The period of suspension is over 6 months.
- b) If customer has been suspended for the same reason repeatedly.
- c) If required corrective action corresponding to major NCs not carried within given period.
- d) Customer's request or customer is unable to communicate.
- e) Failure to make payment of certification fee in due date.

12. Objections, Complaints and Disputes

Customer can file an appeal or complaint by using website of GPC or in writing. GPC shall handle received appeal and complaint in accordance with internal procedure and inform the progress of appeal or complaint to customer in writing.

13. Confidentiality

GPC shall not open any information other than agreed to be opened to public without written agreement of customer except such information is requested.

14. Change of Certification Requirements

GPC shall inform customer upon any changes of certification requirements. Compliance with changed requirements shall be confirmed within allowed period or during next recertification process if there is no specific time arrangement.

15. Certification Fee

The customer is obligated to pay the certification fee.

Regardless of the evaluation result, the customer shall pay prior to the implementation of the certification process.

16. Payment

- a) Certification fee shall be paid 100% prior to the implementation of the certification process.
- b) GPC shall issue invoice.
- c) All cost excludes V.A.T and shall be paid in cash.

17. Irresistible Natural Disasters

Non-fulfillment of a contract due to any irresistible forces such as war, infectious disease, work stoppage, business lockout, natural disaster, etc., beyond both parties' control, shall not constitute any complaint or claim and not deemed to be failure.

18. Contract Interpretation and Dispute Resolution

When dispute arise on the details not specified in this agreement and its interpretation cause appeal both parties shall make best effort to make mutual agreement on the matter. If both parties could not find a resolution, they shall follow the most common practice. In the event of litigation, such litigation shall be mediated in the court where the Personnel certification body is near located.

19. Trust, honesty, and mutual Co-operation

GPC shall be impartial and sincere in its personnel certification activities and customer shall firmly co-operate to ensure efficient certification process.

20. Duration of contract

Duration of the contract is until the validity of the certificate (3 years). The contract can be extended during the re-certification process. This contract may be extended upon an agreement of both parties if no change in the contract.

21. Storage of Contract

This contract is made in two original contracts. Each copy shall be signed with each representative and be kept by each party to make sure of effectiveness and faithfulness to contract.

22. Code of conduct

After certification, customers should familiarize themselves with and comply with the following code of conduct.

- 1) Certified customers perform their tasks objectively and professionally.
- 2) Certified customers continuously develop and maintain competence and expertise in relation to certification.
- 3) Certified customers avoid all contracts with conflicts of interest.
- 4) Certified customers maintain the confidentiality of information learned through activities related to the certification.
- 5) Certified customers do not take any other benefits, such as commissions, money, and gifts from stakeholders.
- 6) Certified customers do not intentionally exchange false or erroneous information regarding certification.

- 7) Certified customers do not make unreasonable criticisms of or communicate the work of others.
- 8) Certified customers do not violate any part of this code of conduct and fully cooperate with any requested investigation if any violation is suspected.

Name: _____ (signature) _____

Company: GPC (Global Personnel Certification)

Representative: Min Hyang, Son _____ (signature)

Agreement date _____ Agreement Date _____

