COVID-19 Status Update: Globalization Partners HR specialists in China report that the country is recovering, and normal activity is beginning to resume as the number of new COVID-19 cases drops. Over 90% of the major industrial enterprises in China’s provincial-level regions (except for certain areas including Hubei) have resumed work and production. Hiring and recruitment activities have returned to normal in country although clients may use video calls to conduct interviews due to travel restrictions.

Traditionally, clients hiring even one employee in China would be legally required to establish a representative office, branch office or subsidiary in China, and assess local labor law, prior to hiring their first employee in-country. For clients hiring a small team in China, we offer an alternative solution.

### Table of Contents

- Basic Facts About Hiring in China
- China Public Holidays
- Bonus
- Working Hours
- Vacation
- Sick Leave
- Maternity/Paternity Leave
- Termination/Severance
- Taxes
- Health Insurance
- Additional Benefits
- Bottom Line on Benefits
- Employment Contracts
- Why Globalization Partners

Globalization Partners provides employee leasing and PEO service in China for clients that want to hire employees and run payroll in China. Our Global Employer of Record Platform enables clients to run payroll in China while HR services, tax, and compliance management matters are lifted from your shoulders onto ours.

China, home to 1.35 billion people, is the most populous country in the world, and the second-largest country by land area. China’s GDP is USD 9.4 trillion, making it the second-largest economy in the world, and it ranks at 84 on the World Bank’s scale of ease of doing business. China’s largest exports are computers, broadcasting equipment, telephones, integrated circuits, and office machine parts.

The concept of “face” is highly important in Chinese culture. Face refers to the concepts of
honor, reputation, and respect. Take care to not lessen a counterpart’s face in public through reprimands or exposure of mistakes. Giving public compliments and showing respect can increase face. Avoid jokes, which can easily be misunderstood when translated and can result in loss of face, damaging your relationship. Exchanging business cards is important in China and one should be sure to take the time to read the card before putting it away. Chinese expect punctuality at meetings, and they often like to tackle the difficult issues first. The Chinese are known for being tough negotiators, so you should plan your strategy in advance and know where you are willing to compromise and where you will hold firm; they will be sure to capitalize on any weakness you show. Also, be aware that Chinese are likely to be indirect in their objections. So listen to what they say and read the meaning behind it. Be patient, decisions can take a long time, and take the time to establish personal relationships which will greatly increase your success in China.