

Title : Group Human Rights and Employee Policy

Date : 2024/04/26

1. Purpose: In order to standardize the company's management policies for employees and labor-employer relations, clarify the rights and interests of both employers and employees, and maintain a good interactive relationship, this policy is formulated in accordance with standards, customer requirements, and government laws and regulations for compliance. At the same time, we protect the legitimate rights and interests of employees and follow the spirit and basic principles of human rights protection promulgated by various international human rights conventions such as the United Nations Global Covenant, the United Nations Universal Declaration of Human Rights and the International Labor Organization Declaration of Fundamental Principles and Rights at Work. Fully reflect the responsibility to respect and protect human rights.
2. Scope: This policy applies to all stakeholders in the business operations of the Xinzhiheng Technology Group, including employees, customers, suppliers and business partners within the group.
3. Responsible unit:
 - 3.1 Management
Formulate various labor relations policies, supervise their implementation and review their effectiveness.
 - 3.2 Human Resources Administrative Unit
 - 3.2.1 Recruitment, interviewing, training and legal assessment of recruitment channels for employees.
 - 3.2.2 Signing of employee employment contracts, coordination and handling of labor disputes.
 - 3.2.3 Implementation and supervision of employee attendance, welfare and insurance, safety and health, etc.
 - 3.2.4 Supervision and corrective action on the implementation of labor laws and regulations by various departments.
 - 3.2.5 Interpretation of labor regulations, formulation of internal management regulations, and internal and external information exchange.
4. Human rights policy implementation guidelines and management regulations:
 - 4.1 Standard
 - 4.1.1 The Group is committed to abide by the following human rights policy implementation guidelines:
Prohibition of forced labor;
Comply with legal requirements and not employ child labor;

Adopt a "people-oriented" management philosophy, prohibit employment discrimination, and provide employees with humane treatment;
Provide a safe and healthy working environment and necessary health and first aid facilities;
Provide communication channels for stakeholders;
Respect the personal rights of employees and grant them the right to freedom of association;
We adhere to the values of integrity and strictly prohibit illegal or improper conduct.

4.1.2 Prohibition of forced labor

- 4.1.2.1 The company prohibits the use of any form of coercion, debt bondage or contract binding of employees.
- 4.1.2.2 The company shall not withhold employees' identity cards, graduation certificates, passports, etc. as conditions for employment.
When the employment contract is terminated, you have the right to leave your job freely.
- 4.1.2.3 After employees leave the workplace after get off work, the company is prohibited from restricting employees' personal freedom in any form.
- 4.1.2.4 The human resources administrative unit is responsible for recruiting through the talent market, agency companies, and the Internet, and Investigate and evaluate the legality of recruitment to ensure the legality and authenticity of the recruitment channels and protect the company and the legitimate interests of job seekers shall not be harmed.
- 4.1.2.5 After both the employer and employee confirm that there is no objection to the work, the company establishes a labor-management relationship with the employee. Both parties shall follow the "labor-management relationship". Sign an employment contract according to the "Active Standards Act" and relevant laws and regulations, and perform their respective duties as agreed during the effective period of the contract. Rights and obligations.

4.1.3 Child labor and youth labor

- 4.1.3.1 No child labor (over fifteen years old but under sixteen years old) is allowed to be recruited and used.
- 4.1.3.2 If young workers (aged 16 to under 18) are employed, they should not be allowed to work at night. Night time decision Justice shall be handled in accordance with the provisions of the Labor Standards Act.
- 4.1.3.3 The human resources administration department must verify their identity and age before employment to ensure that they meet the requirements.

4.1.4 Humane treatment

- 4.1.4.1 The company is committed to creating a working environment of mutual respect, trust and fairness for all employees, adhering to the people-oriented principle, respecting and treating every employee well.

Any form of corporal punishment, abuse, harassment, physical oppression, mental or verbal abuse of employees is prohibited.

4.1.5 Prohibition of employment discrimination

4.1.5.1 The company will not discriminate in the recruitment, screening, promotion, distribution, placement, performance appraisal or promotion of job applicants or employees based on their race, region, gender, religious beliefs, etc.

4.1.5.2 The company organizes or provides education, training or other similar activities for employees, and shall not discriminate against employees based on their race, region, gender, religious beliefs, etc.

4.1.5.3 The company shall not provide differential treatment to employees based on their race, region, gender, religious belief, etc. Employees with the same work or value shall be paid the same salary. However, this does not apply to cases based on seniority, rewards and punishments, performance or other legitimate reasons not based on gender or sexual orientation.

4.1.5.4 The company shall not discriminate against employees in terms of retirement, layoff, resignation and dismissal based on their race, region, gender, religious beliefs, etc.

4.1.5.5 The company adheres to the "people-oriented" principle and treats every employee with respect and kindness. The company does not discriminate against employees in employment or actual work based on race, age, gender, religious belief, disability, pregnancy, political affiliation or marital status. Forcing employees to undergo discriminatory medical examinations.

4.1.6 Occupational health and safety

4.1.6.1 All employees must undergo a physical examination before reporting for work. During their tenure, health examinations will be conducted in accordance with labor health protection regulations, and occupational injuries and illnesses will be prevented and treated.

4.1.7 Communication

4.1.7.1 Value employees. The company regards employees as owners of the company and implements fair and impartial evaluation and reward mechanisms in order to maintain a long-term and efficient working environment.

4.1.7.2 The company has established a fair and impartial internal communication mechanism between the company and its employees. Anyone who has any unfair behavior has the right to report unfair behavior to the company's senior management through the reporting system, and the company will deal with it in an open and honest manner.

4.1.7.3 Suggestion box/online mailbox

The company has a suggestion box and online mailbox to accept written complaints and feedback from employees. Complaints must be made with real names, contact information and relevant evidence and clues, and will be handled personally by personnel at or above the deputy general manager level

and the personal information of the complainant will be kept strictly confidential.

4.1.8 Freedom of association

4.1.8.1 The company respects the personal rights of employees, and employees are free to associate, join or not join trade unions in accordance with the law.

4.1.8.2 When employees have opinions on the company's relevant management, they can communicate with the company through talks with the company's human resources administration unit or by sending their opinions to the company through the opinion mailbox.

4.1.9 Illegal or improper conduct

4.1.9.1 Employees are prohibited from engaging in illegal or improper behavior, which includes but is not limited to: any behavior that violates national laws and regulations, any behavior that involves a violation of public ethics, or any behavior that involves dishonesty or intentional malfeasance that constitutes a violation of the law.

4.1.9.2 Employees are prohibited from engaging in activities that conflict with the company's interests. No employee of the company shall provide or accept bribes or other forms of illegitimate gains.

4.1.10 Other matters such as working hours and rest, wages and insurance benefits, and sexual harassment are separately stipulated in "Factory Regulations and Work Codes" and "Salary Management Measures" and are formulated in accordance with the spirit of this policy.

4.2 Education and training

4.1.4.3 The company must provide education and training to managers in all departments of the company, so that managers can fully understand the company's basic requirements in all aspects of "humane treatment" and the group's human rights policy.

4.3 Internal supervision

4.3.1 The human resources administration department and management must regularly investigate and evaluate the implementation status, and investigate and deal with relevant violations.

4.3.2 These regulations should be notified to all employees in writing, email, notices, etc., and placed on the company's internal network for company employees to browse.