

劳工实践和人权政策

Labor Practices and Human Rights Policy

Feb 2023

一、目的 Purpose

明确公司关注的劳工实践和人权议题和工作方向等,为保护员工劳动权和人权提供指南。

To specify the labor practices and human rights issues that the Company concerns and the Company's work directions and provide guidelines for protecting the employees' labor rights and human rights.

二、范围 Scope

本政策适用于上海锦源晟新能源材料有限公司及其控股子公司(以下简称“我们”或“公司”)。

This policy applies to Shanghai Jayson New Energy Material Co., Ltd. and its controlled subsidiaries (hereinafter referred to as “we” or “the Company”).

三、职责 Responsibilities

集团社会责任办公室负责本政策的解释。人力资源管理人员负责所在公司的劳工实践和人权政策的培训、指导、监督和有效落实。

The Group Social Responsibility Office is responsible for the interpretation of this policy. Human Resources staffs are responsible for the training, guidance and effective implementation of the labor practices and human rights policy.

四、政策声明 Statement of the Policy

我们承诺尊重所有员工的劳动权和人权。我们也要求我们的供应商尊重其所有员工的劳动权和人权。

We are committed to respect all employees' labor rights and human rights. We also require our suppliers to respect the labor rights and human rights of all their employees.

a) 自由择业与平等就业 Freely Chosen Employment and Equal Employment

- i. 自由择业：客观介绍公司招聘信息，内容包括公司基本信息、薪酬福利、工作环境与劳动保护、任职基本条件等，让求职者对公司有客观、真实的了解，求职者自由选择。

Freely Chosen Employment: to introduce the Company's recruitment information in an objective way, covering basic information of the Company, compensation and benefits, working environment and labor protection, basic qualifications, etc., so that the applicants can have an objective and authentic understanding of the Company and make choices freely.

- ii. 平等就业：机会平等，严禁歧视。选拔求职者，只要符合国家规定的劳动用工条件，即可给予平等应聘的机会。在选拔用人的任何环节不因求职者的人种、肤色、年龄、性别、性取向、性别认同和性别表现、种族或民族、残疾、怀孕、宗教信仰、政治派别、社团成员身份、服军役状况、受保护的遗传信息或婚姻状况等在招聘和雇佣过程中（如工资、晋升、奖励和培训机会等）歧视或骚扰工人。应向工人提供合理的宗教活动场所。此外，不应强迫工人或潜在工人接受可能带有歧视性目的的医学检查（包括怀孕或童贞检查）或体检。

Equal Employment: Equality of Opportunity and Strict Prohibition of Discrimination. Any applicants shall be given an opportunity for equal employment as long as he/she meets the requirements for labor employment as prescribed by the country. The Company shall not engage in discrimination or harassment based on race, color, age, gender, sexual orientation, gender identity and expression, ethnicity or national origin, disability, pregnancy, religion, political affiliation, union membership, covered veteran status, protected genetic information or marital status in hiring and employment practices such as wages, promotions, rewards, and access to training. Workers shall be provided with reasonable accommodation for religious practices. In addition, workers or potential workers should not be subjected to medical tests, including pregnancy or virginity tests, or physical exams that could be used in a discriminatory way.

b) 合法用工 Legal Employment

- i. 严禁雇佣童工。我们严禁雇佣童工，并采取各种有效措施防范误用童工（例如查验身份证件及年龄核实）。不满18岁的工人（未成年的工人）不得从事可能危及其健康或安全的工作，包括夜班和加班。如果发现童工，将提供协助/补救措施。
- ii. 严禁使用债务（包括债奴）、奴役、监狱或契约劳工；
- iii. 坚决抵制人口贩卖。

c) 规范管理，不得强迫劳动 Standard Management Without Forced Labor

- i. 自愿签订劳动合同以及是否续签劳动合同（文字为劳动者母语）。

The labor contract shall be signed and renewed voluntarily (the words written in employees' mother tongues) .

- ii. 遵纪守法：管理者应严格遵守国家法律法规、行业规定及企业内部规章制度，确保员工人身安全、基本工作条件等权益得以保障。

Observation of laws and disciplines: The management shall strictly observe the national laws and regulations, industrial codes and the in-house rules and regulations, to ensure that the employees' personal safety, basic working conditions and other rights and interests are guaranteed.

- iii. 人性化管理：管理者应不断提升管理技巧，尊重员工，不得对工人实施暴力、基于性别的暴力、性骚扰、性虐待、体罚、精神或肉体胁迫、霸凌、公开羞辱或言语侮辱等严苛的非人道行为；亦不得威胁要实施任何此类行为。

Human-based management: The management shall constantly improve the management skills and respect the employees, and is prohibited to impose any form of corporal punishment, verbal attack or other remarks or acts that impair the self-esteem of the employees. Harassing or insulting the employees is prohibited by explicit order, including any form of physical, sexual, mental or verbal harassment or insult.

- iv. 人身自由：我们承诺任何用工不得扣押应聘者的证件、收取押金。工作场所不得限制员工的行动自由（例如限制上厕所、饮水等）及对员工进出公司提供的工人宿舍或生活区等场所不设立不合理的限制。按规定提前书面通知，员工有选择离职的自由。

Personal freedom: We undertake not to detain the candidates' certificates or charge the deposit. The employees' freedom of action shall not be limited at the workplace (such as limiting the times of going to the washroom, the water intake, etc.). The

employee is free to resign provided that a written notice shall be given in advance as required.

d) 工作时间

按照劳动法规定合理排配作息时间，工作时间不超过当地法律规定的最长时间，保证员工有足够的休息时间。员工自愿加班，公司按工资支付条例有关标准支付加班费。

The work and rest time shall be properly arranged in accordance with the labor law. In case the employees are voluntary to work overtime, the Company shall pay the overtime pay according to relevant standards in the regulations on the payment of salary.

e) 薪酬福利

i. 薪酬政策理念：我们支付员工薪酬不低于当地最低工资标准，并根据岗位价值不同支付员工合理回报。薪酬水平在本地区具有竞争力，让员工有尊严地生活。

Principle of the compensation policy: We shall pay employee's compensation at a rate no lower than the local minimum wage standard and provide a fair return for the employees according to different post values. The salary level shall be competitive in local region and enable the employees to live a decent life.

ii. 福利：我们根据岗位工作条件不同为员工提供必要的劳动保护用品。根据公司制度为员工提供法定福利之外的特色福利。

Benefits: We shall provide the employees with necessary labor protection articles according to different working conditions of different posts, and welfare supplies with our characteristics besides the mandated welfare according to the company system.

iii. 员工发展权：我们为员工提供职业技能培训，以及各项能力展示的平台与机会。确保员工与公司共同发展、成长。

Right to development of the employees: We shall offer training of vocational skills, including comprehensive training and coaching covering the Company's basic information, enterprise culture, social responsibility, safety and environmental protection, occupational health, job skills, career development and so on, and provide the employees with various platforms and opportunities to show their capabilities, to ensure the joint development and growth of both the employees and the Company.

f) 沟通与申诉 Communication and Complaint

我们为员工提供了多种沟通与申诉渠道，畅通员工表达意见或与管理层沟通的渠道。对于投诉，实事求是地调查与处理，并妥善保护检举者的身份信息，严禁任何形式的打击报复。

We have provided various communication and complaint channels for the employees, including but not limited to the complaints hot-line, proposal for improvement, complaints box, forum and satisfaction survey, to keep smooth channels for the employees to express their opinions or communicate with the management. We investigate and handle the complaints and properly protect the identify information of the informer. Any form of retaliation shall be strictly prohibited.

g) 自由结社与集体谈判 Freedom of Association and Collective Bargaining

员工有权自由选择是否申请加入工会。我们按有关规定支持并参与工会集体谈判有关集体劳动合同、薪酬专项、女职工保护等谈判事项。

The employees shall be entitled to make a choice on applying to join the labor union and the party and league organizations or not. We shall, according to relevant provisions, support and take part in the labor union collective negotiations involving the collective labor agreement, the special subject of salary, the protection of female employees and other matters.

h) 其他

我们会根据国家法律法规、劳动政策、行业规范及客户要求等，持续提升员工权益保障。

We shall continue to promote the protection of the employees' rights and interests according to the national laws and regulations, labor policies, industrial codes, the customers' requirements, etc.

上海锦源晟新能源材料有限公司
Shanghai Jayson New Energy Material Co., Ltd.

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