
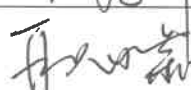
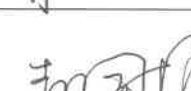

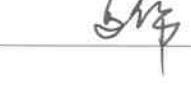

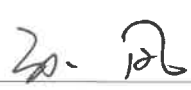


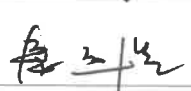
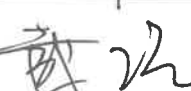


Compiler: 曲品 Date: 2025.7.31

Reviewer: 崔建五 Date: 2025.7.31

Approver: 李岩 Date: 2025.7.31

countersigning department	Countersignature of the signer	Date
Finance Department		2025.7.29
Administrative Department		2025.7.31
Logistics/Warehousing Department		2025.7.31
Procurement Department		2025.7.31
Sales/Customer Service Department		2025.7.31
Quality Department		2025.7.31
Technology R&D Department		2025.7.31
Production Department		2025.7.31
Engineering Department		2025.7.31
Information Technology Department		2025.7.31
EHSQ Department		2025.7.31

## **1 Purpose**

Sino Legend (China) Chemical Company Ltd. (hereinafter referred to as the “Company”) adheres to the talent philosophy of “people-oriented, valuing both integrity and ability”. The Company integrates labor and human rights protection throughout the entire employment process, strictly complies with national labor laws and regulations, international labor standards, and relevant industry norms, safeguards employees' lawful rights and interests, fosters a safe, fair, and inclusive working environment, and promotes the sustainable development of both employees and the Company.

## **2 Scope of Application**

This Policy applies to all departments, production and R&D units, branches, and all employees of the Company. At the same time, we require and expect our suppliers and contractors to adhere to the labor and human rights principles advocated by this Policy.

## **3 Responsibilities**

- 3.1 The Executive Vice General Manager holds overall responsibility for the Company's labor and human rights performance, approves the labor and human rights policy and major decisions, ensures the allocation of relevant resources, and oversees the implementation of this Policy.
- 3.2 The Human Resources Department takes the lead in formulating and updating this Policy and its supporting management system, organizing policy communication, training, execution supervision, and performance evaluation, and coordinating the handling of labor rights-related issues.
- 3.3 Department heads are responsible for implementing the policy requirements within their respective departments, clarifying labor rights management responsibilities for each position, promptly identifying and reporting employment-related risks, and safeguarding employees' lawful rights and interests.
- 3.4 The labor union assists in supervising policy implementation, protecting employees' lawful rights and interests, facilitating labor-management communication, and participating in the handling of complaints and reports.
- 3.5 All employees shall comply with the provisions of this Policy, actively participate in relevant training, exercise their rights in accordance with the law, respect the lawful rights of others, and promptly report any violations.

## **4 Content**

#### 4.1 Working Conditions and Benefits

The Company strictly complies with labor laws and regulations to protect employees' rights to work and rest. Working hours are reasonably set, and the overtime approval system is strictly enforced to ensure employees enjoy statutory holidays, paid annual leave, and other rest entitlements. The Company provides labor remuneration in accordance with national regulations, ensures that salaries are paid on time, in full, and transparently, and establishes a salary growth mechanism linked to the Company's performance. The Company improves workplace infrastructure to ensure that office and production areas meet standards for ventilation, lighting, temperature, and humidity, and provides necessary living facilities and welfare support.

Sustainable Targets for 2024–2030: Control employee overtime hours, with an average of  $\leq 36$  hours per month per employee, and guarantee at least one day off every seven days;

Using 2024 as the baseline year, achieve an employee satisfaction rate of 85% by 2030.

Sustainable Targets for 2024–2030: Achieve 100% social insurance coverage for employees each year; ensure 100% on-time and full payment of salaries, with no arrears.

#### 4.2 Freedom of Association and Labor Unions

The Company respects employees' rights to freedom of association and collective bargaining, and supports employees in legally forming and joining labor union organizations. The Company ensures that unions can perform their duties in accordance with the law and provides necessary venues, time, and resources for union activities. Union representatives engage in equal negotiations with the Company to reach consensus on matters such as labor remuneration, working conditions, and welfare, thereby safeguarding employees' lawful rights and interests.

Using 2024 as the baseline year, achieve a 100% response rate to employees' willingness to associate by 2030, with no interference or restrictions on employees' lawful association;

Sustainable Targets for 2024–2030: Achieve 100% coverage by collective agreements.

#### 4.3 Career Development and Training

The Company provides employees with fair career development opportunities and establishes clear career advancement pathways, with position adjustments and promotions based on employee performance and capabilities. A systematic training plan is implemented, offering onboarding training for new employees and various training programs for current employees, including skills enhancement and career

development, to ensure employees receive the necessary knowledge and skills support. Employees are encouraged to participate in internal job rotations and cross-departmental learning, and the Company supports participation in external professional training and certification, with reasonable financial subsidies provided.

Sustainable Targets for 2024–2030: Average training hours per new employee per year  $\geq$  72 hours, with 100% coverage of career advancement pathways;

Sustainable Targets for 2024–2030: Average training hours per employee per year  $\geq$  40 hours.

#### 4.4 Anti-Discrimination and Anti-Harassment

The Company firmly opposes any form of discrimination. In all employment processes, including recruitment, hiring, training, promotion, compensation, and termination, no differential treatment shall be based on race, ethnicity, gender, age, religious belief, marital status, disability, household registration, or any other similar factor. All forms of workplace harassment are strictly prohibited, including but not limited to verbal harassment, physical harassment, sexual harassment, and online harassment. The Company fosters a work environment of mutual respect, inclusiveness, and friendliness, ensuring that employees' personal dignity is protected.

Sustainable Targets for 2024–2030: Achieve a 0% incidence rate of discrimination complaints; ensure 100% timely handling of harassment complaints, with a satisfaction rate of at least 90% for the outcomes; Ensure 100% coverage of anti-discrimination and anti-harassment policy communication for 2024–2030, with at least 98% of employees aware of the policies;

Using 2024 as the baseline year, increase the average annual training hours on anti-discrimination and anti-harassment for employees by 0.5 hours by 2030.

#### 4.5 Prohibition of Child Labor and Forced Labor

The Company strictly complies with regulations prohibiting the employment of child labor. During recruitment, applicants' identity information is carefully verified to ensure that hired employees meet the statutory minimum working age. Any form of forced labor is strictly prohibited. Employees' personal freedom must not be restricted, and no deposits or personal identification documents may be withheld. Employees must not be coerced to work through threats, intimidation, violence, or any other means, nor be forced to work overtime or perform tasks beyond those stipulated in their labor contracts.

Ensure a 0% child labor employment rate each year, with 100% accuracy in identity verification during

recruitment for 2024–2030; achieve a 0% incidence rate of forced labor complaints, and ensure 100% protection of employees’ personal freedom and labor autonomy.

## **5 Policy Update and Revision**

- 5.1 The Human Resources Department establishes a mechanism for dynamically tracking the policy, appointing dedicated personnel to collect updates on national labor laws and regulations, international labor standards, and industry norms. In principle, this Policy shall undergo a comprehensive review every 2 years. However, a revision process shall be initiated within 30 days if any of the following circumstances occur: the issuance of new mandatory labor regulations at the national or local level; significant changes in the Company’s business scope or organizational structure; failure to meet annual labor rights targets for two consecutive quarters; occurrence of major labor rights disputes or receipt of significant requests from relevant stakeholders.
- 5.2 The policy revision follows a five-step procedure of “research – drafting – solicitation of opinions – review – disclosure”. The Human Resources Department conducts research and drafts the revision based on regulatory requirements, industry practices, and the Company’s actual situation. Feedback is solicited from all departments, employee representatives, the labor union (if any), and key partners for no less than 7 working days. After the draft is approved in a dedicated management meeting, it shall be published on the Company’s bulletin board, internal OA system, and partner-exclusive platform for a minimum of 5 working days, with each piece of feedback addressed individually.
- 5.3 The formulation, updating, and revision process of the policy shall be fully documented, including research reports, draft revisions, consultation records, review minutes, and publication screenshots. Both electronic and hard copies (kept by designated personnel in the Human Resources Department) shall be maintained, with a retention period of no less than 5 years. If a policy revision results in changes to existing operational procedures, the relevant systems shall be updated accordingly, and targeted training shall be organized.

## **6 Policy Implementation and Oversight**

- 6.1 The Company shall cascade the objectives of this Policy to all departments and incorporate them into annual work plans. Labor and human rights performance monitoring and evaluations shall be conducted on a regular basis, with the results reported to management and disclosed to employees.

- 6.2 Policy communication and training are strengthened to ensure that all employees and partners understand the policy content and their rights and obligations, enhancing awareness of labor rights protection.
- 6.3 The Company accepts supervision from government regulatory authorities, employees, labor unions, customers, the public, and the media, regularly discloses labor and human rights-related information, and promptly rectifies any identified issues.

## **7 Grievance and Reporting Mechanism**

- 7.1 The Company has established a convenient and confidential grievance and reporting mechanism. If employees or relevant parties identify any violations of this Policy (including issues related to working conditions, child labor, discrimination or harassment, forced labor, etc.), they may report through the following channels:

Grievance/Reporting Email: [service@sinolegend.com](mailto:service@sinolegend.com)

Grievance/Reporting Phone: 86-512-58326999-136

- 7.2 Upon receiving a grievance or report, the responsible department shall acknowledge receipt within 5 working days and complete the investigation and verification within 30 working days. The investigation process shall be strictly confidential, and any form of retaliation against the complainant or reporter is strictly prohibited. The investigation results shall be promptly communicated to the complainant or reporter. Verified violations will be addressed in accordance with applicable laws and regulations, corrective actions will be enforced, and the outcomes will be reported to management.