

ZJLD Group

Respect, Diversity, Equality and Inclusiveness Policy

Version: A/0

Prepared by: Human Resource Department

Reviewed by: CEO

Approved by: Board of Directors

Chapter 1: General Provisions

Article 1

This Policy is established to ensure fair treatment of employees at ZJLD and its subsidiaries (hereinafter referred to as the "Group") and to foster a healthier, more favorable working environment and corporate governance.

Article 2

This Policy applies to all employees within the Group's operational scope, including full-time, part-time, and temporary employees, as well as business partners engaged with the Group (such as suppliers, contractors, service providers, distributors, and franchisees).

Article 3

The Group is committed to adhering to the United Nations' Universal Declaration of Human Rights, the Convention on the Elimination of All Forms of Discrimination Against Women, and the International Labour Organization's Discrimination (Employment and Occupation) Convention. This Policy is grounded in relevant Chinese laws, including the Law on the Protection of Rights and Interests of Women, the Labor Law, the Labor Contract Law, the Law on Promotion of Employment, the Regulations on the Employment of Persons with Disabilities, and the Civil Code.

Chapter 2: Prohibition of Human Rights Violations

Article 4

The Group respects the human rights of all employees including those within the Group's business partners, safeguarding their basic rights and freedoms.

Article 5

The Group and its business partners shall not engage in human trafficking, forced labor, restrictions on freedom of movement, use of child labor, or retention of identity documents.

Article 6

The Group ensures that employees have the right to collective bargaining and freedom of association.

Chapter 3: Prohibition of Discrimination

Article 7

The Group is committed to equality in treatment and employment, ensuring equal pay for equal work. There is zero tolerance for discrimination, exclusion, or preferential treatment based on age, ethnicity, gender, marital status, pregnancy, nationality, race, religion, sexual orientation, gender identity, veteran status, or any other legally protected status in recruitment, training, evaluation, promotion, dismissal, and other employment conditions.

Chapter 4: Prohibition of Harassment

Article 8

The Group adopts a zero-tolerance policy towards harassment, which includes:

- **8.1 Sexual Harassment**
Acts against the will of others related to sex or gender, including but not limited to:
 - **8.1.1** Unwanted sexual advances or demands, or any offensive physical or verbal conduct.
 - **8.1.2** Displaying or broadcasting material that impairs the dignity of others or causes fear, hostility or offence, or disrupts their work or life.
 - **8.2 Other Forms of Harassment**
This includes physical, psychological, verbal abuse, stalking, or harassment based on place of birth, ethnic group, color, age, gender, sexual orientation, gender identity and expression, race, class, nationality, disability, medical history, pregnancy, language, ideology, religion, belief, party affiliation, political affiliation, group background, veteran status, previous union membership, marital status, or various personal characteristics.
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Chapter 5: Investigation Procedures

Article 9

The Group conducts proactive internal and external investigations to identify, prevent, and address potential human rights violations, trafficking, child labor, forced labor, discrimination, and harassment.

Article 10

Investigations encompass the Group's operations, suppliers, distributors, potential

acquisitions, and joint ventures, involving employees and their families, as well as employees of business partners.

Chapter 6: Training

Article 11

The Group provides annual training for all employees on human rights, discrimination, and harassment policies, including training for new hires.

Chapter 7: Whistleblowing and Handling Violations

Article 12

The Group takes all reports and complaints regarding human rights violations, discrimination, and harassment seriously, investigating them promptly and impartially, and issuing traceable reports, and taking necessary actions and remedies.

Article 13

Upon identifying a violation, the Group will correct it in a timely manner and implement disciplinary measures to prevent recurrence. If necessary, the Group will, within the scope permitted by laws and internal regulations, take disciplinary actions according to the severity of the violation. Serious misconduct may lead to dismissal and referral to appropriate authorities.

Article 14

Incidents or suspicions of human rights violations should be reported immediately to Group management, or anonymously via:

- **14.1** Email: hr@zjld.com
- **14.2** Whistleblowing Hotline: 010-5696 9026

Article 15

The Group protects the privacy of all personnel involved, upholding confidentiality, objectivity, impartiality, fairness and prohibits retaliation against complainants.

Chapter 8: Supplementary Provisions

Article 16

The Human Resources Department is responsible for interpreting this Policy.

Article 17

This Policy is approved by the Board of Directors and takes effect upon release.