

## Equity Related Policy

### Full Time Employment

本公司招聘的员工均为全职员工。

All employees will be recruited and employed on full-time basis.

### Pay Scale Equity

#### 薪酬支付制度及发放规定

#### Remuneration Policy and Rules of Release

第一条：本公司支持关于性别薪资比例平等的政策，为使薪酬核算及发放更具合理性，明确薪酬核算标准，特制定本规定。

Article 1. It's policy of Yihua to allow man and woman getting equal pay for equal work and Yihua hereby establishes the rules under this section to specify standards/criteria of remuneration accounting for a more justifiable accounting and releasing of remuneration.

第二条：工资结算

Article 2. Wage settlement

1、一线员工根据车间制定的工资方案，按工时计算工资报酬。

According to the wage plan established by the workshop, front-line employees are paid according to working hours.

2、科室人员工资按年薪结算，但每月工资不低于当地政府规定的最低工资标准。

The salary of department staff is calculated according to the annual salary, but the monthly salary is not lower than the minimum wage set by the local government.

3、业务员的提成方法按营销部门内部有关制度统一执行。

The commission method of salesperson is carried out in accordance with the relevant system within the marketing department .

4、发薪日：每月 28 日。

Payday: 28<sup>th</sup> per month

第三条：假期工资

Article 3. Holiday wage

1、由总经理室、部门领导、车间主任批准的婚假、丧假、产假的工资结算，一律按张家港市最低工资标准计算得到的报酬，病假工资按张家港市最低工资标准的 80% 计算得报酬。

The salary settlement for marriage leave, bereavement leave, and maternity leave approved by the general manager's office, department leader, and workshop director shall all be calculated according to Zhangjiagang's minimum wage standard. The sick pay shall be calculated based on 80% of Zhangjiagang's minimum wage standard.

2、全年事假累计 15 天以上（含 15 天）取消年终奖，如请假条没有涉及部门领导签字，作旷工处理。

Annual private affairs leave accumulated more than 15 days (including 15 days) to cancel the annual bonus, such as leave note does not involve the signature of the department leader, for absenteeism treatment .

3、全年病假累计 90 天以上（含 90 天）取消年终奖，如果没有医院出具证明以及涉及部门签字的病假条，作事假处理。

The annual sick leave accumulated more than 90 days (including 90 days) to cancel the annual bonus. If the hospital does not issue a certificate and the sick leave is not signed by the department, it shall be treated as a private affairs leave.

第四条：加班工资

Article 4. Overtime wage

1、双休日、节假日除留值班人员外，其他人员一律休息；

All staff members except those on duty will rest on weekends and holidays

2、根据工作需要，员工自愿的前提下安排加班；

Arrange overtime on a voluntary basis according to the needs of the work

3、加班工资按劳动法规定，平时加班按加班工资的 1.5 倍计算，双休日加班工资按平时工资的 2 倍计算，节假日加班工资按平时工资的 3 倍结算。

Overtime wages are calculated according to the Labor Law. Overtime wage is usually calculated as 1.5 times the normal wages. Overtime pay on weekends is calculated as 2 times the normal wages. Holiday overtime pay is set at 3 times the normal wage.

## Employee/Union Friendly

第一条：尊重每位员工的尊严，维护员工切身权益，确保为员工营造一个没有骚扰和虐待的舒适、公平及安全的工作环境。尊重来自五湖四海员工的文化差异。

Article I. Yihua shall respect the dignity of every employee, safeguard every employee's legitimate rights and interest and ensure all the employees work in a comfortable, fair and safe environment which is free from harassment and abuse. Yihua shall respect cultural difference of employees from different parts of the world.

第二条：公司禁止一切公开或暗地里实施的骚扰员工行为。

Article II. Yihua shall forbid any harassment of employees committed openly or covertly.

第三条：公司禁止一切公开的或暗地里实施的虐待员工行为。

Article III. Yihua will forbid any abuse of employees committed openly or covertly.

第四条：公司禁止一切歧视行为，特别是在聘用、报酬、晋升、解职等事项，不因包括涉及种族、社会阶层、国籍、宗教、体能、残疾、性别、性取向、工会会员、区域而受到歧视。

Article IV. Yihua will forbid any discrimination, especially concerning employment, remuneration, promotion, dismissal and ensure no employees are discriminated due to their race, social stratum, nationally, religion, physical capability, disability, gender, sexual orientation, membership of labor union or birthplace.

第五条：男女员工享有平等的就业权利，在录用员工时，除国家规定的不适合妇女的工种或岗位外，不以性别为由拒绝录用妇女或者提高对妇女的录用标准，不对女员工生理期间产生工作歧视行为。控制好员工性别平衡，控制好高管人员性别平衡。

Article V. In Yihua, female employees shall have the same rights related to employment as the male employees. In employing employees, Yihua will never close doors to eligible female candidate or adopt higher employment criteria for women than for men except for the positions or trade which are deemed unsuitable for women as stipulated in applicable regulations by state governments. Furthermore, Yihua will forbid any workplace discrimination against women in their periods. Yihua will take actions to ensure that women account for an appropriate percent of the workforce and women account for an appropriate percent of the executive management.

## Living Wage

### 薪酬支付制度及发放规定

#### Remuneration Policy and Rules of Release

第一条：本公司支持关于性别薪资比例平等的政策，为使薪酬核算及发放更具合理性，明确薪酬核算标准，特制定本规定。

Article 1. It's policy of Yihua to allow man and woman getting equal pay for equal work and Yihua hereby establishes the rules under this section to specify standards/criteria of remuneration accounting for a more justifiable accounting and releasing of remuneration.

第二条：工资结算

Article 2. Wage settlement

1、一线员工根据车间制定的工资方案，按工时计算工资报酬。

According to the wage plan established by the workshop, front-line employees are paid according to working hours.

2、科室人员工资按年薪结算，但每月工资不低于当地政府规定的最低工资标准。

The salary of department staff is calculated according to the annual salary, but the monthly salary is not lower than the minimum wage set by the local government.

3、业务员的提成方法按营销部门内部有关制度统一执行。

The commission method of salesperson is carried out in accordance with the relevant system within the marketing department .

4、发薪日：每月 28 日。

Payday: 18<sup>th</sup> per month

第三条：假期工资

Article 3. Holiday wage

1、由总经理室、部门领导、车间主任批准的婚假、丧假、产假的工资结算，一律按张家港市最低工资标准计算得到的报酬，病假工资按张家港市最低工资标准的 80% 计算得报酬。

The salary settlement for marriage leave, bereavement leave, and maternity leave approved by the general manager's office, department leader, and workshop director shall all be calculated according to Zhangjiagang's minimum wage standard. The sick pay shall be

calculated based on 80% of Zhangjiagang's minimum wage standard.

2、全年事假累计 15 天以上（含 15 天）取消年终奖，如请假条没有涉及部门领导签字，作旷工处理。

Annual private affairs leave accumulated more than 15 days (including 15 days) to cancel the annual bonus, such as leave note does not involve the signature of the department leader, for absenteeism treatment .

3、全年病假累计 90 天以上（含 90 天）取消年终奖，如果没有医院出具证明以及涉及部门签字的病假条，作事假处理。

The annual sick leave accumulated more than 90 days (including 90 days) to cancel the annual bonus. If the hospital does not issue a certificate and the sick leave is not signed by the department, it shall be treated as a private affairs leave.

第四条：加班工资

Article 4. Overtime wage

1、双休日、节假日除留值班人员外，其他人员一律休息；

All staff members except those on duty will rest on weekends and holidays

2、根据工作需要，员工自愿的前提下安排加班；

Arrange overtime on a voluntary basis according to the needs of the work

3、加班工资按劳动法规定，平时加班按加班工资的 1.5 倍计算，双休日加班工资按平时工资的 2 倍计算，节假日加班工资按平时工资的 3 倍结算。

Overtime wages are calculated according to the Labor Law. Overtime wage is usually calculated as 1.5 times the normal wages. Overtime pay on weekends is calculated as 2 times the normal wages. Holiday overtime pay is set at 3 times the normal wage.

## Gender Pay Equity

### 薪酬支付制度及发放规定

#### Remuneration Policy and Rules of Release

第一条：本公司支持关于性别薪资比例平等的政策，为使薪酬核算及发放更具合理性，明确薪酬核算标准，特制定本规定。

Article 1. It's policy of Yihua to allow man and woman getting equal pay for equal work and Yihua hereby establishes the rules under this section to specify standards/criteria of remuneration accounting for a more justifiable accounting and releasing of remuneration.

第二条：工资结算

Article 2. Wage settlement

1、一线员工根据车间制定的工资方案，按工时计算工资报酬。

According to the wage plan established by the workshop, front-line employees are paid according to working hours.

2、科室人员工资按年薪结算，但每月工资不低于当地政府规定的最低工资标准。

The salary of department staff is calculated according to the annual salary, but the monthly salary is not lower than the minimum wage set by the local government.

3、业务员的提成方法按营销部门内部有关制度统一执行。

The commission method of salesperson is carried out in accordance with the relevant system within the marketing department .

4、发薪日：每月 28 日。

Payday: 18<sup>th</sup> per month

第三条：假期工资

Article 3. Holiday wage

1、由总经理室、部门领导、车间主任批准的婚假、丧假、产假的工资结算，一律按张家港市最低工资标准计算得到的报酬，病假工资按张家港市最低工资标准的 80% 计算得报酬。

The salary settlement for marriage leave, bereavement leave, and maternity leave approved by the general manager's office, department leader, and workshop director shall all be calculated according to Zhangjiagang's minimum wage standard. The sick pay shall be calculated based on 80% of Zhangjiagang's minimum wage standard.

2、全年事假累计 15 天以上（含 15 天）取消年终奖，如请假条没有涉及部门领导签字，作旷工处理。

Annual private affairs leave accumulated more than 15 days (including 15 days) to cancel the annual bonus, such as leave note does not involve the signature of the department leader, for absenteeism treatment .

3、全年病假累计 90 天以上（含 90 天）取消年终奖，如果没有医院出具证明以及涉及部门签字的病假条，作事假处理。

The annual sick leave accumulated more than 90 days (including 90 days) to cancel the annual bonus. If the hospital does not issue a certificate and the sick leave is not signed by the department, it shall be treated as a private affairs leave.

第四条：加班工资

Article 4. Overtime wage

1、双休日、节假日除留值班人员外，其他人员一律休息；

All staff members except those on duty will rest on weekends and holidays

2、根据工作需要，员工自愿的前提下安排加班；

Arrange overtime on a voluntary basis according to the needs of the work

3、加班工资按劳动法规定，平时加班按加班工资的 1.5 倍计算，双休日加班工资按平时工资的 2 倍计算，节假日加班工资按平时工资的 3 倍结算。

Overtime wages are calculated according to the Labor Law. Overtime wage is usually calculated as 1.5 times the normal wages. Overtime pay on weekends is calculated as 2 times the normal wages. Holiday overtime pay is set at 3 times the normal wage.

## Family Friendly

员工请假：

Employee's application for leave

1、事假：因事必须本人处理者可请事假（外省市员工视路途情况，事假包括路途在内，不得超过 30 天）。

Private affair leave: the employee may ask for a private affair leave if there're issues have to be handled by him/her personally (30 days in maximum including time-in-transit for non-local employees)

2、病假：因病治疗或休养，应凭镇级医院证明申请病假。

Sick leave: the employee may ask for a sick leave for treatment of one's illness or rehabilitation purpose by representing certificate issued by a hospital of country level or above.

3、婚假：员工符合条件结婚，结婚可请假 7 天，外省可视情况给予一定的路程假。

Marital leave: the employee satisfying the state's rules of getting married may ask for a marital leave of 7 days plus days for transit deems necessary for a non-local employee.

4、产假：女工凭准生证请假，产妇准假不少于 126 天（包括 15 天产前休息）。

Maternity leave: female employee may ask for a maternity leave of no less than 126 days including 15 days for prenatal rest.

5、丧事假：直系亲属：祖父母的准假一天，父母或岳父母的准假三天，外省可视情况给予一定的路程假。

Funeral leave: the employee may ask for a funeral leave of one day in case of funeral of one's grandparent or a funeral leave of three days in case of funeral of one's parent or parent in law, non-local employee in this case may be granted with certain days deemed necessary for travel.

6、其它假期：因突发事件凭有关证明临时批假。

Other type of leaves: The employee may ask for temporary leave in case of contingencies by presenting relevant testimonial evidences/certificates.

## 女职工和未成年工劳动保护规定

### **Female Employees and Underage Worker Related Labor Protection Rules**

第一条：公司明确规定，录用员工必须年满十八周岁，十八周岁以下不予录用。

Article 1. Yihua expressly specifies that only candidate of 18 years or older could be employed.

第二条：女职工怀孕期间，公司不得安排其去底层、印刷车间作业，各部门在安排上尽可能给予照顾，不安排加班和上夜班作业。

Article 2. Female employees in term of pregnancy shall not be assigned to roles/posts in frontline of workshop or printing workshop, all departments shall give due consideration/care as far as possible by not assigning them with overtime work or nightshift work.

第三条：女职工符合生育条件，生育期间享受上级规定的产假工资。

Article 3. Female employees meeting childbearing-related conditions shall be entitled to maternity pay during childbearing period.

第四条：产假期满后，本人需要申请延长休息时间的，作为事假办理。

Article 4. The employee may ask for personal affair leave if she deems necessary by end of the maternity leave.