

Stewardship Related Policy

Policy about Responsible Investment and Social Volunteers

关于负责任的投资和社工志愿者政策

二十一、志愿服务

XXI. Policy on Volunteering Service

第一条：为弘扬中华民族乐善好施的传统美德，切实履行企业社会责任，增强企业凝聚力，提高员工服务社会的意识，促进社会稳定和谐，确保慈善公益活动既符合国家规定，又符合实际和能力，本公司将发动和依靠企业、社会力量进行扶贫济困，赈灾救助工作，关心、帮助、支持困难群众和社会弱势群体，以实物或现金向社会实施捐赠。

Article I. In order to carry forward our nation's traditional virtues as a nation always ready to help, fulfill our social responsibilities as a corporation, enhance our solidarity as a corporation, improve our employees' willingness to serve the community, help promote social stability and harmoniousness and ensure that philanthropic and charity activities are carried out in compliance with national regulations and within its capabilities, Elegant will engage in poverty alleviation and post-disaster recovery, care for, help and support the poor and disadvantaged groups, and offer donations in kind or cash by encouraging and relying on its employees and other members of the public.

第二条：本公司支持社区志愿服务，鼓励员工成为志愿者，为公司，为周边社区提供志愿服务，志愿者应遵循自愿、平等的服务原则，互相尊重，友好相待，并在法律法规规定的范围内开展志愿服务，并支持员工从事年均 16 小时工作时间的无报酬义工活动。

Article II. As a supporter of volunteering services to the community, Elegant will encourage its employees to become volunteers to serve the neighboring communities and require its employees to provide volunteering services by following the principle of voluntariness, equality, mutual respect and amicability and complying with applicable laws and regulations. In addition, Elegant will allow its employees to spend an average of 16 working hours per year in taking part in not-for-profit activities as social worker.

第三条：公司成立志愿者队伍，鼓励员工志愿参加，为公司大环境，公司开展的各项活动提供志愿服务。

Article III. Elegant has established a team of volunteers, encouraging employees to voluntarily take part in all the volunteering activities sponsored or initiated by Elegant.

第四条：公司成立了互助基金委员会，鼓励员工志愿参加，为互助基金委员群体提供爱心。

Article IV. Elegant has set up mutual Aid Fund Committee and encourages its employees to join the committee, making voluntary donations to members who are in need.

第五条：公司每年组织文明礼仪月活动，鼓励员工参加文明礼仪月，提倡员工之间相互帮助，鼓励员工志愿为他人做一件好事。

Article V. Elegant will organize Civilization Month Initiative every year and encourage its employees to actively engage in the Initiative by helping each other and doing a favor for the others.

第六条：公司为每一员志愿者发放青年志愿者记录本，记录每一位志愿者提供的志愿活动及时间。

Article VI. Elegant will give its volunteers a logbook, which records volunteering activities attended by each volunteers and time contributed.

第七条：公司所有副总以上高级管理人员与当地社区必须保持良好的关系，并且所有高级管理人员居住的区域均在距离本公司 15 公里之内。

Article VII. Elegant requires its senior executives above the level of vice general manager to engage well with the local communities and all its senior executives are living within 15 kilometers away from Elegant.

5、动物福利政策 Animal Protection Related Policy

保证声明 Commitment Statement

七、反骚扰、虐待、歧视、动物保护规定

VII. Policy about Anti-harassment, Anti-abuse, Anti-discrimination and Animal Protection

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. Elegant 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. Elegant 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. Elegant shall forbid any harassment of employees committed openly or covertly.

骚扰是指不受员工欢迎，或违反其意愿之性方面示好之举，要求性方面之好处，或其它具有性本质之言语、肢体的明示或暗示行为。或被用以作为报酬、考核、升迁或奖惩之交换条件，或对被害人造成威胁性、故意性或冒犯性之工作环境，或侵犯或干扰被害人之人格尊严或人身自由。

Harassment refers to unwelcome or unwanted sexual advances, request of sexual favors, or other explicit or implicit sex-related language or behavior which present itself as a condition for remuneration, evaluation, promotion, award or exemption from punishment, leads to a work environment which threatens or insults the victim or otherwise violates or disturbs the victim's dignity or personal freedom.

骚扰包括以下形式：向员工提出性要求或与性有关作为；以性挑逗的语言、行为或其它猥亵或不适当方式评论员工；向员工展示色情物品；对员工有性羞辱倾向的言语和行为；搜身或搜查员工的个人物品。

Harassment takes the following forms: request of sexual favors or sex-related act toward employees; harassing employees with sexually provocative language or behavior or through other means or improperly judging employees; showing employees with pornographic articles; any sexually humiliating language and behavior toward employees; and frisking employees and examining the employees' personal belongings.

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. Elegant shall forbid any abuse of employees committed openly or covertly.

虐待是使用或威胁使用体罚措施，包括打耳光、罚站、将跑步或打扫卫生作为纪律惩罚措施；对员工尖叫、威胁或使用贬低性粗鲁低级语言，以侮辱性绰号叫喊员工；利用言语或行动在心理上打压员工，降低员工自尊，比如评选最差员工并公示等；拒绝提供休息，在非工作时间限制员工行为，禁止员工参加工会。

The term "abuse" refers to use or threatened use of corporal punishment (including slapping, forced standing as punishment, forced running or housekeeping as punishment); screaming to, threatening or use derogatory, rude or vulgar language to the employee; calling the employee insulting names; mentally demotivating employees with words or behaviors to injure employees' self-esteem (e.g. evaluations aimed to select the worst employee and publishing the result); refusing to provide the employees with adequate rest and limiting off-work activities of employees, and depriving the employees the right to participate in labor union.

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. Elegant shall forbid any discrimination, especially concerning employment, remuneration, promotion, dismissal and ensure no employees are discriminated against 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 Elegant, female employees shall have the same rights related to employment as the male employees. In employing employees, Elegant 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 government. Furthermore, Elegant will forbid any work-place discrimination against women in their periods. Elegant 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.

第六条：本公司支持和承诺动物保护，绝不参与任何形式的动物试验或实验。

Article VI. Elegant will be supportive and committed to animal protection and never engage in any test or experiment on animals.

第七条：行政管理部负责骚扰虐待事件的调查与处理，并向最高管理层报告。

Article VII. The Administrative Department shall be responsible for investigating and handling any harassment or abuse incident and report it to the top management.