

爱旭人权管理政策

AIKO Human

Rights

Management

Policy

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AIKO Human Rights Management Policy

1 目的 Purpose

爱旭致力于保护员工及供应链等合作伙伴员工的基本权益,坚决反对任何形式的雇佣童工、强迫劳动、职场歧视和骚扰等不合规雇佣行为,为加强合规用工管理,彰显爱旭用人理念,特制定本政策。

AIKO is committed to protecting the fundamental rights of its employees and those of its supply chain and other business partners. We firmly oppose any form of non-compliant employment practices such as child labor, forced labor, workplace discrimination, and harassment. This policy is formulated to strengthen compliance in employment management and to exemplify AIKO's philosophy regarding human capital.

2 适用范围 Scope of Application

本政策适用于上海爱旭新能源股份有限公司及其子公司（包括但不限于浙江爱旭太阳能科技有限公司、天津爱旭太阳能科技有限公司、广东爱旭科技有限公司、珠海富山爱旭太阳能科技有限公司、滁州爱旭太阳能科技有限公司、山东爱旭太阳能科技有限公司等，以下统称为“爱旭”）的所有员工、管理层、董事会成员、供应商及商业合作伙伴、客户、消费者及业务运营所在地社区的居民。同时，爱旭要求供应商及商业合作伙伴共同遵守本政策，鼓励其制定并实施类似政策。

This policy applies to all employees, management, board members, suppliers, business partners, clients, consumers, and residents of communities where AIKO operates, pertaining to Shanghai Aiko Solar Co., Ltd. and its subsidiaries (including but not limited to Zhejiang Aiko Solar Technology Co., Ltd., Tianjin Aiko Solar Technology Co., Ltd., Guangdong Aiko Solar Technology Co., Ltd., Zhuhai Fushan Aiko Solar Technology Co., Ltd., Chuzhou Aiko Solar Technology Co., Ltd., Shandong Aiko Solar Technology Co., Ltd., etc., collectively referred to as "AIKO"). Furthermore, AIKO requires its suppliers and business partners to jointly adhere to this policy and encourages them to formulate and implement similar policies.

3 我们的承诺 Our Commitment

爱旭承诺在各项运营活动中，遵照《世界人权宣言》、《国际劳工组织公约》、《联合国工商业与人权指导原则》、《中华人民共和国劳动法》、《中华人民共

和国劳动合同法》、《禁止使用童工规定》等国际倡议、法律法规及企业规章制度。

AIKO commits to adhering to international initiatives, laws, regulations, and corporate rules and standards such as the Universal Declaration of Human Rights, International Labour Organization (ILO) Conventions, the UN Guiding Principles on Business and Human Rights, the Labour Law of the People's Republic of China, the Labour Contract Law of the People's Republic of China, and the Prohibition of Child Labour Regulation in all operational activities.

基于对关键利益相关方及其权益和期望的识别，爱旭承诺尊重以下主要人权：

Based on the identification of key stakeholders and their rights and expectations, AIKO commits to respecting the following primary human rights:

3.1 员工 Employees

3.1.1 禁止强迫劳动 Prohibition of Forced Labor

禁止一切形式的强迫劳动和现代奴隶制，包括不接收或使用抵债劳工、契约劳工、奴役或贩运人口。不使用监狱劳工，明确不得要求应聘者受雇支付招聘费用，不得以暴力、威胁、欺诈、扣押证件、收取押金或保证金等方式招聘或接收人员从事工作，不得对员工在工作场所内的行动自由及离开本公司设立不合理限制。

All forms of forced labor and modern slavery are prohibited, including not accepting or using debt bondage labor, indentured

labor, slavery, or human trafficking. Prison labor is not used. It is explicitly prohibited to require job applicants to pay recruitment fees for employment, to recruit or receive personnel for work through violence, threats, fraud, withholding of documents, or by collecting deposits or bonds, or to impose unreasonable restrictions on employees' freedom of movement within the workplace or their ability to leave the Company.

3.1.2 禁止雇佣童工 Prohibition of Child Labor

禁止使用童工,通过审核身份证明、员工走访抽查等措施防止发生雇佣童工事件。同时,积极建立童工救助机制与措施,并在《雇佣劳工管理规定》中详细说明。The use of child labor is prohibited. Measures such as verifying identity documents and conducting random employee checks are implemented to prevent the occurrence of child labor. Simultaneously, active mechanisms and measures for child labor remediation are established and detailed in the Employment Labor Management Regulations.

3.1.3 反歧视与反骚扰 Non-Discrimination and Anti-Harassment

《反歧视、反骚扰、反强迫劳动管理程序》明确规定,在雇佣、薪酬福利、培训、晋升、解雇和退休等所有人力资源管理环节,不得因种族、阶层、国籍、籍贯、宗教、年龄、残疾、性别、婚姻状况、怀孕、性倾向、社团倾向等因素歧视或不

公平对待员工。禁止任何形式的暴力、侮辱、骚扰，包括性骚扰和性暴力。

The Management Procedures on Anti-Discrimination, Anti-Harassment, and Anti-Forced Labor clearly stipulate that in all human resources management aspects such as hiring, compensation and benefits, training, promotion, dismissal, and retirement, discrimination or unfair treatment based on factors including race, social class, nationality, place of origin, religion, age, disability, gender, marital status, pregnancy, sexual orientation, or association membership is prohibited. All forms of violence, humiliation, and harassment, including sexual harassment and sexual violence, are prohibited.

3.1.4 多元化 Diversity

尊重员工，促进就业多样性、公平性和包容性，致力于营造开放包容的工作环境。

We respect employees and promote diversity, equity, and inclusion in employment, committed to fostering an open and inclusive work environment.

- **招聘与选拔：**确保招聘过程中公平、公正，不以任何形式的歧视对待候选人。
所有招聘环节都依据候选人的能力、经验和潜力来进行评估，确保为公司引入最合适的多元化人才。
- Recruitment and Selection: Ensure fairness and impartiality in the recruitment process, treating candidates without any form of

discrimination. All recruitment stages assess candidates based on their abilities, experience, and potential, ensuring the introduction of the most suitable and diverse talent to the Company.

- **培训与发展：**为员工提供平等的培训与发展机会，支持员工在职业生涯中不断提升，并鼓励不同背景的员工展现各自的独特优势。此外，公司定期开展多元化劳动意识培训，帮助员工树立多元、平等、包容的意识，营造和谐融洽的职场氛围。
- **Training and Development:** Provide equal training and development opportunities for employees, supporting their continuous career advancement and encouraging employees from different backgrounds to showcase their unique strengths. Additionally, the Company regularly conducts diversity awareness training to help employees establish awareness of diversity, equity, and inclusion, fostering a harmonious workplace atmosphere.
- **文化交流：**通过组织文化活动、沟通平台和团队建设等方式，鼓励不同文化和观点的碰撞与融合，提升员工的跨文化理解与协作能力。
- **Cultural Exchange:** Encourage the collision and integration of different cultures and perspectives through organizing cultural activities, communication platforms, and team-building exercises, enhancing employees' cross-cultural understanding and

collaboration skills.

- **监督与审阅：**为确保员工多元化要求的有效落实，爱旭由高级管理层定期监督和审阅。管理层通过数据分析、员工反馈和定期审查等手段，评估多元化要求的执行效果，并根据实际情况做出调整与优化。
- **Oversight and Review:** To ensure the effective implementation of employee diversity requirements, AIKO's senior management conducts regular oversight and review. Management evaluates the effectiveness of diversity implementation through data analysis, employee feedback, and periodic reviews, making adjustments and optimizations based on actual circumstances.

3.1.5 良好的工作环境 Decent Working Conditions

严格遵守运营所在地国家和地方政府制定的劳动及职业健康安全相关的法律法规和标准，保障员工享有符合标准和规范的工作条件及安全健康的工作环境，并为员工按时支付足额工资，提供并逐步提高多样化的福利待遇。

Strictly comply with labor, occupational health, and safety-related laws, regulations, and standards set by national and local governments in operational locations. Ensure employees enjoy working conditions that meet standards and norms, and a safe and healthy work environment. Pay employees full wages on time, and provide and gradually improve diversified benefits.

- **工时管理：**遵守适用国家和/或地方劳动法律和规定的正常工作时间、加班时

间及休息休假的规定，包括但不限于年休假、产假、病假、事假、婚假以及元旦节、春节、劳动节、国庆节等国家规定的法定节假日。

- Working Hours Management: Comply with applicable national and/or local labor laws and regulations regarding normal working hours, overtime, rest periods, and leave entitlements, including but not limited to annual leave, maternity leave, sick leave, personal leave, marriage leave, and statutory holidays such as New Year's Day, Spring Festival, Labor Day, and National Day.
- 薪酬福利：遵守适用国家和/或地方劳动法规规定的正常工资和加班工资。在所有运营地，根据市场情况为员工提供公平的薪酬，并为所有签订劳动合同的员工缴纳社会保险和住房公积金。每月发放一次工资（除非国家和/或地方法律法规规定的工资发放周期更短），禁止以纪律措施或任何其他原因为由扣留工资。同时，为员工提供餐费补贴、免费的健身房、宿舍及外宿租房补贴。在节假日、员工生日发放节日礼品、生日礼物等。此外，并根据个人情况向员工提供夜班津贴、高温补贴、探亲路费报销等福利。
- Compensation and Benefits: Comply with applicable national and/or local labor regulations regarding normal wages and overtime pay. In all locations of operation, provide fair compensation to employees based on market conditions, and contribute to social insurance and housing provident funds for all employees under labor contracts. Wages are paid monthly (unless national and/or local laws and regulations prescribe a

shorter pay cycle). Withholding wages as a disciplinary measure or for any other reason is prohibited. Additionally, provide employees with meal allowances, free gym access, dormitories or off-site rental subsidies, holiday gifts, birthday gifts, etc. Furthermore, provide benefits such as night shift allowances, high-temperature subsidies, and family visit travel reimbursement based on individual circumstances.

- 培训与发展：为员工提供多样化的技能和能力提升培训、发展平台和机会，支持员工与公司共同成长。
- Training and Development: Provide employees with diverse opportunities for skill and capability enhancement training, development platforms, and career growth, supporting employees to grow together with the Company.
- 职业健康安全：坚持“安全生产，绿色经营；全员参与，持续改进”的 EHS 安全方针，致力于实现安全零事故，构建最佳健康职场。严格遵守职业健康与安全条例，为员工提供符合国家规定的劳动安全卫生条件和必要的劳动防护用品。任何将其他员工置于不安全工作环境或虐待他人的员工将被立即解雇。
- Occupational Health and Safety: Adhere to the EHS policy of "Safe Production, Green Operation; Full Participation, Continuous Improvement," committed to achieving zero accidents and building the best healthy workplace. Strictly comply with

occupational health and safety regulations, providing employees with working conditions that meet national standards for labor safety and hygiene, and necessary labor protection equipment. Any employee who places others in an unsafe working environment or mistreats others will be subject to immediate dismissal.

3.1.6 尊重自由结社与集体谈判权 Respect for Freedom of Association and Collective Bargaining

尊重员工依据当地法律自由集会结社、依法加入工会及集体协商的权利。

Respect employees' rights, in accordance with local laws, to freely assemble and associate, legally join trade unions, and engage in collective bargaining.

3.1.7 问题沟通 Issue Communication

畅通沟通机制，营造无压力表达的组织氛围。员工可通过指定的邮箱或平台反映意见或疑虑，共同解决工作中的问题。

Maintain smooth communication channels and foster an organizational atmosphere where expression is free from pressure. Employees can raise opinions or concerns through designated email or platforms to jointly resolve work-related issues.

3.1.8 员工隐私 Employee Privacy

重视员工的隐私的保护，妥善管理获得的个人数据，谨慎收集、使用和存储员工个人信息。

Value the protection of employee privacy, properly manage obtained personal data, and exercise caution in the collection, use, and storage of employee personal information.

3.2 供应商员工 Supplier Employees

要求供应商签署并严格遵守《爱旭供应商行为准则》，并将爱旭人权要求传递至其上游供应商，致力于推动供应商伙伴及其上游也遵循所适用的法律法规和人权原则。爱旭定期对直接供应商开展现场审核，确保其劳工人权管理和实践符合本公司的要求，并在必要时给予相应的支持。

Require suppliers to sign and strictly adhere to the AIKO Supplier Code of Conduct and to communicate AIKO's human rights requirements to their upstream suppliers, committed to promoting compliance with applicable laws, regulations, and human rights principles among supplier partners and their upstream entities. AIKO regularly conducts on-site audits of direct suppliers to ensure their labor and human rights management and practices comply with the Company's requirements, providing corresponding support when necessary.

3.2.1 劳工人权与劳工实践 Labor Rights and Practices

- 确保其员工享有基本劳工人权，禁止强迫劳动及雇佣童工，不得容忍任何形式的歧视、骚扰和虐待等不公平待遇；
- Ensure their employees enjoy fundamental labor rights, prohibit forced labor and child labor, and do not tolerate any form of discrimination, harassment, abuse, or other unfair treatment.
- 保障其员工的平等权利，包括加入工会、结社自由与集体谈判的合法权利，确保其员工享有行动自由、言论和表达自由的权利；
- Protect their employees' equal rights, including the legal rights to join trade unions, freedom of association, and collective bargaining. Ensure their employees enjoy freedom of movement and the rights to freedom of speech and expression.
- 确保其员工工作时长合理，获得合理的休息时间；
- Ensure their employees have reasonable working hours and receive adequate rest periods.
- 遵守当地法律法规，依法按时支付员工报酬和福利，保障员工享有自愿加班和休息休假的权利，为其员工提供法定带薪休假；
- Comply with local laws and regulations, legally and timely pay employee remuneration and benefits, protect employees' rights to voluntary overtime and rest/leave, and provide them with statutory paid leave.

- 为其员工提供畅通的劳资问题内部沟通渠道，确保其员工的建议与反馈能够及时得到倾听和回应，并保护申诉人免受报复；
- Provide their employees with accessible internal channels for communicating labor-related issues, ensuring their employees' suggestions and feedback are promptly heard and addressed, and protect complainants from retaliation.
- 要求其供应商/合作伙伴不违反劳工保护或购买有违劳工保护原则而生产的产品或原材料等。
- Require their suppliers/partners not to violate labor protection principles or purchase products or raw materials produced in violation of such principles.
- 遵守保护隐私的法律法规要求。
- Comply with legal requirements for privacy protection.

3.2.2 多元化与技能培训 Diversity and Skill Training

- 建立多元与包容的组织文化，尊重和保护女性、少数民族、残障员工等弱势群体的合法权益；
- Establish a diverse and inclusive organizational culture, respecting and protecting the legitimate rights and interests of vulnerable groups such as women, ethnic minorities, and employees with disabilities.
- 为其员工提供技能培训和职业晋升的机会。

- Provide their employees with opportunities for skill training and career advancement.

3.2.3 职业健康安全 Occupational Health and Safety

遵守适用的职业健康安全相关的法律法规，建立完善的职业健康与安全生产管理体系，为员工提供提供安全健康的工作环境。

Comply with applicable occupational health and safety-related laws and regulations, establish a sound occupational health and safety management system, and provide employees with a safe and healthy working environment.

4 人权尽职调查 Human Rights Due Diligence

4.1 人权尽职调查 Human Rights Due Diligence

公司定期开展覆盖自身运营及供应商的人权尽职调查，制定并实施覆盖商业运营全过程的尽职调查程序，对潜在人权问题进行系统性审查，识别实际和潜在的人权风险，包括但不限于童工、强迫劳动、职业健康与安全、自由结社与集体谈判权、歧视、惩戒性措施、工作时间、工资报酬等，并重点关注女性、儿童、原住民及第三方员工等弱势群体的权益。

The Company periodically conducts human rights due diligence covering its own operations and suppliers. We formulate and implement due diligence procedures covering the entire business

operation process, systematically reviewing potential human rights issues to identify actual and potential human rights risks, including but not limited to child labor, forced labor, occupational health and safety, freedom of association and collective bargaining, discrimination, disciplinary measures, working hours, and wages. Particular attention is paid to the rights of vulnerable groups such as women, children, indigenous peoples, and third-party employees.

在供应商人权管理方面，公司通过“线上+线下”相结合的审核机制，持续监控供应商的人权表现，推动其符合公司人权政策的要求。

Regarding supplier human rights management, the Company employs an audit mechanism combining "online + offline" methods to continuously monitor suppliers' human rights performance and encourage their compliance with the Company's human rights policy requirements.

4.2 缓解措施 Mitigation Measures

针对识别出的人权风险，制定并落实相应的缓解措施，最大限度将风险控制在可接受水平，具体包括：

Develop and implement corresponding mitigation measures for identified human rights risks to control risks to an acceptable level to the greatest extent possible. These include:

4.2.1 政策与制度保障 Policy and System Safeguards

公司已建立并持续完善一系列人权相关制度文件，如《反歧视、反骚扰、反强迫劳动程序》《惩戒规定程序》《惩戒投诉规定程序》《工作时间管理程序》《薪酬管理程序》《对外沟通程序》《自由结社政策》《未成年权益保障细则》《雇佣管理细则》等，为风险防控提供系统性制度支撑。

The Company has established and continuously improves a series of human rights-related institutional documents, such as the Anti-Discrimination, Anti-Harassment, Anti-Forced Labor Procedures, Disciplinary Procedures, Disciplinary Complaint Procedures, Working Hours Management Procedures, Compensation Management Procedures, External Communication Procedures, Freedom of Association Policy, Minor Rights Protection Guidelines, Employment Management Guidelines, etc., providing systematic institutional support for risk prevention and control.

4.2.2 培训与能力建设 Training and Capacity Building

公司定期向内部员工及供应商合作伙伴开展人权意识培训，提升各方对人权政策的理解与执行能力，从源头防止人权风险的发生。

The Company regularly conducts human rights awareness training for internal employees and supplier partners, enhancing all parties' understanding and implementation capabilities regarding human rights policies to prevent human rights risks at the source.

4.3 补救措施 Remediation Measures

对于经调查核实的违规行为，公司将依据其影响程度分级处置，措施涵盖责令道歉、口头、警告、通报批评、经济或非经济赔偿、依法解除劳动合同等。

For verified violations, the Company will implement graded responses based on the severity of impact. Measures include ordering apologies, verbal/written warnings, internal notifications of criticism, economic or non-economic compensation, and lawful termination of labor contracts, among others.

若侵权行为造成实质性影响，公司将制定专项整改计划，并持续跟进整改进展状况，确保补救措施有效落实，最大限度消除负面影响，维护相关方合法权益。

If violations cause substantive impact, the Company will formulate a dedicated corrective action plan and continuously follow up on the progress of rectification to ensure the effective implementation of remediation measures, eliminate negative impacts to the greatest extent, and safeguard the legitimate rights and interests of affected parties.

5 申诉机制 Grievance Mechanism

5.1 责任机构 Responsible Body

爱旭提供足够的机会和程序保障，以便员工可以及时与公司沟通。员工如得知任

何侵犯人权的行为、违反本政策的指控和/或发现违反本政策的情况，应立即通知爱旭的人力资源部。

AIKO provides sufficient opportunities and procedural safeguards to enable employees to communicate with the Company in a timely manner. Employees who become aware of any human rights violations, allegations of breaches of this policy, and/or discover situations contrary to this policy should immediately notify AIKO's Human Resources Department.

5.2 沟通渠道 Communication Channels

人力资源部开辟举报投诉渠道，受理各类重大行为事件的举报/投诉，包括但不限于：侵犯人权的行为（如歧视、骚扰、侵犯隐私、强迫劳动等）、背离爱旭价值观、不作为、慢作为、乱作为、给企业造成经济损失或严重后果、损害企业声誉形象等行为。有如下举报/投诉方式：

The Human Resources Department has established reporting and complaint channels to accept reports/complaints regarding various significant behavioral incidents, including but not limited to: human rights violations (e.g., discrimination, harassment, privacy infringement, forced labor), actions deviating from AIKO's values, inaction, delayed action, improper action, causing economic loss or serious consequences to the enterprise, damaging the enterprise's reputation and image, etc. Reporting/complaint methods include:

- 人力资源部电子信箱: juangongguanxi@AIKOsolar.com
- Human Resources Department Email:
juangongguanxi@AIKOsolar.com
- 信函举报: 浙江省义乌市苏溪镇好派路 699 号-人力资源部收
- Mail: Human Resources Department, No. 699 Haopai Road, Suxi Town, Yiwu City, Zhejiang Province

5.3 申诉管理程序 Grievance Management Procedure

5.3.1 接收与确认 Reception and Acknowledgement

人力资源部在接收到员工申诉后, 应首先对申诉事项进行审查, 若申诉事项符合本政策规定的申诉范围要求, 应及时启动调查程序。

Upon receiving an employee grievance, the Human Resources Department shall first review the matter. If the grievance falls within the scope defined by this policy, an investigation procedure shall be promptly initiated.

5.3.2 审查与调查 Review and Investigation

人力资源部应对申诉内容收集证据、详细调查、全面分析。如有必要, 相关问题可升级至工会委员会、法务部、审计部等相关部门共同开展进一步调查和确定处理方案。

The Human Resources Department shall collect evidence, conduct detailed investigations, and perform comprehensive analysis

regarding the grievance content. If necessary, relevant issues may be escalated to departments such as the Trade Union Committee, Legal Department, and Audit Department for joint further investigation and determination of handling solutions.

5.3.3 答复与反馈 Response and Feedback

人力资源部应在接到申诉后的 5 个工作日内，以《员工申诉/答复表》书面形式向员工提供明确答复。若未能在 5 个工作日内给予答复，需说明延迟原因，并确保答复时间不超过 3 个月。

The Human Resources Department shall provide a clear written response to the employee using the Employee Grievance/Response Form within 5 working days of receiving the grievance. If a response cannot be provided within 5 working days, the reason for the delay must be explained, and the response time should not exceed 3 months.

5.3.4 申诉升级程序 Grievance Escalation Procedure

如员工对答复结果存在异议，应向工会委员会、法务部、审计部等相关部门提出进一步申诉，逐级向上反馈直至问题得到有效解决。每一阶段的反馈均应作详细记录并存档，以确保问题处理的透明度和可追溯性。

If an employee disagrees with the response outcome, they may submit a further grievance to relevant departments such as the

Trade Union Committee, Legal Department, and Audit Department, escalating the feedback step by step until the issue is effectively resolved. Detailed records of feedback at each stage should be maintained and archived to ensure transparency and traceability of issue handling.

5.3.5 跟踪与监督 Follow-up and Monitoring

人力资源部应对申诉处理结果进行持续跟踪，确保所采取的整改措施和答复意见得到有效执行。人力资源部需定期检查并监督处理过程，确保符合公司相关政策和法律法规要求。

The Human Resources Department shall conduct continuous follow-up on the outcome of grievance handling to ensure the implemented corrective measures and response opinions are effectively executed. The Human Resources Department needs to regularly inspect and monitor the handling process to ensure compliance with relevant Company policies and legal requirements.

5.3.6 结案 Case Closure

当申诉事项得到最终解决后，人力资源部应形成结案报告，总结处理过程及最终结果，并向员工反馈处理情况。结案报告应包括问题处理过程、决策依据及后续改进措施。

Once a grievance matter is finally resolved, the Human Resources

Department shall prepare a case closure report summarizing the handling process and final outcome, and provide feedback to the employee. The closure report should include the problem handling process, decision basis, and subsequent improvement measures.

5.3.7 保密性保障 Confidentiality Safeguards

在整个申诉管理过程中，应严格遵守信息保密规定，确保员工的个人信息及申诉内容仅限于相关处理人员知悉。所有涉及申诉的资料和讨论均应保密，以防泄露员工隐私。

Throughout the grievance management process, information confidentiality regulations shall be strictly observed to ensure that employees' personal information and grievance content are known only to relevant handling personnel. All materials and discussions related to grievances should be kept confidential to prevent disclosure of employee privacy.

5.4 举报人保护与反报复 Whistleblower Protection and Anti-Retaliation

爱旭高度重视举报人的保护，确保举报人能够在不受任何报复的情况下，报告任何违法、不当或不合规行为。为保障举报人的隐私和安全，爱旭严格控制举报信息知情者范围，同时对举报人采取必要的相关保护措施，如举报人信息与投诉举报内容信息分别登记台账，举报人信息登记台账由专人严格保密保管，非特别授

权人员在非必要情形下无权查阅。此外，爱旭根据实际情况，对举报人提供额外的保护措施，包括但不限于工作环境调整、职务变动等，确保其免受任何形式的报复或骚扰。

AIKO attaches high importance to the protection of whistleblowers, ensuring they can report any illegal, improper, or non-compliant behavior without facing any retaliation. To safeguard the privacy and safety of whistleblowers, AIKO strictly controls the scope of individuals with knowledge of report information and implements necessary protective measures for whistleblowers. For example, whistleblower information and complaint content are recorded in separate logs; the whistleblower information log is kept strictly confidential by authorized personnel, and unauthorized personnel have no access unless absolutely necessary and specifically authorized. Furthermore, AIKO may provide additional protective measures for whistleblowers based on actual circumstances, including but not limited to adjustments in the work environment or position changes, ensuring they are free from any form of retaliation or harassment.

人力资源部须认真对待所有申诉，积极跟进调查，及时、公正地做出处理并对申诉内容、举报的员工的姓名和身份信息保密，任何员工都不会因举报强迫劳动而受到负面影响。对于向提出疑问、寻求建议或举报不当行为的员工和业务合作伙伴及相关人员进行打击报复的，报复行为包括：否决福利、降低绩效、解雇、降

职、威胁、骚扰、歧视及威胁人身安全等，爱旭绝不容忍。任何进行打击报复的员工或业务合作伙伴都会受到爱旭的严厉追责，包括纪律处分，解雇及解除合作。

The Human Resources Department must take all grievances seriously, actively follow up on investigations, handle matters promptly and fairly, and maintain confidentiality regarding the grievance content and the name/identity of the reporting employee. No employee will face negative consequences for reporting forced labor. AIKO maintains a zero-tolerance stance towards retaliation against employees, business partners, or related individuals who raise questions, seek advice, or report misconduct. Retaliatory acts include denial of benefits, downgraded performance ratings, dismissal, demotion, threats, harassment, discrimination, and threats to personal safety. Any employee or business partner engaging in retaliation will face severe consequences from AIKO, including disciplinary action, dismissal, and termination of cooperation.

6 修订、审阅机制 Revision and Review Mechanism

该政策由爱旭解释与修订，确保本政策的有效性和时效性，并根据公司实际运营情况与法律法规的变化，一般情况下修订或更新的周期为每年1次。本政策以中文和英文版本制备，若中英文版本不一致，以中文版本为准。

This Policy shall be interpreted and revised by AIKO. To ensure its

effectiveness and timeliness, and in response to changes in the Company's actual operations and relevant laws and regulations, this Policy will generally be revised or updated annually. This Policy is prepared in both Chinese and English versions. In case of any discrepancy between the two versions, the Chinese version shall prevail.