

厦门建发股份有限公司

反歧视与反骚扰政策

Xiamen C&D Inc.

Anti-Discrimination and Anti-Harassment Policy

1 目的 Purpose

践行“开拓新价值，让更多人过上更有品质的生活”是公司的企业使命，为营造健康、安全、积极，并具有多元化及包容性的工作环境，确保员工在工作中不会遭受任何形式的歧视和骚扰，公司特制定本政策。

It is company's duty to practice the corporate mission of "To exploit new value for more people to live a superior life". In order to create a healthy, safe, positive, diverse and inclusive working environment, and to ensure that employees will not suffer from any form of discrimination and harassment at work, the company has formulated this policy.

2 适用范围 Scope

本政策适用于建发股份及所属全资和控股公司，各单位可根据其实际情况制定相应的反歧视与反骚扰政策，并需与本政策保持一致。

This policy applies to Xiamen C&D Inc. and its wholly-owned and holding companies. Each unit can formulate its own anti-discrimination and anti-harassment policy according to its actual situation, which must be consistent with this policy.

3 关于歧视与骚扰的定义 Definition of Discrimination and Harassment

- 3.1 歧视是指基于性别、种族、宗教、年龄、国籍、性取向、性别和性别表达、残疾等因素，在聘用期限、条件或特权方面(包括但不限于招录、解聘、升职、奖惩、培训或决定报酬等)，对员工予以不同的对待，使其受到不公平的对待。

Discrimination refers to differential treatment of employees based on factors such as gender, race, religion, age, nationality, sexual orientation, gender identity and expression, disability, and other characteristics, with respect to the terms, conditions, or privileges of employment (including but not limited to hiring, firing, promotion, rewards and punishments, training, or determining compensation, etc.), resulting in their unfair treatment.

- 3.2 骚扰是指通过任何形式的言语、举动或行为构成的侵犯他人尊严和自由的行为，包括性骚扰、威胁、辱骂等。骚扰可能涉及口头或身体行为，既包括诸如暴力、威胁或身体接触等极端形式，也包括诸如嘲弄、取笑员工等行为。骚扰行为包括员工在公司工作场所内对员工的骚扰、非员工在公司工作场所内对员工的骚扰、员工在公司工作场所内对非员工的骚扰等情形。

Harassment refers to any form of behavior, whether verbal, physical, or through actions, that violates the dignity and freedom of others, including sexual harassment, threats, abuse, and more. Harassment can involve verbal or physical conduct, including extreme forms such as violence, threats, or physical contact, as well as behaviors like mocking or teasing employees, etc. Harassment occurs in situations like an employee harassing another employee within the company's workplace, a non-employee harassing an employee within the company's workplace, and an employee harassing a non-employee within the company's workplace.

4 公司职责 **Company Responsibilities**

- 4.1 尊重员工的人格和尊严，禁止任何形式的歧视和骚扰。
The Company respects the personality and dignity of employees, and prohibits any form of discrimination and harassment.
- 4.2 加强企业内部的管理，通过建立监督机构及开展有效的培训，引导、规范员工行为。
The Company strengthens internal management by establishing supervisory bodies and conducting effective training to guide and regulate employee behavior.
- 4.3 严肃对待歧视及骚扰行为，提供相应的渠道接受相应的投诉，并采取有效程序保障对所有歧视及骚扰有关的投诉迅速开展调查，并按照相关法律法规及公司内部制度实施必要的惩罚措施，为受害者或投诉者提供有力的保护，以确保受害者或投诉者的利益得到有效维护。
The company takes discrimination and harassment seriously, provides appropriate channels for complaints, and adopts effective procedures to ensure that all discrimination and harassment-related complaints are promptly investigated. The company implements necessary punitive measures in accordance with relevant laws and regulations and the internal systems, provides robust protection for victims or complainants, and ensures that the interests of victims or complainants are effectively safeguarded.

5 处理程序 **Handling Procedures**

5.1 如遭受歧视或骚扰，或遇见他人遭受歧视或骚扰，可通过公司工会或人力资源部进行申诉或向公司投诉受理邮箱进行报告，并提供相关证据。所有受害者或投诉者的信息都应受到保护，以免因此受到报复。
If you experience discrimination or harassment, or witness others experiencing discrimination or harassment, you can lodge a complaint or report to the company's labor union or HR department, or to the company's email address for receiving the complaint, and provide relevant evidence. All information about victims or complainants should be protected to prevent retaliation.

5.2 相关单位应立即开展调查，并对受害者及其家属进行必要安抚；如果调查结果证明涉嫌歧视或骚扰，将对相关雇员采取必要的惩罚措施，并依照公司内部制度及相关法律法规进行惩处，以维护本公司的正常运营和良好的企业文化。

The relevant unit should immediately conduct an investigation and provide necessary reassurance to the victims and their families. If the investigation results confirm the allegations of discrimination or harassment, necessary punitive measures will be taken against the involved employee, following the company's internal policies and relevant laws and regulations to maintain the company's normal operation and an excellent corporate culture.

6 生效 **Effective Date**

本政策自公布之日起生效。

This policy shall come into effect from the date of its publication.

英文版为中文版政策的翻译件，如与中文版存在不一致的，以中文版内容为准。

The English version serves as a translation copy of the Chinese version of the policy. In case of any inconsistencies between the English and Chinese versions, the Chinese version shall prevail.

厦门建发股份有限公司

Xiamen C&D Inc.

2023 年 3 月 15 日

March 15, 2023