



ZHAO JIN 山东招金金银精炼有限公司
Shandong Zhaojin Gold & Silver Refinery Co., Ltd.

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劳工权益保护政策 Labor Rights Protection Policy

第一章 目的

Chapter I Purpose

山东招金金银精炼有限公司(以下简称“公司”) 秉承修己、达人、奋斗、创新的核心价值观， 加强对员工权益的保障、秉持平等用工原则为员工提供完善培训机制与公平的发展机会，为员工提供更加丰富多样的福利，持续营造安全、健康、舒适、温暖、和谐的工作氛围。

Shandong Zhaojin Gold & Silver Refinery Co., Ltd. (hereinafter referred to as the “Company”) upholds the core values of self-improvement, talent cultivation, struggle and innovation, strengthens the protection of employees’ rights and interests, upholds the principle of equal employment, provides employees with well-established training mechanism and fair development opportunities, provides employees with more diversified benefits, and continuously creates a safe, healthy, comfortable, warm and harmonious working atmosphere.

本政策要求公司遵守所有与劳工权益保护相关的法律



法规，包括但不限于：中国劳工权益保护相关法律法规，如：《中华人民共和国劳动法》《中华人民共和国民法典》《中华人民共和国个人信息保护法》等，以及海外运营地适用的相关法律法规。

This policy requires the Company to comply with all laws and regulations related to the protection of labor rights and interests, including but not limited to: laws and regulations related to the protection of labor rights and interests in China, such as: *Labor Law of the People's Republic of China, Civil Code of People's Republic of China, Personal Information Protection Law of People's Republic of China, etc.*, as well as relevant laws and regulations applicable to overseas operations.

第二章 适用范围

Chapter II Scope of Application

2.1 公司确保此政策覆盖全体正式员工(包括所有用工形式)和商业运营全过程，我们亦鼓励供应商、合作伙伴和其他利益相关方积极遵守此政策，与我们共同努力维护员工权益。

2.1 The Company ensures that this policy covers all regular employees (including all forms of employment) and the whole process of commercial operation. We also encourage suppliers, partners and other stakeholders to actively comply with this policy and work with us to safeguard the rights and interests of

employees.

第三章 平等用工与反骚扰

Chapter III Equal Employment and Anti-harassment

3.1 公司严格遵守《中华人民共和国劳动法》等相关法律法规以及海外运营地使用的法律法规，坚持平等用工与对歧视采取零容忍的原则。在招聘过程中，坚持“公开、公正”的原则，岗位任职资格要求公开、面试标准与程序公正，对应聘者一视同仁，择优引进人才，不因年龄、残疾、民族、性别、婚姻状况、国籍、政治面貌、种族、宗教、性取向、是否加入工会而歧视任何应聘者。同时，公司不得强制性要求应聘者验孕或体检(适用法律法规要求出于工作场所安全审慎考虑的情况除外)，且不得因检查结果歧视应聘者。此外，与应聘者有亲属关系的面试官应遵循回避原则，不应参与对应聘者的面试。

3.1 The Company strictly abides by the relevant laws and regulations such as the *Labor Law of the People's Republic of China* and the laws and regulations applied in overseas operations, and adheres to the principles of equal employment and zero tolerance against discrimination. In the recruitment process, the “openness and fairness” principle is adhered to. The post qualification requires openness and fair interview criteria and procedures. Candidates are treated equally and talents are introduced on the basis of merit. No candidate is discriminated

on the grounds of age, disability, nationality, gender, marital status, nationality, political appearance, race, religion, sexual orientation or not joining a trade union. At the same time, the Company shall not compulsorily require candidates to have a pregnancy test or a physical examination (except for cases where applicable laws and regulations require due consideration for workplace safety), and shall not discriminate against candidates based on the results of the examination. In addition, interviewers who are related to the candidate should follow the principle of avoiding and should not participate in the interview of the candidate.

3.2 公司反对职场骚扰，保护员工在工作中不受到骚扰，包括不受到性骚扰、威胁、恐吓等。

3.2 The Company opposes workplace harassment and protects employees from harassment at work, including sexual harassment, threats and intimidation.

3.3 公司定期向所有员工开展工作场所中反歧视与反骚扰的培训，并制定相应的上报流程，对存在歧视或骚扰行为人员进行严肃处理，若有涉嫌违法犯罪的情况，将移送司法机关处理。

3.3 The Company regularly carries out anti-discrimination and anti-harassment training in the workplace for all employees, and formulates corresponding reporting procedures to deal

seriously with personnel who have discriminatory or harassing behaviors. If there is any case of suspected violation of laws and crimes, the case will be transferred to the judicial authority for handling.

第四章 禁用童工与强迫劳工

Chapter IV Prohibition of Child Labor and Forced Labor

4.1 公司开展招聘工作须遵从所在国家或地区的相关法律、法规，包括但不限于：预防非自愿劳动，确保所有工作纯属自愿，非自愿劳动包括通过威胁、强迫、强制、诱拐、欺诈或向控制他人的任何人支付薪酬的方式运输、藏匿、招聘、转岗、接收或雇佣人员，以达到剥削之目的，不得扣押政府颁发的身份证件和旅行证件原件。同时，公司必须确保以员工理解的语言清楚表达与工人签订的合同雇佣条件。

4.1 The Company shall comply with the relevant laws and regulations of the country or region where it is located when recruiting, including but not limited to: prevent involuntary labor and ensure that all work is purely voluntary. Involuntary labor includes transportation, hiding, recruitment, transfer, acceptance or employment of personnel through threats, coercion, coercion, abduction, fraud or payment of remuneration to anyone in control of others, for the purpose of exploitation. The original government-issued identity documents and travel

documents shall not be seized. At the same time, the Company must ensure that the contractual terms of employment with the workers are clearly expressed in a language understood by the employees.

4.2 公司不得贩卖人口或聘用任何形式的奴隶、受强迫、抵债、契约或监狱劳工。

4.2 The Company shall not trade in human beings or employ any form of slave, forced, bonded, indentured or prison labor.

4.3 公司不得雇佣童工。童工是指年龄不满 16 周岁的劳工，未达到所在国家/地区的最低就业 年龄或未完成所在国家/地区义务教育年龄的劳工；未成年工人是指年满 16 周岁但不满 18 周岁的劳动者，公司雇佣的正式员工是指年满 18 周岁劳动者。

4.3 No child labor is allowed in the Company. Child labor refers to workers under the age of 16 who have not reached the minimum age for employment in their country or have not completed compulsory education in their country; Underage workers refer to workers who have reached the age of 16 but have not reached the age of 18. Formal employees employed by the Company refer to workers who have reached the age of 18.

第五章 员工薪酬与晋升

Chapter V Employee Compensation and Promotion

5.1 公司在薪酬、培训、晋升机会等方面不因种族、宗教信仰、性别、国籍、年龄、婚姻状况、残疾和性取向而歧视或不公正对待员工。

5.1 The Company does not discriminate against or treat its employees unfairly on the basis of race, religious belief, gender, nationality, age, marital status, disability and sexual orientation in terms of remuneration, training and promotion opportunities.

5.2 公司坚持同工同酬，向员工提供符合公司所在国家及地区的法律法规要求的工资标准，工资结构因职级和岗位的不同而不同。

5.2 The Company adheres to the principle of equal pay for equal work and provides employees with wages that meet the requirements of the laws and regulations of the countries and regions where the Company is located. The wage structure varies with different ranks and positions.

5.3 公司已建立基于绩效的激励性薪酬机制，覆盖全部员工，与员工共享公司发展的成果，激励员工与公司共同成长与发展。

5.3 The Company has established a performance-based incentive compensation mechanism to cover all employees, share the results of the Company's development with the employees, and motivate the employees to grow and develop

together with the Company.

5.4 在晋升管理方面，公司实行公开、公平、公正的晋升管理原则，并通过持续优化，建立科学的晋升管理流程，以确保优秀人才在公司能够得到识别，并获得个人的职业成长。

5.4 In terms of promotion management, the Company implements the principles of open, fair and just promotion management, and establishes a scientific promotion management process through continuous optimization, so as to ensure that outstanding talents can be identified in the Company and obtain personal career growth.

第六章 员工权力与人权保护

Chapter VI Employee Rights and Human Rights Protection

6.1 公司在遵守各地区法律法规及公司政策要求的前提下尊重员工的结社自由、集体谈判等各项政治权利。

6.1 The Company respects the employee's political rights such as freedom of association and collective bargaining on the premise of complying with the laws and regulations of various regions and the requirements of the Company's policies.

6.2 工会是员工利益的代言人，也是公司与员工关系的主要协调者，关系到员工切身利益的问题，员工可通过工会组织提出诉求，与公司管理层协商。公司全部员工均有加入

工会的资格。

6.2 The trade union is the spokesman of the employees' interests and the main coordinator of the relationship between the Company and the employees. For issues that are related to the employees' vital interests, the employees can appeal through the trade union organization and negotiate with the management of the Company. All employees of the company are eligible to join the trade union.

6.3 参照遵循商业联盟(RBA)行为准则中的人权相关条例、联合国《世界人权宣言》等标准与规定，尊重并保护人权，尽最大努力识别、降低与预防企业和供应链中的人权风险。

6.3 Human rights shall be respected and protected with reference to the relevant regulations on human rights in the Business Alliance (RBA) code of conduct, the United Nations *Universal Declaration of Human Rights* and other standards and regulations. Efforts shall be made to identify, reduce and prevent human rights risks in enterprises and supply chains.

第七章 员工福利与关怀

Chapter VII Employee Welfare and Care

7.1 公司积极为员工创造幸福和谐的工作氛围，向所有员工提供良好的福利待遇，包括但不限于：提供上下班接驳车、外宿补贴、五险一金、商业保险、年度体检、礼品礼包

以及团建活动等福利。重视员工工作与生活平衡。

7.1 The Company actively creates a happy and harmonious working atmosphere for its employees and provides all employees with good welfare benefits, including but not limited to: provision of shuttle buses to and from work, accommodation allowance, five insurances and one fund, commercial insurance, annual physical examination, gift packages and group building activities. Importance is attached to the work-life balance of employees.

向员工提供室内篮球场、健身活动室等活动中心与设备，鼓励员工参与或组建兴趣协会，举办节日文化活动、免费观影活动，不定期举办鹊桥会联谊活动、集体婚礼等，助力员工打造幸福生活。关怀员工家庭生活与健康。

Employees shall be provided with indoor basketball courts, fitness activity rooms and other activity centers and equipment to encourage employees to participate in or form interest associations, hold festivals and cultural activities, free movie watching activities, irregular magpie club fellowship activities, collective weddings and other activities to help employees build a happy life. Care shall be taken for the family life and health of the employees.

关注女性员工的权益。为女性员工提供产检假、产假和哺乳假等带薪假期，并在办公楼设置“母婴室”，为哺乳期

女性员工提供安全舒适的环境。

Attention shall be paid to the rights and interests of female employees. Paid leave such as maternity leave, maternity leave and nursing leave are provided for female employees, and a “mother and child room” is set up in the office building to provide a safe and comfortable environment for nursing female employees.

为困难员工提供帮助。集团公司成立招金困难互助会，建立困难互助基金，用于有急难(如：病、伤、灾)的员工及其家属，减轻困难员工的负担。

Assistance shall be provided to employees in need. The Group Company has set up a mutual aid fund to help employees and their families in emergency situations (such as illness, injury and disaster) to reduce the burden on employees in need.

7.2 公司常年开展 EAP (Employee Assistance Program) 员工支持计划，倡导立足于身心健康的人才观，为全体员工提供立体的心理健康服务，提升个人幸福感，发扬组织“正能量”。借助茁壮成长的 EAP 专员队伍，公司深入了解、及时响应员工的心理诉求，精准强化员工应对压力的效能感，促进人才的可持续发展和自我实现。

7.2 The Company has been carrying out the EAP (Employee Assistance Program) employee support program all the year round, advocating the concept of talents based on

physical and mental health, providing three-dimensional mental health services for all employees, enhancing personal happiness and promoting the “positive energy” of the organization. With the help of the thriving EAP team of specialists, the Company has a deep understanding of and timely response to the psychological demands of its employees, and has precisely strengthened the employees’ sense of efficacy in coping with pressure, thus promoting the sustainable development and self-realization of talents.

第八章 员工成长与发展

Chapter VIII Employee Growth and Development

8.1 公司倡导“快速学习”文化，致力于建设学习型组织。鼓励员工通过持续学习，获得个人能力提升，最终提高团队整体效能。公司每年在充分调研的基础上，制定涵盖管理能力、专业技术、行业知识、职业素养等各方面内容的培训计划。

8.1 The Company advocates a “fast learning” culture and is committed to building a learning organization. Employees are encouraged to improve their individual abilities through continuous learning, which will ultimately improve the overall effectiveness of the team. Every year, the Company formulates a

training plan covering management ability, professional technology, industry knowledge, professional quality and other aspects on the basis of sufficient research.

8.2 公司为所有员工提供覆盖通用力、专业力与领导力三大课程体系，包括“新人训”、基本素养、技能培训项目与领导力培训项目。

8.2 The Company provides all employees with three major curriculum systems covering general competence, professional competence and leadership, including “new recruits training”, basic literacy, skills training programs and leadership training programs.

8.3 公司向员工提供学历提升与认证项目，为公司员工提供全方位能力提升培训，建设公平开放的人才环境，实现人才与公司的共同成长。

8.3 The Company provides employees with educational qualification promotion and certification programs to provide all-round ability promotion training for employees of the Company, build a fair and open talent environment, and realize the common growth of talents and the Company.

第九章 员工健康与安全

Chapter IX Employee Health and Safety

关于职业健康与安全相关制度，详见公司《职业健康与



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安全管理制度》

Please refer to the Company's *Occupational Health and Safety Management System* for details of relevant occupational health and safety systems.