欣旺达员工权益保护政策
Sunwoda Electronic Co., Ltd.
Employee Rights Protection Policy

1.目的

1 Purpose

为规范公司用工管理，保障员工合法权益，构建合法、公平、包容的用工管理体系，营造平等、多元、创新的工作环境，根据相关法律法规并结合公司实际情况，特制定本政策。

In order to standardize the Company's employment management, protect the legitimate rights and interests of employees, establish a legal, fair and inclusive employment management system, and create an equal, diverse and innovative working environment, based on relevant laws and regulations and in combination with the actual situation of the Company, this policy is hereby formulated.

2.适用范围

2 Scope of Application

本政策适用于欣旺达电子股份有限公司及旗下分、子公司的所有董事与员工（包括全职员工、兼职员工、劳务派遣员工等）及为本公司及旗下分、子公司提供服务或代工的外部承包商、外包公司及其员工、与本公司建立战略合作关系的供应商、技术合作方、联合运营伙伴等。

This policy applies to all directors and employees of Sunwoda Electronic Co., Ltd. and its subsidiaries (including full-time employees, part-time employees, dispatched workers, etc.) as well as external contractors, outsourcing companies and their employees who provide services or undertake production tasks for the Company and its branches and subsidiaries, suppliers establishing strategic partnerships with the Company, technical cooperation partners, and joint operation partners.

3.工作原则

3 Work Principles

3.1 以人为本

People-Oriented

公司坚持以人为本的管理理念，将员工视为公司的核心资产，重视员工个性、需求与权益，注重员工的价值与发展。

The Company adheres to the management philosophy of people-oriented, regarding employees as the core assets of the Company. It values the individuality, needs and rights of employees, and pays attention to their value and development.

3.2 合法用工

Legal Employment

公司遵守国际劳工组织核心公约条款及相关法律法规，定期开展内部自查自纠，强化用工合规性，让员工感受到公平公正。

The Company adheres to the provisions of the core conventions of the International Labour Organization and relevant laws and regulations. It conducts regular internal self-inspections and self-corrections to enhance compliance in employment practices, ensuring that employees can experience fairness and justice.

3.3 价值提升

Value Enhancement

公司为员工提供资源、机会与职业发展空间，鼓励员工创造更多价值，实现公司价值与员工价值的共同提升。

The Company provides resources, opportunities and career development space for its employees, encouraging them to create more value and achieving the mutual enhancement of the Company's value and the employees' value.

4.工作内容

4 Key Areas

4.1 禁用童工与强迫劳动

Prohibition of Child Labor and Forced Labor

公司制定《招聘管理规定》，全面禁止任何形式的童工使用，通过严格的入职审查机制，杜绝招募未满当地法定最低就业年龄的劳动者，同时制定《出勤管理规定》，明确员工法定工时标准，超出该标准之外的工作时间，须经严格审批并依法支付加班费。公司致力于营造健康、可持续的工作环境，采取自愿加班的原则，合理安排生产计划、排班与产能配置，充分保障员工休息休假权益，促进员工身心健康发展。

The Company has formulated the "Recruitment Management Regulations", strictly prohibiting the use of child labor in any form. Through a rigorous recruitment review

mechanism, it ensures that no workers under the local minimum employment age are recruited. At the same time, it has established the "Attendance Management Regulations", clearly defining the legal working hours for employees. Any work beyond this standard must be strictly approved in advance, and overtime wages shall be paid in accordance with the law. The Company is committed to creating a healthy and sustainable working environment. It adopts the principle of voluntary overtime, reasonably arranging production plans, shift schedules, and capacity allocation, fully safeguarding employees' rights to rest and leave, and promoting their physical and mental health development.

4.2 反歧视与反骚扰

Anti-Discrimination and Anti-Harassment

公司制定包含《员工手册》《奖惩管理规定》等在内的各项管理制度，对任何形式的骚扰（包括性骚扰和非性骚扰）、歧视和其他侮辱性行为采取零容忍态度，同时确保员工在就业过程中不因性别、种族、年龄、婚姻状况、生理、姓氏、区域、宗教信仰等差异而受到歧视，保障员工平等就业权。

The Company has formulated various management systems including the "Employee Handbook" and the "Reward and Punishment Management Regulations", etc. It adopts a zero-tolerance policy towards all forms of harassment (including sexual harassment and non-sexual harassment), discrimination and other insulting behaviors. At the same time, it ensures that employees will not be discriminated against during the employment process due to differences such as gender, race, age, marital status, physiology, surname, region, and religious belief, and guarantees the equal employment rights of employees.

公司确保为所有员工（包括全职、兼职、临时工、实习生、外包人员及合作伙伴代表）提供每年至少 1 次的《职场歧视与骚扰防范》培训。针对任何歧视或骚扰行为，实施分级、透明、可追溯的纠正与纪律处分机制，依据事件性质与情节严重程度，分别给予绩效奖金减免、降职降薪、直至解除劳动合同等处罚，同时公司向所有员工、承包商及合作伙伴等开放申诉渠道，针对申诉实行闭环管理，所有过程记录至少保存 5 年，切实维护公平、尊重、安全的职场环境。

The Company ensures that all employees (including full-time, part-time, temporary workers, interns, outsourced personnel and partner representatives) receive at least one annual training on "Prevention of Workplace Discrimination and Harassment". For any

discriminatory or harassing behavior, a graded, transparent and traceable corrective and disciplinary mechanism is implemented. Depending on the nature and severity of the incident, penalties such as reduction of performance bonuses, demotion, salary reduction, or even termination of the employment contract will be given. At the same time, the Company opens grievance channels for all employees, contractors and partners, and implements closed-loop management for grievances. All processes are recorded and at least preserved for 5 years to effectively maintain a fair, respectful and safe workplace environment.

4.3 多元化与包容

Diversity and Inclusion

公司始终坚持创造多元化和包容性的工作环境，尊重员工个性、能力和成长经历的差异性，珍惜拥有不同背景、才能、见解、经验和技能的人才，促进不同民族、国籍等背景身份的员工相互融合，努力打造一个诚实互信、多元包容的企业文化。

The Company has always been committed to creating a diverse and inclusive working environment, respecting the differences in employees' personalities, abilities and growth experiences, valuing people with diverse backgrounds, talents, insights, experiences and skills, promoting the integration of employees from different ethnicities and nationalities, and striving to build an honest and trustworthy, diverse and inclusive corporate culture.

4.4 女职工与未成年工保护

Protection of Female Employees and Minors

公司制定《童工拯救、未成年工及女职工保护规定》，从用工审查、岗位安排、健康保障等方面切实履行未成年工及女职工的特殊保护要求。定期收集《未成年工登记表》，对未成年工实行一人一档管理。重视对女职工结婚、生育、就业等方面的权益保护，禁止任何形式的歧视或限制。公司承诺所有员工在从事工作价值相等的岗位时，无论性别、年龄、种族等因素，均应获得同等水平的薪酬待遇，坚决反对任何形式的性别薪酬歧视，确保薪酬决策是基于岗位职责、技能要求、绩效表现和市场价值，而非性别因素。

The Company has formulated the "Regulations for Child Labor Remediation, and Protection of Young Workers and Female Employees", and has earnestly fulfilled the special protection requirements for female employees and underage workers in aspects

such as employment review, job assignment, and health protection. It regularly collects the "Registration Form for Minors Workers" and implements individual file management for underage workers. It attaches great importance to the protection of the rights and interests of female employees in terms of marriage, childbirth, and employment, and prohibits any form of discrimination or restriction. The Company promises that all employees, regardless of gender, age, race, etc., should receive the same level of salary and benefits when they are assigned to positions of equal value in terms of work value. It firmly opposes any form of gender-based salary discrimination and ensures that salary decisions are based on job responsibilities, skill requirements, performance, and market value, rather than gender factors.

4.5 集体协商与自由结社

Collective Bargaining and Freedom of Association

公司承诺保障员工结社自由，积极推动公司与工会通过平等谈判，签订覆盖全体员工的集体合同，制定并严格执行《欣旺达职工代表大会管理制度》《自由结社及集体谈判管理规定》等制度，尊重每一位员工自由组建和参加工会以及参与集体谈判的权利，通过透明化协商、制度化保障构建和谐劳动关系。

The Company promises to safeguard the employees' freedom of association and actively promotes the signing of collective contracts covering all employees between the Company and the trade union through equal negotiations. It formulates and strictly implements the "Sunwoda Electronic Co., Ltd. Employee Representative Assembly Management System", "Regulations on Freedom of Association and Collective Bargaining" and other systems, respecting the rights of every employee to freely establish and participate in trade unions as well as to engage in collective bargaining. Through transparent negotiation and institutional guarantee, it builds harmonious labor relations.

4.6 员工薪酬与福利

Employee Compensation and Benefits

公司为所有员工提供不低于当地“生活工资”的薪酬水平，通过制定《薪酬管理规定》《福利管理规定》《社保公积金管理规定》等，致力于持续优化薪酬福利体系，不断提升薪酬福利的竞争

性、绩效考核的公平性，确保员工在体面劳动中获得尊严与保障。公司确保所有全职员工依法享有带薪年假的权利，依法保障员工在休年假期间的各项薪资福利待遇不受任何影响。强化绩效性薪酬的作用，驱动员工行为与组织战略对齐，提升人效与组织竞争力。

The Company offers all employees a salary level no lower than the local "living wage". By formulating regulations such as "Salary Management Regulations", "Welfare Management Regulations", and "Social Insurance and Housing Fund Management Regulations", it is committed to continuously optimizing the salary and welfare system, constantly enhancing the competitiveness of the salary and welfare, and ensuring that employees receive dignity and security through decent work. The Company guarantees that all full-time employees legally enjoy the right to paid annual leave, and legally ensures that all salary and welfare benefits during the annual leave period of employees are not affected in any way. Strengthen the role of performance-based salary, drive employee behavior to align with the organizational strategy, and improve labor efficiency and organizational competitiveness.

4.7 员工培训与发展

Employee Training and Development

公司高度重视人才发展，致力于构建多层次、全方位的人才梯队体系，建立了以关键业绩指标与核心素质能力相结合的双维度考核机制、以价值创造为导向的晋升机制、以人力资本增值为核心的人才培养机制。

The Company attaches great importance to talent development and is committed to building a multi-level and all-round talent echelon system. It has established a dual dimensional assessment mechanism combining key performance indicators with core competencies, a promotion mechanism guided by value creation, and a talent cultivation mechanism centered on human capital appreciation.

公司高度重视全体员工的职业成长，为全体员工（包括全职、兼职、临时工及承包商）提供全面的领导力培训。同时，面向全体员工（包括全职、兼职、临时工及承包商），系统开展覆盖多领域、多层次的专业技能培训，内容涵盖岗位技能、行业知识、安全规范等。

The Company attaches great importance to the professional development of all

employees and provides comprehensive leadership training to the all employees (including all full-time, part-time, temporary staff, and contractors). At the same time, it systematically delivers multi-field, multi-level professional skills training for all employees (including full-time, part-time, temporary staff, and contractors), covering specific skills, industry knowledge, safety regulations and other relevant content.

公司鼓励所有员工（包括全职、兼职、临时工及承包商）在工作之余参与继续教育与职业认证，以提升个人能力与职业发展。公司提供学费报销、认证补贴、学习平台访问权限、学习时间支持等，同时提供系统化、分层级的技能与知识发展培训，目前已建立五级人才培训发展体系，通过共建课程、开发教材、建设实训基地等多种方式为所有员工提供培训支持。

The Company encourages all its employees (including full-time, part-time, temporary workers and contractors) to participate in continuing education and professional certifications during their leisure time, in order to enhance their personal capabilities and career development. The Company offers tuition reimbursement, certification subsidies, access to learning platforms, study time support, etc. At the same time, it provides systematic and hierarchical skills and knowledge development training. Currently, a five-level talent training and development system has been established. Through various methods such as jointly developing courses, creating teaching materials, and building training bases, it provides training support for all employees.

4.8 员工申诉机制

Employee Grievance Mechanism

公司已建立覆盖当面申诉、热线电话、邮件、信箱等多种形式的申诉渠道，实现线上+线下全打通并形成“提出申诉-受理判定-调查核实-结案归档”的申诉处理流程。一般投诉，原则上 3 个工作日内将处理结果反馈至员工本人；重大投诉，公司将成立专项调查小组跟进处理。针对恶意投诉及打击报复行为，经查证属实，将按相关法律法规及公司规章制度从重处理。

The Company has established various forms of grievance channels, including face-to-face, hotline calls, emails, and mailboxes, to achieve full integration of online and offline channels and form a grievance mechanism of "grievance filing- case acceptance - investigation and verification - resolution and archiving". For general grievances, the handling results should be notified to the employee within 3 working days; for major

grievances, the Company will establish a special investigation team for follow-up handling. Regarding malicious grievances and retaliatory acts, after verification, they will be dealt with severely in accordance with relevant laws, regulations, and Company rules and regulations.

4.9 员工解雇

Employee Termination

如因公司经营方式调整、技术革新等原因需减员时，公司承诺严格按照相关法律法规执行，如至少提前 30 天说明情况并听取意见、提供遣散费及必要的经济补偿、落实停工留薪期、“三期”女职工等特殊群体保护等，同时公司还将协助员工进行岗位安置、再就业推荐或提供职业再培训服务等，切实履行社会责任。

In case of staff reduction due to adjustments in the Company's operation mode or technological innovations, the Company promises to strictly follow relevant laws and regulations. For instance, it will at least notify the situation 30 days in advance, listen to opinions, provide severance pay and necessary economic compensation, implement the period of work suspension with salary continuation, and protect special groups such as female employees during pregnancy, maternity leave and breastfeeding period. At the same time, the Company will also assist employees in job placement, provide re-employment recommendations or offer vocational re-training services, etc., to earnestly fulfill its social responsibilities.

4.10 审查与动态更新

Review and Update

公司建立员工权益保护政策动态更新机制，对照最新法律法规和业务变化开展系统性评估，及时优化制度流程，形成“评估 - 改进 - 验证”闭环管理，确保员工权益保护体系始终与监管要求及业务发展同步。

The Company has established a dynamic update mechanism for employee rights protection policies. It conducts systematic evaluations based on the latest laws and regulations as well as business changes, promptly optimizes the system processes, and forms an "evaluation - improvement - verification" closed-loop management. This ensures that the employee rights protection system always keeps pace with regulatory

requirements and business development.

本政策提供中英文两种版本，若内容上稍有细微出入，请以中文版为准。

This policy is issued in both Chinese and English versions. In the event of any minor discrepancy between the two language editions, the Chinese version shall prevail.

欣旺达电子股份有限公司

Sunwoda Electronic Co., Ltd.

2026 年 6 月

June 2026