

人权政策声明

Policy Statement on Human Rights

1. 目的

旨在规定烟台五花码国际贸易有限公司自身运营、供应商和其他合作伙伴对于人权问题的承诺和责任。公司在进行业务关系往来中遵守并尊重关于员工权益声明的准则及法律，并遵守与承包商、供应商和商业伙伴相同的员工权益标准。

1. Purpose

This policy aims to set out the commitments and responsibilities of ADU FOOD GROUP LIMITED in relation to human rights issues in their own operations, suppliers, and other business partners. The Company complies with and respects guidelines and laws regarding the rights of our employees in all our business dealings and adheres to the same employee rights standards as contractors, suppliers, and business partners.

2. 涉及的法律及公约

2.1 国内法参考：《中华人民共和国宪法》《中华人民共和国劳动法》《中华人民共和国劳动合同法》《中华人民共和国妇女权益保障法》《中华人民共和国就业促进法》《中华人民共和国未成年人保护法》《中华人民共和国工会法》《禁止使

用童工规定》《女职工劳动保护特别规定》

2.2 联合国公约及宣言参考：《世界人权宣言》《保护人权宣言》《联合国消除一切形式种族歧视宣言》《国际劳工组织关于工作中基本原则和权利宣言》《准予就业最低年龄公约》《就业政策公约》《歧视（就业及职业）公约》《对男女工人同等价值的工作付予同等报酬公约》。

2. Legislation and conventions involved

2.1 Domestic law for reference: the Constitution of the People's Republic of China, the Labor Law of the People's Republic of China, the Law of the People's Republic of China on Labor Contracts, the Law of the People's Republic of China on the Protection of the Rights and Interests of Women, the Law of the People's Republic of China on the Promotion of Employment, the Law of the People's Republic of China on the Protection of Minors, the Law of the People's Republic of China on Trade Unions, the Provisions on the Prohibition of the Use of Child Labor and Special Provisions on the Protection of Labor for Women Workers.

2.2 References to UN Conventions and Declarations: the Universal Declaration of Human Rights, the Declaration on the Protection of Human Rights, the United Nations Declaration on the Elimination of All Forms of Racial Discrimination, the

International Labour Organization Declaration on Fundamental Principles and Rights at Work, the Convention concerning Minimum Age for Admission to Employment, the Convention concerning Employment Policy, the Convention concerning Discrimination (Employment and Occupation), the Convention concerning Equal Remuneration for Men and Women Workers for Work of Equal Value.

3. 基本政策

3. Basic Policies

尊重基本人权

我们认识到个人在企业活动各方面的不同价值，并根据国际准则尊重和捍卫所有人权。

Respect for basic human rights

We recognize the diverse values of individuals in all aspects of corporate activities and respect and defend all human rights in accordance with international standards.

尊重员工权益

我们根据国家相关法律法规安排工作时间，禁止强迫员工加班。保证达到当地法规要求和标准，以及行业标准和各相关客户的社会责任准则要求。合理安排工人的上班时间与休息休假时间。我们尊重员工自由权利，包括雇佣自由、辞

工自由，加班自由及行动自由，禁止使用任何形式的强迫劳工，包括囚工、契约劳工、抵债劳工。

Respect for labor rights

We arrange working hours in accordance with relevant national laws and regulations and prohibit forced employees to work overtime. We ensure compliance with local regulatory requirements and standards, as well as social responsibility guidelines for each industry standards and relevant customer. We respect the employees' rights of freedom, including freedom of employment, resignation, working overtime and movement, and prohibition of the use of any form of forced labor, including imprisonment, indentured labor, and bonded labor.

尊重女性员工权益

我们坚持男女平等的用人宗旨，积极增加女性员工数量，保障女性员工的合法权益。公司为女性员工提供多项福利措施，以保障女性员工权益，包括在公司内设置母婴室及女性员工关爱室，发放女性员工卫生费等。

We adhere to the principle of equal employment between men and women, actively increase the number of female employees, and protect the legitimate rights of female employees. The Company provides several welfare measures to

protect the rights of female employees, including setting up baby care rooms and female care rooms, and providing sanitary expenses for female employees, etc.

尊重用工多元化并反对歧视

我们在公司活动中尊重每个人作为个体，不以任何方式歧视种族、国籍、民族、信仰、宗教、社会地位、家庭出身、年龄、性别（特别是严禁任何形式歧视女工，特别是歧视孕妇）、性取向、残疾、使用语言、婚姻状况。公司在同工同酬的基础上，实行上年度个人绩效及能力因素浮动的薪酬制度。

Anti-discrimination

We respect each person as an individual in corporate activities and shall not discriminate against any person because of race, national origin, ethnicity, creed, religion, social status, family origin, age, gender (in particular, any form of discrimination against women workers, especially pregnant women, is strictly prohibited), sexual orientation, disability, language, marital status. On the basis of equal pay for equal work, the company implements a salary system that considers individual performance and ability.

禁止童工和强迫劳动

我们绝对禁止使用童工，不与任何故意使用童工的供应商或分包商合作。公司人力资源部建立并维护公司禁止使用童工的政策和程序，确保公司活动符合国际劳工法、国家法规和相关标准要求，定期调查评估程序的执行效果。确保公司活动符合国家法律法规和各利益相关方的标准与要求。

Prohibition of child labor and forced labor

We absolutely prohibit the use of child labor, and do not cooperate with any suppliers or subcontractors who intentionally use child labor. The company's Human Resources Department formulates and maintains the company's policies and procedures against child labor to ensure compliance with international labor law, national regulations and relevant standards, and regularly investigate and evaluate the effectiveness of the procedures. It ensures that the company's activities comply with national laws and regulations and the standards and requirements of various stakeholders.

禁止骚扰与不正当惩罚

我们不应从事关于性别、职位或以任何其他方式的骚扰，或以任何贬低他人尊严或造成精神不适的行为，同时，我们禁止任何形式的惩罚行为，包括体罚、恐吓、辱骂及其它任

何形式的精神或肉体上胁迫，语言上的侮辱

Prohibition of harassment and unjust punishment

We shall not engage in harassment with respect to gender, position or in any other way, or by any behavior that demeans the dignity of others or causes mental discomfort. At the same time, we prohibit any form of punishment, including corporal punishment, intimidation, verbal abuse, and any other form of mental or physical coercion or verbal insult.

尊重自由结社与集体谈判权利

我们尊重员工自由结社、参加工会和集体谈判的权利，建立并保持有效的申诉和投诉程序，确保公司活动符合法律法规及相关社会责任体系的标准要求。工会建立并维持公司自由结社与集体谈判的政策或程序，组建职工代表大会，支持员工选举职工代表和集体谈判的建立、运行或管理，并为工人代表的活动提供场所与相关便利条件。在法律允许范围内，工人无需事先批准，拥有自由与他人结交、组建和加入（或阻止加入）各类员工组织，进行集体协商的权利，本公司任何单位或个人禁止对此类活动进行干预、歧视、报复或骚扰。

确保工人在无暴力、无压力、无畏惧、无恐吓和无威胁的环境下行使其组织权，并为成立工会或其它形式的员工组

织提供那些可能适宜的便利条件，以便他们能迅速、有效地执行其职责。

Respect for freedom of association and collective bargaining

We respect the rights of employees to associate freely, join trade unions and bargain collectively, establish and maintain effective grievance and complaint procedures, and ensure that the company's activities comply with the standards and requirements of laws and regulations and relevant social responsibility systems. The trade union is established to maintain policies or procedures for free association and collective bargaining in the company, establish workers' congress, support the election of worker representatives by employees and the establishment, operation, and management of collective bargaining, and provide venues and relevant assistance to the activities of worker representatives.

As permitted by law, workers have the right to make friends with others freely and are allowed to form and join (or prevent from joining) all kinds of employee organizations and carry out collective bargaining without prior approval; any unit or individual of the Company is prohibited from interfering, discriminating, retaliating, or harassing such activities.

Ensure that workers exercise their organization right in an

environment free from violence, pressure, fear, intimidation and threats, and provide such facilities as may be appropriate for the formation of trade unions or other forms of employee organization so that they can carry out their duties promptly and effectively.

职业健康与安全

我们提供健康安全、环保的工作环境，确保公司符合法律法规要求以及相关利益方的行为规则。我们制定并推行健康安全与环保计划，定期检查、检测及评估公司健康安全与环境状况，确保公司的健康安全政策行之有效。公司基于在保护员工的安全前提下开展各项业务活动，通过不断的对公司员工进行培训、宣导、沟通、以及文件发行、控制管理等方式，增强员工的信息安全风险意识，积极执行应急演练，预防重大事故的发生。同时，公司持续改进职业健康安全管理绩效，以实现公司可持续发展。

Occupational Health and Safety

We provide healthy, safe, working environment, and ensure that the company's production and living areas comply with laws and regulations, and the rules of conduct

of relevant stakeholders. We develop and implement health, safety, and environmental protection programs, to regularly check, test and evaluate the health, safety and environmental conditions of the company to ensure effective implementation of the company's health and safety policies. We carry out various business activities based on the premise of protecting the safety of employees. We enhance the awareness of information security risks of employees through continuous training, advocacy, communication, document issuance, control management, and actively implements emergency drills to prevent the occurrence of major accidents. At the same time, we continue to improve occupational health and safety management and performance to achieve sustainable development of the Company.

沟通与投诉

每个人都有权提出正式投诉，不得因提出投诉而受到歧视或遭受报复。我们保证对提交投诉的人员进行匿名保护。我们努力确保规程透明，让各牵涉方的权利在所有规程步骤中均得到尊重。

Communication and complaints

Everyone has the right to lodge a formal complaint and

shall not be discriminated against or subjected to retaliation for doing so. We guarantee the anonymity of those who submit complaints. We strive to ensure that our procedures are transparent and that the rights of all parties involved are respected in all procedures.