

Company Anti-Harassment and Anti-Abuse Policy

1. Purpose

This policy aims to ensure that all employees work in a respectful and safe environment, free from harassment and abuse. We are committed to providing a workplace free of harassment, discrimination, and abuse, ensuring that every employee is treated fairly and with respect.

2. Scope

This policy applies to all employees of the company, including full-time, part-time, temporary employees, and interns. Additionally, suppliers, contractors, and others with business dealings with the company are also expected to comply with this policy.

3. Definitions

3.1 Harassment: Includes but is not limited to sexual harassment, racial harassment, religious harassment, gender harassment, and any other forms of harassment. Harassment may include unwelcome words or actions, threats, intimidation, or other disruptive behavior.

3.2 Abuse: Includes but is not limited to physical abuse, verbal abuse, psychological abuse, and any other forms of abuse. Abuse may include violence, intimidation, threats, insults, bullying, and other forms of harmful behavior.

4. Policy Content

4.1 Prohibition of Harassment and Abuse

- The company strictly prohibits any form of harassment and abuse. No one shall engage in harassment or abuse of others in the workplace for any reason.

4.2 Reporting Procedure

- If an employee believes they or others have been subjected to harassment or abuse, they should immediately report it to their supervisor, the Human Resources Department, or the company's designated complaint channel.
- Reports can be made anonymously, and the company will strive to protect the privacy and safety of the reporter.

4.3 Investigation and Handling

- The company will promptly, thoroughly, and fairly investigate all reports. The investigation process will be confidential, and results will only be shared on a need-to-know basis.
- Individuals found to have engaged in harassment or abuse will face appropriate disciplinary action, including but not limited to warnings, suspension, or termination.

4.4 Prohibition of Retaliation

- The company strictly prohibits retaliation against employees who report harassment or abuse. Any form of retaliation will be severely punished.

4.5 Employee Training

- The company will provide regular training on anti-harassment and anti-abuse to ensure that all employees understand this policy and its importance and are equipped to handle harassment and abuse.

5. Responsibility

All employees are responsible for adhering to this policy and maintaining a safe and harmonious work environment. Management is responsible for implementing and enforcing this policy and supporting and protecting employees who report harassment and abuse.

6. Policy Revision

This policy will be reviewed and updated regularly to ensure its effectiveness and compliance with laws and regulations. Employees will be notified of any changes to the policy in a timely manner.

Contact Information

For any questions regarding this policy or to report harassment or abuse, please contact:

- Human Resources Department: alubase@alubaseind.com
- Company Complaint Hotline: +86-021-50312680

Thank you to all employees for your cooperation and support in ensuring a safe, respectful, and inclusive work environment.

Company Name: Alubase Industry Co.,Ltd.

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By establishing and implementing the above policy, the company demonstrates its commitment to employee well-being and the work environment. We hope every employee can work in this safe and harmonious environment and help maintain the company's positive atmosphere.