

# Onewo Inc.

## Employee Rights and Interests Protection Policy

### I. Purpose

This Policy is hereby issued by Onewo Inc. ("Onewo", "the Company") in order to clarify its mechanism for safeguarding the employees' rights and interests, adhere to the principle of equal employment opportunity, strive to provide a diverse, equitable, and inclusive workplace, as well as abundant benefits. We are committed to the ongoing enhancement of labor management practices.

### II. Scope of Application

This Policy is applicable to all employees of Onewo and part of other service providers (including part-time and outsourced employees) and the whole process of commercial operation. The Company encourages suppliers, partners, and other stakeholders to actively abide by this Policy and make joint efforts with us to protect the employees' rights and interests.

### III. Management Philosophy

Onewo hopes to create a sound working environment where employees can integrate into and grow with the Company. In all our endeavors, Onewo rigorously adheres to the *Labor Law of the People's Republic of China*, the *Employment Promotion Law of the People's Republic of China*, the *Civil Code of the People's Republic of China*, the *Law on the Protection of Minors of the People's Republic of China*, the *Universal Declaration of Human Rights*, the *Voluntary Principles on Security and Human Rights*, the International Labor Organization's *International Labor Standards*, and other related standards and national laws and regulations.

### IV. Commitments

With regard to the protection of the employees' rights and interests, Onewo is committed to **zero-tolerance** to the following behaviors:

- 1) Forced labor
- 2) Child labor
- 3) Human trafficking
- 4) Discrimination (including gender, race/ ethnicity, nationality, disability, religious belief, health status, etc.)

- 5) Bullying and harassment, including but not limited to sexual harassment.

## V. Measures

To standardize labor management and fulfill the commitments above, Onewo has implemented the following measures to protect the employees' rights and interests.

### Protection of the employees' rights and interests:

- 1) **Forced labor and child labor:** The Company's recruitments are subject to laws and regulations of the country or region where it locates, which include, but are not limited to: preventing involuntary labor and ensuring all work is voluntary. Involuntary labor includes the transportation, harboring, recruitment, transfer, receipt, or employment of persons by means of threat, coercion, force, abduction, fraud, or by paying remuneration to anyone who controls such persons, for the purpose of exploitation. It's forbidden to hire children, i.e., minors under the age of 16. Meanwhile, Onewo strictly follows the national laws when signing the relevant engagement agreements and contracts with suppliers and contractors and encourages third parties who acts on behalf of the Company to abide by the principles of this Policy.
- 2) **Protection of the female rights and interests:** The Company strictly abides by *the Law of the People's Republic of China on the Protection of Rights and Interests of Women* and other laws and regulations, has strictly implemented provisions on leave of female employees during their pregnancy and postpartum period and suckling period, and has provided lactation facilities and benefits, to ensure that female employees enjoy equal treatment in remuneration and benefits, evaluation of awards and merits, and opportunities in career development. Onewo cares female employees' wellbeing. For the protection of female employees during the "five periods", Onewo has strictly followed the relevant policies and regulations to ensure that they sufficiently enjoy their legitimate rights and interests.
- 3) **Freedom of association and collective bargaining:** Onewo has established labor unions and employee representative sub-committees in multiple regions. Among them, the employee representative sub-committees are the representatives of and serve all Onewo employees' rights and interests. They hold regular or themed meetings to demonstrate that the Company respects and protects employees' civil rights, which are endowed by law, such as the right to know, the right to participate, the right to speak, and the right to oversee. Meanwhile, Onewo highly respects employees' rights to establish, join, or refuse to join labor unions and the Employee Representative Council, in accordance with national laws.

### Diversity, equality and inclusion:

- 1) **Diversity and integrity:** The Company is committed to create a diverse, inclusive, equal, and open working environment regardless of age, gender, disability, race, ethnicity, nationality, and religion.
- 2) **Prohibition of discrimination or harassment:** Employees of the Company enjoy equal

human rights and dignity and shall not be discriminated against or harassed on the basis of differences in race, ethnicity, religious beliefs, gender, social identity, status, physical health, sexual orientation and other factors. Onewo has safeguards in place to protect employees from harassment at work, including sexual harassment, threats, and intimidation. Onewo provides regular trainings to all employees and other service providers on anti-discrimination and anti-harassment in the workplace and have established appropriate reporting procedures. The Company takes serious action against those who engage in discriminatory or harassing behavior, and anyone who is suspected of violating the law or committing a crime will be referred to the judicial authorities for processing. At the same time, the Company requires all employees to sign the *Letter of Protecting Female Employees' Rights and Interests* every year, which clearly states the prohibition of specific discriminatory and harassing behaviors.

- 3) **Fair recruitment:** In the process of recruitment and promotion, Onewo adheres to the principles of fair competition, openness and transparency as well as meritocracy, and stipulates in the *Onewo Recruitment Management System* that no discriminatory conditions shall be set up in the open recruitment channels.

#### **Employee development & equal remuneration:**

- 1) **Employee development:** In the *Employee Handbook*, Onewo has made a commitment to ensure that every employee is provided with a fair and equitable space for development. For all employees, the Company has created the “Joyful Learning” online platform, accurately delivering courses to employees and meeting their learning and development needs.
- 2) **Remuneration and performance appraisal:** The Company has formulated the *Guidelines on Personal Performance Management of Onewo*, fully protecting the legitimate rights and interests of employees and encouraging them to realize self-development. In terms of remuneration protection, Onewo insists on equal pay for equal work for men and women. In terms of performance appraisal mechanism, we have developed a “performance-oriented” incentive system, formulated personalized performance management requirements for all employees based on business types, levels and positions, and implemented quarterly and annual performance appraisals, providing employees with competitive remuneration in the industry in accordance with market-oriented principles. The Company’s performance appraisal is divided into the following four categories: in terms of performance objectives, Onewo has set performance objectives consistent with the Company's objectives for employees and has urged them to implement the objectives; in terms of personal performance evaluation, Onewo conducts a comprehensive performance appraisal of employees annually on the basis of three major evaluation dimensions: key performance, values and behaviors as well as qualities and abilities; in terms of team performance evaluation, Onewo has established an organizational objective evaluation system of “top-down decomposition and bottom-up support”; in terms of process management, Onewo continuously checks the implementation of the performance appraisal plan and makes timely adjustments, and carries out agile dialogues on personal performance with employees to obtain their evaluation and feedback, assisting employees in improving their personal performance by optimizing the management of the process of objective achievement.

- 3) **Long-term incentives for employees:** In order to attract and retain talent and to motivate employees to enhance their own and the Company's competitiveness, the Company has launched an Employee Stock Ownership Plan for employees. Eligible participants may be granted conditional interests to subscribe for certain limited partnership interests in various employee incentive platforms.

#### **Employee Support Programs:**

- 1) **Welfare benefits:** Onewo offers employees social security and benefits such as endowment insurance, medical insurance, unemployment insurance, employment injury insurance, maternity insurance and housing fund, guarantees employees' legal holidays, annual leave, wedding leave, bereavement leave, maternity leave, filial duty leave, nursing leave, parental leave and other paid leave, and provides employees with various legal welfares such as high temperature allowance and heating allowance.
- 2) **Stress management:** Onewo emphasizes work-life balance and encourages employees to be "positive". Every year, Onewo carries out care activities such as Coolness in Summer and Warmth in Winter, and also organize themed cultural and sports activities such as Run for Fun, Programmer's Day, and International Women's Day. At the same time, Onewo focuses on the mental health management of our employees, listening to their voices while providing the necessary support and guidance to promote a positive and active mindset and help release stress at work. In terms of stress management expenditure, the Company requires that the expenditure on sports and health activities account for no less than 40% of the total activity costs. In terms of flexible working, Onewo implements different working hour systems for different positions according to the actual situation, including standard working hour system, irregular working hour system and integrated working hour system.

#### **Employee communication and wellbeing:**

- 1) Onewo has formulated the *Measures of Onewo for the Classified Management of Employee Voices* and correspondingly set up an employee voice management system, clarifying the handling process, ensuring the active and accurate acceptance of employee communications, and following up the closed-loop of the voices. Onewo has established the "Twelve Communication Channels" to offer employees opportunities to speak freely, and the Company simultaneously provides various other communication channels and accepts overall supervision. Every year, the Company organizes an organizational culture survey covering all employees and other service providers, including employee satisfaction surveys, and then we track the results of these surveys to provide feedback and make improvements.

## **VI. Review**

The Company will review and update this Policy in a timely manner or at least every three years in accordance with changes in national laws and regulations, the actual situation of the Company's operations, and the results of performance appraisals.

Onewo Inc.

November, 2024