

广西柳工机械股份有限公司管理政策

Guangxi LiuGong Machinery Co., Ltd

Management Policy

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广西柳工机械股份有限公司

全球人权政策

Guangxi LiuGong Machinery Co., Ltd

Global Human Rights Policy

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政策名称 Policy name		广西柳工机械股份有限公司全球人权政策 Global Human Rights Policy of Guangxi LiuGong Machinery Co., Ltd		
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全球人权政策 Global Human Rights Policy

广西柳工机械股份有限公司（以下简称“柳工”，“公司”，“我们”）致力于创建一个多元与包容的文化，并将对人权的尊重作为基本原则融入公司的文化、价值观、行为准则和全球经营活动中。

Guangxi LiuGong Machinery Co., Ltd (hereinafter referred to as "LiuGong", "the Company", "we") is committed to creating diversity and inclusion culture as well as integrating the respect to human rights into the company's culture, values, code of conduct, and global business activities.

我们的承诺 Our Commitment

柳工全球人权政策表明我们尊重国际公认的人权和劳工标准的承诺，包括《世界人权宣言》《公民权利及政治权利国际公约》《经济、社会及文化权利国际公约》《儿童权利公约》《消除对妇女一切形式歧视公约》，国际劳工组织关于工作中基本原则和权利宣言，联合国工商业与人权指导原则，经济合作与发展组织关于跨国企业的行为准则，以及我们经营所在地的法律法规等。如果面临国际公认的人权与各国法律法规之间的冲突，包括在各国法律法规明确禁止某类劳工标准的情况下，我们将遵循必要规定以确保合规运营。

LiuGong's global human rights policy demonstrates our commitment to respect internationally recognized human rights and labour standards, including the Universal Declaration of Human Rights, the International Covenant on Civil and Political Rights, the International Covenant on Economic, Social and Cultural Rights, the Convention on the Rights of the Child, the Convention on the Elimination of All Forms of Discrimination Against Women, the International labour Organization's Declaration on Fundamental Principles and Rights at Work, the United Nations Guiding Principles on Business and Human Rights, the Organization for Economic Cooperation and Development's Code of Conduct for Multinational Enterprises, and the laws and regulations of the places of business operation. If we encounter conflicts between internationally recognized human rights and national laws and regulations, including situations where national laws and regulations explicitly prohibit certain labour standards, we will comply with the necessary requirements to ensure compliant operation.

在推进公司全球化的进程中，我们需要与来自世界不同国家和地区的员工、客户、供应商以及其他利益相关方建立紧密联系。为了尊重和保护不同文化、种族或宗教信仰等背景下的个体或群体的人权，促进多元文化的融合与交流，我们通过制定明确的尊重人权政策，持续建立一个尊重、平等、包容的工作环境，让每一个人都能在多元文化背景下受到尊重，为公司的全球化发展带来更多可能。

In the journey of company globalization, we need to establish close connections with employees, customers, suppliers, and other stakeholders from different countries and regions around the world. In order to respect and protect the human rights of individuals or groups from different cultural, racial, or religious backgrounds, and

promote the integration and exchange of diverse cultures, we have formulated the policy to respect human rights, and continuously established a work environment which is respectful, equal, and inclusive, so that everyone can be respected in a diverse background, bringing more possibilities for the global development of the company.

我们在全球各地开展业务,包括在社会、经济和政治因素可能危及人权和体面工作条件的地区。我们相信尊重人权是我们经营业务的基础,并可以为公司带来价值。我们认识到作为一家国际化公司在尊重人权方面的重要责任,并承诺在我们开展业务活动中充分尊重人权,不允许发生或参与漠视或践踏人权的行为,并在我们能够影响的范围内积极促进人权。

We conduct business globally, including in regions where social, economic, and political factors may jeopardize human rights and decent working conditions. We believe that respecting human rights is the foundation of our business operations and can bring value to the company. We recognize the important responsibility of respecting human rights as an international company, and commit to fully respecting human rights in our business and supplier activities, not allowing or participating in acts that ignore or trample on human rights, and actively promoting human rights with extended efforts.

本人权政策在全球范围内适用,包括广西柳工机械股份有限公司及其下属子公司,我们全球正式雇员、我们的产品和服务以及我们的业务关系,包括我们的供应商、承包商、经销商、合作伙伴以及其他利益相关方。柳工呼吁并期望我们的利益相关方能遵守人权相关的承诺与政策,并强烈鼓励他们在各自的业务经营中采用相同或类似的标准和政策。

This human rights policy applies globally, including Guangxi LiuGong Machinery Co., Ltd and its subsidiaries, our global employees, our products, services and our business relationships, including our suppliers, contractors, distributors, partners, and other stakeholders. We call on and expect our stakeholders to comply with commitments and policies of human rights, and strongly encourage them to adopt the same or similar standards and policies in their respective business operations and supply chains.

本人权政策表明了我们在经营业务整个价值链中尊重人权的承诺,并且是我们的品牌理念“延伸人类力量”的一部分体现。在此政策中,我们列举了重点关注且对业务影响最为显著的人权问题,通过与内部和外部利益相关方的持续接触、内部评估、第三方审计、申诉渠道以及人权风险和影响评估,努力优先管理我们业务经营活动对人权的影响。根据我们对尊重人权的承诺,并依照适用的法律和惯例,我们会从以下重点方面体现对人权的尊重。

This human rights policy demonstrates our commitment to respecting human rights throughout the entire value chain of our business operations, and it's part of our mission to "TOUGH WORLD, TOUGH EQUIPMENT". In this policy, we have listed the human rights issues that are of the greatest concern and have the most significant impact on business, and strive to prioritize managing the impact of our business

operations on human rights, through continuous engagement with internal and external stakeholders, internal assessments, third-party audits, appeal channels, and human rights risk and impact assessments. Based on our commitment to respecting human rights and in accordance with applicable laws and conventions, we will demonstrate our respect for human rights in the following major points.

1. 禁止歧视 No discrimination

柳工在业务经营中禁止歧视行为,充分尊重和平等对待每一个人。我们禁止因人种、种族、肤色、年龄、性别、性取向、性别认同及表达、阶级、民族或国籍、是否残疾、疾病史、怀孕、语言、思想、宗教或信仰、党派、政治立场或见解、资产、退伍军人身份、受保护的遗传信息、婚姻状况、生活经历、容貌或五官个人特征等为由而有所歧视。

LiuGong prohibits discriminatory behavior in business operations, and to treat all with full respect and equality. We prohibit discrimination based on race, ethnicity, color, age, gender, sexual orientation, gender identity and expression, class, ethnicity or nationality, disability, diseases history, pregnancy, language, ideology, religion or belief, party, political stance or opinion, assets, veteran status, protected genetic information, marital status, life experience, appearance or facial features.

2. 禁止骚扰 Prohibited harassment

柳工致力于建立一个相互包容、尊重、安全和友好的工作环境,对骚扰行为持零容忍态度,无论是身体上的、言语上的还是精神上的骚扰,都严格禁止,这包括但不限于性骚扰、跟踪骚扰、权力骚扰及其他骚扰。

- 性骚扰指不受欢迎或不必要的身体、语言、视觉或其他针对个人或群体企图获得性行为的行为,或不受欢迎的性评论或性挑逗,或强迫性行为。
- 跟踪骚扰指通过人员、车辆、工具、设备、电子通讯、互联网或其他方法,在工作场所对特定人员反复或持续为违反其意愿,使其心生畏惧,足以影响其日常生活或社会活动的行为。
- 权力骚扰指在工作中,凭借职权、地位或人际关系优势等,超出正常工作范围对他人实施精神或身体伤害的行为。
- 其他骚扰包括但不限于身体骚扰、暴力骚扰、心理骚扰、言语骚扰、虐待等欺凌、霸凌、威胁或恐吓等行为。

LiuGong is committed to establishing a work environment which is mutually inclusive, respectful, safe, and friendly, with a zero tolerance attitude towards harassment. Whether it's physical, verbal, or mental harassment, it is strictly prohibited, such as sexual harassment, tracking harassment, harassment of power, and other forms of harassment.

- Sexual harassment refers to unwelcome or unnecessary physical, verbal, visual, or other behavior aimed at individuals or groups attempting to obtain sexual intercourse, or unwelcome sexual comments or teasing, or coerced sexual behavior.
- Tracking harassment refers to the behavior of repeatedly or continuously

violating the will of a specific person in the workplace by means of personnel, vehicles, tools, equipment, electronic communication, the Internet or other methods, which makes them afraid and affects their daily life or social activities.

- Harassment of power refers to the behavior of causing mental or physical harm to others beyond the normal scope of work, based on power, status, or interpersonal advantages.
- Other forms of harassment, such as physical harassment, violent harassment, psychological harassment, verbal harassment, abuse, and other forms of bullying, hazing, threats, or intimidation.

此外,我们会清楚告诉员工可能构成骚扰的行为还包括这些方面,比如敌意的言论、挑逗或手势;对他人的外表、性别、性取向或私生活发表冒犯性的言论;对他人以开玩笑的口吻使用引发其不适或反感的言语;大喊大叫或阻止他人表达自己的行为;故意将他人排除在工作场所的互动之外并让其感到不适;不恰当地触碰他人的肢体并让其感到不适或反感;显示或传播令人不适的图像,包括但不限于图片、照片、电子邮件、海报、屏幕等。

In addition, we will clearly inform employees that behaviors that may constitute harassment also include these aspects, such as hostile remarks, teasing, or gestures; making offensive remarks about the appearance, gender, sexual orientation, or private life; using language that causes discomfort or disgust to others in a joking tone; shouting or preventing others from expressing oneself; intentionally excluding others from workplace interactions and making them feel uncomfortable; inappropriately touching someone's body and causing discomfort or disgust; display or disseminate offensive images, such as pictures, photos, emails, posters, screens, etc.

我们会积极提升员工反骚扰意识,开展面向各相关方在工作场所的反骚扰培训,同时鼓励供应商、客户等合作伙伴在经营过程中采取积极措施消除骚扰行为。我们将严肃对待有关骚扰的指控,并确保得到调查,被发现存在骚扰行为的员工会被追究责任,包括终止雇佣关系。

We will actively enhance employees' awareness of anti harassment, conduct anti harassment training for all in the workplace, and encourage suppliers, customers, and other partners to take proactive measures to eliminate harassment behavior in their business processes. We will take allegations of harassment seriously and ensure that they are investigated. Employees found to have engaged in harassing behavior will be held accountable, including termination of employment.

3. 禁止强迫或强制劳动 No compulsory or forced labour

柳工承诺不会参与也不会容忍奴役、人口贩卖或采用强迫或强制劳动。我们禁止以惩罚或逼迫相威胁,强迫任何人从事非本人自愿的劳动或服务,更不会限制任何人的身或行动自由,包括扣留身份证件、监控生活环境等。

LiuGong promises not to participate in or tolerate slavery, human trafficking, or the use of compulsory or forced labour. We prohibit the threat of punishment or coercion, forcing anyone to engage in non-voluntary labour or services, and will not restrict

anyone's personal or movement freedom, including withholding identity documents, monitoring living environments, etc.

我们禁止强制劳动,并尊重享受休息和闲暇的权利,包括法定的工作时间和法定带薪休假的权利。我们员工报酬的支付符合适用的工资法律,包括与最低工资、加班时间和法定福利有关的法律,不会随意克扣劳动报酬或滥用惩罚机制,确保每个人付出劳动后能得到相应的回报。

We prohibit forced labour and respect everyone's right to rest and leisure, including the right to statutory limitations on working hours and statutory paid leave. We make payments for our employees' rewards while complying with applicable wage laws, including those related to minimum wage, overtime, and statutory benefits. We will not arbitrarily deduct labour remuneration or abuse punishment mechanisms, ensuring that everyone receives corresponding rewards for their labour.

4. 禁止雇佣童工 No child labour

柳工在全球业务的各个阶段禁止雇佣低于当地法定最低就业年龄的人,并严格遵守国际劳工组织关于最低年龄的规定以及运营所在地适用的最低年龄法律法规。为了防止儿童劳动,我们在雇佣人员之前,进行年龄核实检查。

LiuGong prohibits the employment of persons below the legal required minimum age for employment in all phases of our global operations and in our supply chains. We strictly adhere to the International labour Organization's regulations and applicable local laws on minimum age. To prevent child labour, we conduct age verification checks before hiring.

5. 公平就业与发展机会 Equal employment and development opportunities

柳工在人才选拔与招聘过程中,遵循公平就业的原则,提供平等的就业机会。我们雇佣人员,主要考虑其专业能力、技能、资质、学历及过往工作经验等与工作要求相关的因素,旨在让求职者都有机会去获取自己合适且能够充分发挥技能与才能的岗位,不会因其他与工作无关因素而歧视对待。如果有相关法律法规支持有特殊需要的个人,我们将遵照执行。

LiuGong follows the principle of fair employment and provides equal employment opportunities in the process of talent selection and recruitment. We primarily consider factors related to job requirements, such as professional competence, skills, qualifications, education, and past work experience, when hiring. Our aim is to provide job seekers with the opportunity to obtain suitable positions that allow them to fully utilize their skills and talents, without discrimination based on other factors unrelated to their work. We will comply with any relevant laws and regulations, if there are additional regulations to support individuals with special needs.

我们制定的各项促进人才发展的政策,同样遵循公平、公正、透明的原则,让每

位员工能在同等条件下获得职业发展的机会, 激发员工的积极主动性, 促进人才的合理流动与成长。

All the policies we have formulated to promote talent development, also adhere to the principles of fairness, impartiality and transparency, enabling everyone to have the opportunity for career development under the same conditions, stimulating their initiative and enthusiasm, and promoting the rational mobility and growth of talents.

6. 工作场所安全 Workplace Safety

柳工坚持“安全是一切工作的前提和基础, 所有事故都是可以预防的, 所有安全隐患都是可以消除的, 各级管理层对业务范围内的安全全面负责, 安全是员工雇佣和职业发展的首要条件”的理念, 致力于为公司员工创造一个健康、安全、绿色的物理工作环境。同时, 我们禁止暴力、骚扰、恐吓和其他因内部或外部威胁而造成的心里不安或破坏性状况。

LiuGong adheres to the concept that "safety is the premise and foundation of all work, all accidents can be prevented, all safety hazards can be eliminated, and all levels of management are fully responsible for safety within their business scope. Safety is the primary condition for employee hiring and career development", and is committed to creating a healthy, safe, and green working environment for employees. We prohibit violence, harassment, intimidation, and other unsafe or destructive situations caused by internal or external threats to ensure psychological safety.

7. 全面报酬支付 Total rewards

柳工深知公平合理的报酬是员工付出劳动的应得回报, 也是激励员工持续成长、为公司创造更大价值的关键因素。我们的全面报酬理念是“现金+福利+成长+体验”的组合, 体现按“业绩取酬、多劳多得”的原则, 明确员工的报酬水平与其专业技能、能力、经验等相关, 而与其性别、年龄、种族、宗教信仰、婚姻状况等因素无关。

LiuGong is well aware that fair and reasonable compensation is not only the rightful reward for employees' labour, but also a key factor in motivating them to continue growing and creating greater value for the company. Our total rewards concept is a combination of "cash + benefits + growth + experience", embodying the principle of "pay based on performance and more work, more pay", and clarifies that the level of reward for employees is related to their professional skills, abilities, experience, etc., and is not related to factors such as gender, age, race, religious or beliefs, marital status, etc.

我们认为每一位员工凭借自身的专业技能、扎实能力以及丰富经验为公司创造价值, 理应获得相应的回报。无论是男性还是女性, 无论是初入职场的年轻新人还是资深员工, 只要员工在专业领域展现出卓越的才能, 在工作中展现出积极进取、坚韧不拔、迎难而上的态度与出色的业绩, 都将得到公司公正合理的报酬。我们相信只有秉持这样的原则, 才能真正激发员工的工作热情与创造力, 凝聚起全体员工的力量, 共同推动公司可持续发展。

We believe that everyone who creates value for the company through their professional skills, solid abilities, and rich experience should receive corresponding rewards. Whether male or female, young employees who have just entered the workplace or experienced employees, as long as they demonstrate outstanding competency in their professional fields, are able to tackle difficulties proactively, be resilient and deliver outstanding result in their work, they will receive fair and reasonable compensation from the company. We believe that only by adhering to such principles can we truly stimulate employees' work enthusiasm and creativity, unite the strength of all, and jointly promote the sustainable development of the company.

我们承诺将持续关注市场动态与行业趋势, 定期对公司报酬体系进行评估与优化, 确保其保持竞争力与公平性, 让每一位员工能在柳工收获与自身价值相匹配的劳动报酬。

We are committed to staying attuned to market dynamics and industry trends, and regularly reviewing and optimizing our compensation system to ensure its competitiveness and fairness, so that everyone can reap the rewards of labour that match their value at LiuGong.

8. 个人信息和隐私的保护 Protection of personal information and privacy

柳工尊重员工的个人信息隐私权利, 我们确保在收集、存储、使用和处理员工个人信息等环节, 严格遵守相关地区关于个人信息保护的法律法规。我们不容忍信息泄露或不必要的获取行为, 并遵循合法、正当、必要、最小化等原则。我们在员工明确同意的情况下, 收集与其工作相关的必要个人信息, 并且严格限制信息的使用范围, 用于与员工工作相关的合法目的。

LiuGong respects the privacy rights of employees' personal information. We ensure strict compliance with the laws and regulations of regions related to personal information protection in the processes of collecting, storing, using and processing employees' personal information. We don't tolerate information leakage or unnecessary acquisition and follow the principles of legality, propriety, necessity and minimization. We collect necessary personal information related to employees' work only with their explicit consent and strictly limit the scope of information use for legitimate purposes related to their work.

9. 跨国工作者 Migrant workers

跨国工作者指在其非国籍所在的国家从事有报酬的活动的人员。包括为了特定的就业目的从其原籍国到雇主所在国工作的个人, 但其不属于雇主所在国的永久居民; 以及由其雇主派往非原国籍就业国工作的个人, 在规定时间内从事某一特定工作或任务。

Migrant workers refer to those who engage in remunerative activities in a country of which they are not nationals. One type is individuals who travel from their home

country to the country where their employer is located for a specific employment purpose, but they are not permanent residents of the employer's country. Another type is for individuals who are assigned by their employer to work in a country other than their original nationality, and engaging in a specific job or task within a specified time frame.

柳工严格遵守国际公认的各项人权公约，对跨国工作者和本地雇员无歧视对待，确保平等公正的雇佣。我们保护跨国工作者与工作相关的合法权利，向跨国工作者提供符合权益所辖国家劳工相关要求的平等的机会、待遇、工作环境、报酬支付、保险和其他福利、获得奖金的平等机会、工作安排、假期以及正常工作和加班时间，确保其在工作场所不会受到歧视。除非当地适用的法律法规另有要求或标准。

LiuGong strictly abides by internationally recognized human rights conventions, and treat migrant workers and local employees without discrimination, and ensures equal and fair employment. We protect the legitimate rights of migrant workers related to their work, providing them with equal opportunities, treatment, working and living environment, reward payment, insurance and other benefits, equal opportunities to receive bonuses, work arrangements, holidays, and regular and overtime according to the liability regulated by involved nations, ensuring that they are not discriminated against in the workplace. Unless otherwise required or standardized by applicable local laws and regulations.

我们不会要求跨国工作者从事强迫或强制劳动，并会尊重和保护跨国工作者的文化和宗教信仰，确保其享有宗教自由。

We will not require migrant workers to engage in forced or compulsory labour, and we will respect and protect the cultural and religious beliefs of migrant workers, ensuring their freedom of religion.

10. 妇女权利 Women's rights

柳工会采取适当措施，避免在就业方面对妇女的歧视，以保证在男女平等的基础上享有相同权利，特别是享有平等就业机会的权利，包括在就业方面平等的甄选标准；享有自由选择职业、提升工作保障、报酬回报、接受职业培训和经常性培训的权利；在评定工作表现方面享有平等待遇的权利；享有社会保障的权利，包括在退休、失业、疾病或在其他丧失工作能力的情况下；享有法定带薪休假的权利；享有健康和安全保障的权利等。

LiuGong will take appropriate measures to avoid discrimination against women in employment, in order to ensure equal rights based on gender equality, especially the right to equal employment opportunities, including equal selection criteria in employment; the right to freely choose a profession, improve job security, receive remuneration, receive vocational training and regular training; the right to equal treatment in evaluating work performance; the right to social security, including in the event of retirement, unemployment, illness, or other loss of work capacity; the right to statutory paid leave; the right to health and safety.

我们承诺妇女不会因结婚或生育而受歧视,为保障其有效的工作权利,我们会采取适当措施,比如禁止以怀孕或产假为理由予以解雇,以及以婚姻状况为理由予以解雇的歧视;实施带薪产假或具有同等社会福利的产假,而不丧失原有工作、报酬或社会津贴;对于怀孕期间从事有害于健康的工种的妇女,给予特别保护。我们将确保妇女的权利得到保护,并尊重其享有的政治、经济和社会平等的权利。We commit that women will not be discriminated against due to marriage or childbirth. To safeguard their effective right to work, we will take appropriate measures, such as prohibiting dismissal based on pregnancy or maternity leave, as well as discrimination based on marital status; implement paid maternity leave or maternity leave with equivalent social benefits without losing original employment, remuneration, or social allowances; special protection shall be given to women engaged in occupations that are harmful to their health during pregnancy. We will ensure that women's rights are protected and respect their political, economic, and social equality rights.

11. 多元化与包容性 Diversity and inclusion

柳工精神是“自强不息,求真务实,开放包容,长期主义,使命必达”,其中的“开放包容”体现了柳工致力于推动多元化与包容性的理念,为公司多样化人才创造一个良好的文化环境,使其不分人种、种族、肤色、年龄、性别、性取向、性别认同及表达、阶级、民族或国籍、是否残疾、疾病史、怀孕、语言、思想、宗教或信仰、党派、政治立场或见解、资产、退伍军人身份、受保护的遗传信息、婚姻状况、生活经历、容貌或五官个人特征等,都能受到尊重并发挥所长。

The spirit of LiuGong is "Perseverant, Realistic and Pragmatic, Open Minded and Inclusive, Long-term sighted, Target-oriented". These concepts reflect our commitment to promoting diversity and inclusiveness, and creating a favorable cultural environment for the talents, so that they can be respected and give full play to their strengths regardless of race, ethnicity, color, age, gender, sexual orientation, gender identity and expression, class, ethnicity or nationality, disability, medical history, pregnancy, language, ideology, religion or belief, party, political stance or opinion, assets, veteran status, protected genetic information, marital status, life experience, appearance or facial features.

我们持续构建多元文化的员工队伍,营造开放包容的工作环境。我们致力于每个人都拥有平等的机会,并确保我们业务所在地的多元化得到体现,比如我们员工队伍中有来自不同国家或不同民族的人,在不同国家雇佣当地人员,并给其提供培训以提高工作技能等。

We continue to build a multicultural workforce and create an open and inclusive working environment. We are committed to equal opportunities for everyone and strive to ensure diversity in our business locations, such as having employees from different countries or ethnicities, hiring local personnel in different countries, and providing training to improve their job skills.

我们尊重每个人的表达与参与自由,承诺不干扰或限制妨碍其行使合法权利,并

以隐私保护为基础,为内外部利益相关方提供多元、开放、包容、双向的沟通渠道。

We respect the freedom of expression and participation of individual, and commit to non-interfering or restricting their exercise of legal rights. We base our approach on privacy protection and provide diverse, open, inclusive and two-way communication channels for internal and external stakeholders.

12. 员工权益保障的其他方面 Other aspects of employees rights protection

- **员工持续学习的保障:** 柳工致力于创建学习型组织,鼓励员工自我学习与成长,同时公司提供系统化的内外部培训机会。我们积极推进专业学院建设及运营模式,持续开发专业课程、培养内训师,通过学习平台持续为全球员工提供丰富的在线学习资源,提升员工的专业能力。

The guarantee of continuous learning for employees: LiuGong is committed to building a learning organization, encouraging employees to self-study and grow. Meanwhile, the company offers systematic internal and external training opportunities. We actively focus on the construction and operation of professional colleges, continuously develop professional courses and internal trainers, and provide online learning resources for global employees through the learning platforms to enhance their professional abilities.

- **员工休假权的保障:** 为了避免员工超时工作带来的安全隐患,并同时兼顾员工生活与工作的平衡,我们承诺并遵守我们运营所在地的正常工作时间标准,遵守有关最长工作时间和休假时间的法律法规。我们制定了包括带薪年假、产检假、产假、育儿假、护理假等休假政策,以确保员工能在工作 and 家庭(私人生活)之间取得平衡。

The guarantee of employees' vacation rights: To avoid safety risk caused by long-time work and balance the need of work and life of employees, we promise to comply with the normal working standards in our operating areas, and abide by the laws and regulations regarding the maximum working and vacation times. We have leave policies including paid annual leave, prenatal check-up leave, maternity leave, parental leave, nursing leave, etc., to ensure that employees can achieve a balance between work and family (private life).

- **员工工作权的保障:** 我们保障员工的工作权,不会无故剥夺员工的正常工作权利。如存在相关法律法规的特殊情形,则按照法律规定执行。

The guarantee of employees' right to work: We guarantee employees' right to work, and we allow them to resume work without unreasonably depriving their normal work rights. We will follow if there are special circumstances stipulated by relevant laws and regulations.

13. 管理与责任 Roles and responsibilities

柳工可能会考虑利益相关方的立场,以持续改进人权政策,并确保人权政策符合适用的当地法律和法规以及公司价值观和行为准则。我们鼓励人力资源部或其他相关部门,在适用的情况下,报告遵守人权政策的情况。如果出现新的标准或要求,公司人力资源部门将定期审查和更新相关政策。

LiuGong may consider the positions of stakeholders to continuously improve human rights policies and ensure that they comply with applicable local laws and regulations, as well as our values and codes of conduct. We encourage the human resources department or other relevant departments to report compliance with human rights policies, where applicable. If new standards or requirements arise, the company's human resources department will regularly review and update relevant policies.

各主管在各层面上负责执行本政策并支持公司创建一个尊重、公平、包容、安全的工作环境,保障员工权益,在行为上起示范作用。如果主管收到与本政策相违背的申诉,应作为第一责任人解决员工的申诉。

Each supervisor is responsible for implementing this policy at all levels and supporting the company in creating a respectful, fair, inclusive, and safe working environment, safeguarding employee rights, and exemplifying appropriate conduct. If the supervisor receives an appeal that violates this policy, they should be primarily for resolving the employee's complaint.

员工有责任遵守本政策,如发现有与本政策相违背的行为,应第一时间进行指出并纠正。如有必要,可出于善意地通过以下申诉渠道报告相关行为。

Employees are required to abide by this policy. If any behavior that contradicts this policy is observed, it should be identified and corrected immediately. If necessary, relevant behaviors can be reported through the following channel with good will.

14. 申诉渠道 Appeal channels

如果发现与本政策规定相违背的行为,员工可以采取行动通过以下申诉流程及渠道进行报告:

- 申诉第一步/层:向违规当事员工的直接主管(N+1)汇报;
- 申诉第二层:若第一步/层未能有效解决或以上为当事人,可向违规当事员工的N+2级主管汇报;
- 申诉第三层:若前二层未能有效解决或以上为当事人,可向违规当事员工所在组织的人力资源负责人汇报;
- 申诉第四层:若前三层未能有效解决或以上为当事人,可向柳工总部人力资源部门负责人汇报。
- 在以上渠道均未能有效解决或以上均为当事人的情形下,还可以通过书面或电子邮件等途径,向公司合规办公室汇报。接收申诉的电子邮箱地址为:lgghb@liugong.com。对于直接收到的申诉,会由相关负责人结合实际情况按以上层级派送处理,并监督结果的闭环。若涉及严重影响公司运营的重大事件、高管或特殊情况将做个案处理。

An employee who has been reported as having behaviors that violate this policy may

take action through the following appeal process and channels:

- 1st step/receiver: Discuss with their direct supervisor (N+1) ;
- 2nd escalation level: In the conditions that the appealing is not able to solved properly or involving reported individual, the next level of supervisor (N+2) can be involved;
- 3rd escalation level: In the conditions that the appealing is still not able to solved properly or involving reported individual, the human resources leader of related party can be involved;
- 4th escalation level: In the conditions that the appealing is not able to solved properly by all above channels, the head of corporate HR team can be involved.
- In cases where none of the above channels can effectively resolve the issue, reports can also be made to the compliance office in form of written document or e-mail notes. The email address is lghgb@liugong.com. The message received will be assigned to related parties according to the escalation level by compliance office except for the cases which seriously impact company business, executive officer or other special circumstance.

参与申诉及调查过程涉及的人员应尽最大可能对相关方及申诉事件进行保密。我们严禁对申诉人及参与申诉和调查过程涉及的人员实施恐吓或打击报复。如果申诉人或参与申诉和调查过程涉及的人员因此受到了报复, 可以通过此申诉渠道进行申诉。

The personnel involved in the appeal and investigation process should keep the relevant parties and appeal events confidential to the greatest extent possible. We strictly prohibit intimidation or retaliation against the appellant and relevant parties in the appeal and investigation process. If the appellant or relevant parties in the appeal and investigation process suffer retaliation as a result, they can appeal through this appeal channel.