

Notice on the Establishment of the Anti-Harassment Committee

关于成立埃顿反骚扰委员会的通知

To all departments and employees:

公司各部门、全体员工：

To safeguard employees' legitimate rights and build a safe and fair working environment, the Company has established the Labor and Human Rights Policy and set up an Anti-Harassment Committee. This ensures compliance with applicable laws, regulations, and international standards, and is designed to prevent and address all forms of harassment (including discriminatory harassment, sexual harassment, workplace bullying, etc.), while promoting the mutual development of employees and the Company.

为保障员工合法权益并构建安全、公平的工作环境，公司制定《劳工与人权制度》并成立反骚扰委员会，确保运营符合法律法规及国际准则，预防和处理各类骚扰行为（如歧视骚扰、性骚扰、职场霸凌等），促进员工与公司共同发展。

This notice applies to all employees of the Company, including permanent staff, probationary employees, interns, and dispatched personnel.

本通知适用于公司全体员工，包括正式员工、试用期员工、实习生及派遣人员。

I. Committee Responsibilities 委员会职责

Policy Development: Formulate and revise anti-harassment policies and procedures, including the Remedial Procedures for Victims of Discriminatory Harassment.

制度建设：制定和修订反骚扰相关制度与流程，包括《歧视骚扰受害者补救程序》。

Awareness and Training: Organize training and awareness campaigns to enhance employee prevention awareness.

宣传教育：组织培训与宣传，提高员工防范意识。

Complaint Handling: Establish reporting channels, investigate, and address reported incidents.

投诉处理：设立投诉举报渠道，调查并处理相关事件。

Monitoring and Evaluation: Oversee policy implementation, assess effectiveness, and recommend improvements.

监督评估： 监督制度执行，评估工作成效并提出改进建议。

Cross-Departmental Collaboration: Coordinate with Human Resources, Legal, ESG, and other relevant departments.

部门协作： 与人力资源、法务、ESG 等部门协同推进工作。

External Engagement: When necessary, consult with professional organizations for support.

外部沟通： 必要时与专业机构交流，获取支持。

II. Committee Composition 委员会组成

The Committee shall consist of representatives from management, Human Resources, Legal, and ESG teams, with a total membership of between 5 and 11 individuals.

委员会由公司管理层、人力资源、法务及 ESG 团队组成，成员总数控制在 5-11 人之间。

III. Term 任期

Committee members shall serve a term of two years, renewable upon expiration. Replacement members may be re-elected by their respective business units.

委员会成员任期为两年，期满可连任或由其所业务板块重新推选人员补选。

IV. Operating Mechanisms 工作机制

Meeting System: The Committee shall convene at least once every six months, and may hold additional meetings as needed.

会议制度： 每半年召开一次会议，必要时可临时召开。

Complaint Handling Process:

投诉流程：

- Complaints may be submitted to the employee's department supervisor, the Human Resources department, or any Committee member; or via the Company's dedicated complaint email at HQ.ethics@adenservices.com or by phone at 021-54657968-717.

投诉人可向所在部门主管、人力资源部门或委员会任何成员反映；或通过公司投诉专用邮箱 HQ.ethics@adenservices.com 或电话 021-54657968-717 提交。

- The Committee shall confirm receipt of a complaint within three (3) working days.

委员会在收到投诉后 3 个工作日内确认是否受理。

- Upon acceptance, the investigation team shall complete its investigation within ten (10) working days in principle.

受理后，调查小组原则上在 10 个工作日内完成调查。

- Following the investigation, the Committee shall issue a decision within five (5) working days and inform the complainant in writing.

调查结束后，委员会在 5 个工作日内形成处理决定，并以书面形式告知投诉人。

- If the complainant disagrees with the outcome, they may apply for a review by the higher management level within five (5) working days of receiving the decision.

投诉人如对处理结果有异议，可在收到结果后 5 个工作日内向上一级管理层申请复核。

Confidentiality: All information related to complaints and investigations shall be kept strictly confidential. Any breach shall be subject to disciplinary action.

保密制度：所有相关信息严格保密，违规者将被严肃处理。

Training: The Committee shall organize regular training for its members to enhance their professional capabilities.

培训制度：定期组织成员培训，提升专业能力。

V. Support Measures 保障措施

The Company shall provide necessary funding and time resources to ensure the Committee operates independently and impartially.

公司提供必要经费与时间保障，确保委员会独立、公正开展工作。

VI. Miscellaneous 其他事项

This Committee shall officially become operational from the date of issuance of this notice.

委员会自本通知发布之日起正式运作。

Contact: 021-54657968-717 | HQ.ethics@adenservices.com

All departments are requested to actively cooperate, and all employees are encouraged to contribute to a positive working environment.

联系方式：021-54657968-717，HQ.ethics@adenservices.com。请各部门积极配合，全体员工共同营造良好工作环境。

Beijing Aden Hotel Services Co., Ltd.

北京埃顿酒店服务有限公司

March 1, 2024

2024 年 3 月 1 日