

# Employee Rights Protection

The company strictly complies with relevant laws and regulations, and formulates regulations such as the "Employee Recruitment and Appointment Operation Guide", "Prohibition of Discrimination Management Specification", "Management Specification for Protection of Underage Workers", "RBA System Management Specification", "Labor Contract and Social Insurance Operation Management Specification" to regulate labor relations, provide employees with fair employment opportunities and competitive salary and welfare systems, and establish an open and democratic communication platform, Continuously optimize and improve rules and regulations related to employee rights, safeguard and protect the personal rights and interests of employees, eliminate exploitation and exploitation, prevent illegal recruitment, transportation, transfer, and violent threats to human beings for profit, prohibit the occurrence of incidents such as human trafficking and enslavement, and strive to create a harmonious, equal, and diverse career development space.

## **1. Improve salary and benefits**

- I. The minimum basic salary, overtime pay, and other related salaries of employees must absolutely comply with relevant salary regulations;
- II. We will provide appropriate benefits to safeguard the interests of employees;
- III. We will strive to improve employees' skills, skills, and knowledge through various training channels.

## **2. Effectively abide by discipline and laws**

- I. We comply with labor regulations and other relevant government laws and regulations;
- II. We withhold the salary income tax payable by employees and various income taxes payable by enterprises in accordance with the law.

## **3. Prohibit the employment of child labor**

- I. We only hire employees who meet the minimum employment age stipulated by the labor law and will never use "child labor". When we discover the existence of child labor, we will immediately take measures to terminate the employment of child labor and improve the procedures for checking the age of workers during the employment process;
- II. Those who implement internship projects must comply with the local laws and regulations;
- III. Employees under the age of 18 shall not be allowed to engage in work that may endanger the physical health or safety of minors.

## **4. Occupational health**

Employees are a valuable asset of the company and a driving force for its development. Adhering to the principle of "putting people first" and ensuring the health and safety of employees is the company's greatest responsibility. Longteng Optoelectronics regularly conducts environmental monitoring and employee occupational health checks to minimize the risk of occupational diseases for employees.

## **5. Prevention and health promotion**

The company's clinic adheres to prevention and health promotion, strives to do a good job in disease prevention and treatment, protects the physical health of employees, and arranges employees to undergo annual free health examinations and gynecological examinations for married women. It actively promotes disease prevention and treatment knowledge through various forms of employment.

## **6. Occupational Health Lecture Series**

The company's infirmary regularly holds health knowledge lectures and hires hospital doctors to explain health knowledge to employees, allowing them to understand disease prevention knowledge, establish a new concept of healthy living, cultivate good hygiene habits and a good atmosphere of scientific and healthy lifestyle, and continuously promote the improvement of colleagues' quality of life and health level.