

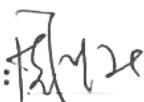
Shanghai JA Sign Co.,Ltd


S A 8 0 0 0 Social Responsibility

Anti-Discrimination Control

Procedure

Document No.	YZ/QP-H05
Edition	Version A / 0
Department	Human Resources Department
Date Issued	2022/1/6

approval: 

examine and verify: 

Compie:



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Document Name: Anti-discrimination Control Procedure		Document number: YZ / QP-H05	
Department: Personnel Department	Effective date: 2022 / 1 / 6	Page 2, of 4 pages	Version: A / 0

1.0 Purpose:

In hiring or employment, wages, training opportunities, promotions, rewards, dismissals, or retirement, and in all actual work and affairs, discrimination against employees based on race, color, age, gender, sexual orientation, gender identity and expression, ethnicity or nationality, disability, pregnancy, religious belief, political affiliation, membership in a social club, protected veteran status, or marital status is prohibited. Reasonable arrangements for religious activities are provided to employees. All employees are free from harassment and illegal discrimination. Employees or prospective employees are not forced to undergo discriminatory medical examinations or physicals. The legitimate rights and safety of employees are protected in accordance with the requirements set by the system.

2.0 Scope of application:

Applicable to the company and the supply chain operation and management.

3.0 Definition: (None)

Discrimination: unequal view, prejudice, prejudice will further develop into discrimination.

4.0 Reference Documents:

4.1 Convention on the Rehabilitation and Employment of Persons with disabilities

4.2 Convention on the Elimination of All Forms of Discrimination against Women

4.3 Convention on Discrimination in Respect of Employment and Occupational

4.4 Convention on Equal Pay for Men and Women

4.5 The Labor Law of the Peoples Republic of China

4.6 The Constitution of the Peoples Republic of China

4.7 The Law of the Peoples Republic of China on the Protection of Womens Rights and Interests

4.8 Notice on Further Regulating the Physical Examination Items for School Admission and Employment to Protect the Rights of Hepatitis B Surface Antigen Carriers to Enroll and Work

5.0 Responsibilities and authority:

5.1 HR department: responsible for formulating this document and publicizing it to employees and applicants after approval.

5.2 The HR department and management representatives are responsible for communicating with workers through various channels to learn about discrimination and harassment.



5.3 The HR department and the management representative shall handle the situation in time.

5.4 All departments: Implement and maintain the company's anti-discrimination and harassment regulations, and teach departmental staff to comply with the relevant regulations, to create a harmonious and friendly, mutual respect and mutual assistance team spirit.

6.0 Program Content:

6.1 Type of discrimination

6.1.1 Race, color, age, gender, sexual orientation, gender identity and gender performance, race or ethnicity, disability, pregnancy, religion, political affiliation, community membership, protected veteran status, protected genetic information, or marital status.

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6.2 Discrimination management

6.2.1 The Company ensures that it does not discriminate against any employee in hiring or employment during salaries, promotions, rewards, training opportunities, etc. Decision in hiring, employment (e. g. remuneration, promotion, training opportunities, etc.) or firing workers considering only the competence of the candidate in the implementation of job requirements. Anti-discrimination against job announcements and advertising. There are written job descriptions that focus only on "professional qualifications" rather than personal characteristics.

6.2.2 Protection from harassment and unlawful discrimination.

6.2.3 Provide employees with reasonable arrangements for religious activities.

6.2.3.1 If the employee needs to participate in relevant religious activities or provide relevant places by the company, he / she can directly submit written applications and explanations to the human resources department or through the department head and the employee representative 15 days in advance, and the department shall summarize the requirements and report to the general manager for approval;

6.2.3.2 The Human Resources Department shall, within 7 days after receiving the application, make a decision or reasons for providing or not to provide places or resources, and notify the applicant himself;

6.2.3.3.1 After obtaining consent, the Company will provide an appropriate workplace and, if necessary, adjust the work environment to ensure that workers can follow their religious beliefs during work or during the work application process;

6.2.3.3.2 Reasonably ensure that requests from people or individuals to management for religious activities are met, such as time changes, voluntary shift changes and shifts, change of work tasks and peer assignments, dress and dress standards, use of company facilities, testing and selection procedures;

6.2.3.4 The provision of religious venues should be assessed in accordance with a collective bargaining agreement (CBA-if present), but different from CBA.

6.2.3.5 If the religious venue provided is inconsistent with the CBA regulations of the company, the company may have a dialogue with the workers representatives, but without violating the privacy of the applicant of the reasonable religious venue.

6.2.3.6 After seeking alternative options (including sites outside the plant) and / or considering serious impacts on business operations, operating costs or other workers, the plant may refuse to provide reasonable venues for religious activities due to safety concerns.

6.2.3.7 HR department provides procedural training to workers and supervisors for reasonable religious venues and how to request use of such sites.

(15/12/2021)

6.2.4 Employees or prospective employees shall not be required to undergo medical tests or physical examinations that may have discriminatory purposes.

6.2.4.1 Discrimination based on pregnancy tests shall not be arranged, and the relevant laws and regulations on employment protection, benefits and wages during pregnancy and postpartum shall be strictly observed.

6.2.4.2 Applicants who want to be placed in non-hazardous positions shall not be rejected.

6.2.4.3 It is forbidden to terminate the employment relationship only on the grounds that the worker is pregnant.

6.2.4.4 Discrimination based on medical examination is prohibited and must not have a negative impact on a person based on his medical condition. Except for the inherent requirements of the post or prudent considerations for the safety of the workplace. If a medical examination is not required by the post, the auditee shall not discriminate on the grounds that the worker refuses to accept the medical examination and has to consider his qualifications to work in other positions.

6.2.4.5 Health checks, pregnancy tests, or contraception as a condition of employment are prohibited.

6.2.4.6 Forced workers or prospective workers to undergo discriminatory medical examinations is prohibited.

6.2.5 Prohibit discrimination against protected people in hiring and firing employees.

6.3 Communicate non-discrimination policies and procedures to workers, supervisors and management, and business partners.

6.3.1 The HR Department conducts non-discrimination training for new employees;

6.3.2 Annual refresher training for supervisors and managers;

6.3.4 Personnel to hire agents and supplier management to receive training on non-discrimination and relevant non-discrimination laws;

6.3.5 Keep training materials and records and comply with statutory requirements and written policies. Focus on daily publicity.

6.3.6 The HR department shall take various forms to publicize anti-discrimination, harassment, slavery or labor trafficking laws to its employees and employees to all management and employees. Deep understanding through training or any form.

6.4 Regular inspection of personnel employment practices, compensation records, employee assessment and promotion documents, training records, employee welfare policies and procedures, and dismissal / disciplinary records to determine that Anti-discrimination is explicitly prohibited.

6.5 The Company shall formulate systems in accordance with relevant laws and requirements to prevent discrimination, harassment, slavery or labor trafficking.

6.6 Through various effective communication methods, understand the information about discrimination, harassment and other aspects, fill in the "System Corrective

and Preventive Measures Report", and organize relevant departments to take corrective and preventive measures.

6.7 If the employee feels that the company has discrimination or harassment, he / she may make a complaint orally or in writing to the general manager, the management representative, the employee representative and the human resources department.

6.8 Complaints or other forms of information about discrimination, harassment, slavery, or labor trafficking, shall be received by the Human Resources Department or the General Manager

The competent personnel shall thoroughly investigate the truth of the incident, organize the handling in time, and reply to the complainant orally or written as soon as possible.

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6.9 The employee representative has a daily understanding of the employee situation, and conducts the employment, salary, training opportunities, promotion and dismissal of the company

Or retirement, whether there is discrimination, harassment, slavery or labor trafficking.

6.10 The employee representative shall communicate with the management representative or the human resources department in time for timely handling and reply.

6.11 If any actual discrimination, harassment, slavery, or labor trafficking is confirmed, the Company shall immediately take corrective actions according to the severity of the impact.

6.12 All reports of discrimination, harassment, slavery or labor trafficking will be kept confidential and not retaliated against, and appropriate measures will be taken to prevent reports or complaints from being retaliated against or unfairly.

7.0 Related forms

7.1 System Corrective and Preventive Action Report-HRQR 05

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