



Bosideng International Holdings Limited

波司登國際控股有限公司

(incorporated in the Cayman Islands with limited liability)

(Stock code: 3998)

HUMAN RESOURCES MANAGEMENT POLICY

1. APPLICABLE SCOPE

- 1.1 These human resources management policy (this “Policy”) is applicable to Bosideng International Holdings Limited (ths “Company”) and its subsidiaries (collectively, the “Group”).

2. SUMMARY

- 2.1 The Group adheres to a people-oriented personnel management approach, fully respects the value of employees, and creates a positive, inclusive and harmonious workplace atmosphere through providing competitive compensation and diversified welfare measures, developing comprehensive training and development mechanisms, building a safe working environment and other initiatives, in pursuit of a mutually beneficial course of development for the employees and enterprise.

3. MANAGEMENT METHOD

- 3.1 The Group respects and recognizes the United Nations Universal Declaration of Human Rights, Global Compact and the Guiding Principles on Business and Human Rights, strictly abides by the Labor Law of the People’s Republic of China and the Labor Contract Law of the People’s Republic of China and all relevant laws and regulations in places where our business is operated, and is committed to taking specific actions to respect and ensure the employees’ rights.
- 3.2 The Group formulated a general approach towards the Group’s human resources management to match the strategic development of the Company and respect the rights and interests of employees, and on this basis, established a series of internal management systems and regulations such as the Training Organization and Management System and Performance Management System, so as to protect the employees’ rights and interests in terms of corporate culture, organizational development, remuneration and incentives, training and promotion, as well as health and safety, and to provide a sustainable workplace for employees to work in.

4. LABOR POLICY

- 4.1 The Group advocates equal opportunities and opposes any form of discrimination. When hiring employees, the Group adheres to the principle of “merit-based recruitment with priority given to morality” and takes applicants’ ability and suitability for the post as the main considerations, as opposed to factors such as race, gender, age or marital status.
- 4.2 The Group explicitly prohibits the hiring of child labor and forced labor. The Group regularly investigates the recruitment process of agencies and uses verification of the

employees' ages as a criterion for selecting suppliers. At the same time, the Group will also carry out daily supervision and management and recruitment review by establishing a systematic post management system to ensure that there is no child labor or forced labor.

- 4.3 In order to prevent the occurrence of forced labor, the attendance system included in the employee handbook of the Group specifies the working hours of employees and the regulations regarding overtime. Employees are free to apply for overtime or to leave punctually. The Group will not force any employees to work overtime.

5. REMUNERATION AND BENEFITS OF EMPLOYEES

- 5.1 The Group's employee remuneration package consists of a basic salary, performance bonus and welfare allowance, applicable to all contractual employees, and employees are paid and graded according to their position, ranking, performance contribution and corresponding salary standards, which reflects the incentive and fairness of remuneration and benefits. The Group reviews and adjusts, as appropriate, the salary of its employees on a yearly basis to ensure that the salary level is always competitive in the market.
- 5.2 In addition to the provision of "five social insurances and one housing provident fund" as well as paid annual leave, marriage leave, maternity leave, medical leave for work-related injuries, bereavement leave and other statutory leaves for employees in accordance with national regulations, the Group will, based on the position or situation of each employees, provide additional welfare benefits and allowances, such as full attendance bonuses, length of service allowances, high temperature allowances, meal allowances, communication allowances and accident insurance, etc. Upon reaching retirement age, employees may also handle their retirement procedures in accordance with the law, and enjoy the benefits of basic pension insurance, which applies to all contractual employees.
- 5.3 The Group has established a results-oriented performance assessment mechanism. Based on actual assessment results, employees can be granted positive incentives such as a promotion, salary increase or year-end bonus.
- 5.4 The Group has implemented an employee equity option incentive scheme, aiming, to recognize certain employees (including the directors and core operational management teams of the Group) for their contributions and to incentivize them to further contribute to the growth and long-term development of the Group.

6. COMMUNICATION AND CARE

- 6.1 The Group is committed to listening to our employees' concerns by establishing a multi-faceted communication platform. Through internal office platform (such as Ding Talk), president mailbox, various meetings, project discussion workshops, real-time discussions via mobile phones and other means, our management can listen to the enquiries and opinions raised by the employees. The Group conducts employee satisfaction surveys annually to identify room for improvement.
- 6.2 The Group cares about the daily life of its employees and seeks to create a safe and comfortable living environment for them through a series of measures, such as setting up family rooms, cafeterias and shuttle bus services, launching a care fund, and cultivating a healthy corporate culture.

7. OCCUPATIONAL HEALTH AND SAFETY

- 7.1 The working environment of the Group's employees mainly consists of indoor offices and sales outlets, thus there is no significant occupational health and safety risk. The Group has

obtained a OHSAS18001 occupational health and safety management system certification and a ISO45001 occupational health and safety management system standards certification and continues to operate effectively.

- 7.2 The Group has formulated occupational health and safety policies covering “Employee Full Participation, Prioritizing Prevention, Health and Safety, Laws and Regulations Compliance and Continuous Improvement”, and regularly reviews the implementation of the Group’s environment, occupational health and safety management system (“EHS”) policies and goals and the operation of the EHS management system.

8. TRAINING AND DEVELOPMENT

- 8.1 The Group has set up the Training Organization and Management System to standardize the Group’s internal training management. Our training channels are multi-faceted and diversified, including offline training, online cloud courses, “Cloud University” on the WeChat and Ding Talk learning platforms and others, to create convenient conditions for employees to expand on their professional knowledge and techniques.
- 8.2 In addition to internal trainings, the Group also encourages employees to participate in external training to learn about new technologies and management systems and acquire professional knowledge and skills that are not included in the internal training so as to further contribute to the development of the Group. Relevant training expenses can be reimbursed upon approval.
- 8.3 The Group has established a dual occupational development path for management and technical professionals. We categorized talents into types such as on-the-job cadres, echelon talents, professionals and strategic reserve talents in accordance with the principles, objectives, assessments and incentive mechanisms for talent cultivation, as well as the appropriate training methods for various types of talents. For each category, we set up different training objectives, qualification standards, training methods, results application and development cycles to meet the growth needs of different types of talents.

9. FOLLOWING-UP WITH CONCERNS AND INFORMATION DISCLOSURE

- 9.1 The Group will keep focusing on the development trends of matters related to labor rights at home and abroad, constantly review and assess labor rights risks that may have an impact on the Group and adjust relevant work accordingly. The Group will elaborate on the Group’s practices and progress in relation to human resources management in our annual environmental, social and governance reports.

10. CIRCULATION AND REVISION

- 10.1 The Group reserves the right to revise, alter or abolish this Policy from time to time. The Group will regularly review this Policy and make revisions when necessary. The latest version of this Policy is available on the Company’s official website at <http://company.bosideng.com>.

(Adopted by the resolution of the board of directors of the Company on June 23, 2022)