

吉林电力股份有限公司员工权益政策

Employee Rights Policy of Jilin Electric Power Co., Ltd.

吉林电力股份有限公司（以下简称“吉电股份”、“本公司”、“我们”或“公司”）深刻认识到对于员工权益的保障与企业可持续发展的紧密联系，因此制定《吉林电力股份有限公司员工权益政策》（以下简称“员工权益政策”），阐明我们对于充分尊重所有员工权利和尊严、推进和谐劳动关系的理念。

Jilin Electric Power Co., Ltd. (hereinafter referred to as "Jilin Electric Power," "the Company," "we," or "our Company") fully recognizes the intrinsic connection between employee rights protection and the Company's sustainable development. To this end, we have established the *Employee Rights Policy of Jilin Electric Power Co., Ltd.* (hereinafter referred to as the "Employee Rights Policy") to affirm our commitment to upholding the rights, interests and dignity of all employees and fostering harmonious labor relations.

我们十分注重员工各项权益保障对内外部利益相关方的所带来的影响。我们承诺遵守国家法律法规并支持包括联合国全球契约（UNGC）十项原则等在内的国际准则。我们承诺将负责任的态度明确并落实至各项保障员工合法权益的政策中，将保障员工权益作为各项业务活动的根基，从而推动吉电股份和谐、稳定、可持续发展。

We attach great importance to the impact of employee rights protection on both internal and external stakeholders. We are committed to adhering to national laws and regulations, as well as supporting the international standards in the *Ten Principles of the United Nations Global Compact (UNGC)* and other provisions. Furthermore, we pledge to adopt a responsible approach in clarifying and implementing policies that safeguard employees' lawful rights and interests, ensuring that these protections form the foundation of our business activities. This commitment fosters the harmonious, stable, and sustainable development of Jilin Electric Power.

我们将定期根据自身业务发展、行业惯例及同行最佳实践及时对员工权益政策进行审视和更新。

We will regularly review and update the Employee Rights Policy, based on our business development, industry practices, and the best practices of our peers.

一、 适用群体

I. Applicability

员工权益政策适用于吉电股份公司本部及所管各单位在册员工。

The Employee Rights Policy applies to all registered employees of Jilin Electric Power Co., Ltd., including those at the Company's headquarters and all subordinate entities under its management.

二、 适用范围

II. Scope of Application

员工权益政策适用于公司日常运营的各个层面。

The Employee Rights Policy applies to all aspects of the Company's daily operations.

三、 声明

III. Statement

制定本政策是为了确保吉电股份遵守所有运营地所适用的各项法律法规，并实施和执行有效的举措，以促进公平，提高员工满意度和忠诚度，全面保障员工各项合法权益。

The purpose of the Employee Rights Policy is to ensure that Jilin Electric Power complies with all applicable laws and regulations in the regions where it operates and implements effective measures to promote fairness, enhance employee satisfaction and loyalty, and safeguard employees' legitimate rights and interests across all dimensions.

我们在员工权益政策中规定了最低标准。一是公司所在运营地法律法规不及员工权益政策严格的情况下，也必须遵守该政策所规定的内容。二是运营地当地法律法规较员工权益管理政策更为严格，则应当在本政策之上，严格遵守所在地的法律法规。

We have established the minimum standards in the Employee Rights Policy. First, where local laws and regulations are less stringent than those outlined in the Employee Rights Policy, the provisions of this policy must still be observed. Second, if local laws and regulations are more rigorous standards, the Company will comply with those local requirements in addition to adhering to this Policy.

依照相应工作职能，所有适用人群均应阅读、知悉并确认遵守本政策。所有适用人群若发现公司内出现违背本政策的行为，应当保持客观公正，及时同相关管理部门或代表报告发现的异常行为，以保障公司员工权益，维护和谐劳动关系，确保公司可持续发展。

All applicable individuals are required, according to their respective job responsibilities, to read, familiarize themselves with and comply with this Policy. If any applicable individual observes behaviors that violate this policy within the Company, it is the responsibility of those involved to objectively and promptly report the issue to the relevant department, thereby safeguarding employee rights and harmonious labor relations within the Company and securing its sustainable development.

举报电话 Reporting hotline	0431-81150857
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四、 依法合规用工

IV. Legal and Compliant Employment

吉电股份严格执行运营地劳动相关法律的要求，明确禁止使用童工、保护未成年工人、禁止强迫和强制劳动，反对人口贩卖，并制定公司《吉林电力股份有限公司员工管理规定》，阐明依法合规用工的管理规定。

Jilin Electric Power Co., Ltd. strictly complies with labor laws in all regions where it operates. The Company explicitly prohibits child labor, protects young workers, bans forced and compulsory labor, and opposes human trafficking. It has established the *Employee Management Regulations of Jilin Electric Power Co., Ltd.*, which outlines the management practices to ensure legal and compliant employment.

4.1 公司禁止雇用未满 16 周岁的童工，并不定期对是否使用童工情况进行检查。一经发现雇用童工情况，立即按照国家相关政策进行遣散和妥善处置。

4.1 The Company prohibits the employment of child labor (individuals under the age of 16) and conducts periodic inspections to ensure compliance. If any instance of child labor is detected, the Company will immediately terminate the employment and take appropriate action in accordance with national laws and regulations.

4.2 公司对年满 16 周岁未满 18 周岁的未成年工人，人力资源部门在招聘时需对其进行身份证明辨识，如果确定录用，需及时按照有关法律规定向当地劳动局登记并办理相关手续，同时将录用材料与其身份证明复印件存入其档案，通知有关部门按规定对其合法权益给与相应保护。

4.2 For underaged workers aged 16 to 18, the Human Resources Department must verify their identification during recruitment. If employed, the Company should promptly register the young worker with the local labor bureau and complete all legal procedures. Employment materials, along with copies of the worker's identification, must be filed in their personnel records. Additionally, relevant departments must be notified to ensure the employee's legal rights and interests are fully protected.

4.3 公司明确禁止强迫和强制劳动。在招聘和录用过程中，确保所有申请者自愿提交材料，严禁任何形式的强迫性用工；按照平等自愿原则与员工签订合法劳动合同，禁止使用暴力、威胁或非法限制人身自由的手段强迫劳动。公司承诺不使用抵债性用工、监狱劳工。

4.3 The Company strictly prohibits all forms of forced and compulsory labor. During recruitment and employment, it ensures that all applicants submit materials voluntarily, and any form of coerced labor is prohibited. Employment contracts are signed based on equality and mutual consent, with stringent prohibitions on violence, threats, or unlawful restrictions on personal freedom to compel labor. The Company also pledges to not employ bonded labor or prison labor.

4.4 当公司的业务活动有使用童工或强迫性劳动情形发生时，任何人员都有通过申诉渠道举报或揭发有关情况的义务和权力，公司工会组织收到报告后应立即组织有关部门开展切实行动进行调查处理。公司承诺保障举报者的权利和安全。

4.4 If instances of child labor or forced labor are identified within the Company's operations, every employee has the right and responsibility to report such cases through established channels. Upon receiving a report, the Company's labor union will promptly coordinate with relevant departments to investigate and take appropriate action. Moreover, the Company is fully committed to safeguarding the rights and ensuring the safety of whistleblowers.

五、 员工多元化

V. Employee Diversity

吉电股份致力于提升员工多元化水平，乐意吸纳不同民族、性别、文化教育背景的人才，形成多元包容的文化氛围。在《吉林电力股份有限公司领导人员选拔任用管理规定》中明确规定要统筹做好培养选拔女干部、少数民族干部及党外干部工作。体现了我们对公司管理人才的多元化理念。

Jilin Electric Power strives to promote employee diversity by seeking talent from different ethnic, gender, educational, and cultural backgrounds to foster a diverse and inclusive corporate culture. The *Regulations on the Selection and Appointment of Leaders of Jilin Electric Power Co., Ltd.* explicitly mandate a holistic approach to developing and promoting female leaders, ethnic minority leaders, and non-Party members, reflecting the Company's strong commitment to diversity in talent management.

六、反歧视和反骚扰

VI. Anti-Discrimination and Anti-Harassment

吉电股份对工作中的歧视和骚扰行为持“零容忍”态度，并支持任何人员对公司工作中的歧视和骚扰行为进行投诉报告。

Jilin Electric Power maintains a zero-tolerance stance towards discrimination and harassment in the workplace and encourages all employees to complain or report any such incidents.

6.1 公司禁止招聘简章或招聘公告中包含歧视性内容。不允许有限制性别、种族、年龄、宗教、性倾向、社团倾向、户口类型、婚姻状况、生育状况等条件内容。

6.1 The Company prohibits any discriminatory content in recruitment materials or job postings. Recruitment criteria related to gender, race, age, religion, sexual orientation, group affiliation, household registration, marital status, or childbearing status are not permitted.

6.2 公司承诺，在员工录用、教育培训、岗位晋升、终止合同、退休、薪酬待遇支付、解聘和终止劳动关系等过程中，应基于相关法律法规，并根据公司发展需要、岗位的任职标准以及员工的工作能力与品德来决定；而不因应聘者的民族、国籍、籍贯、宗教、年龄、残疾、性别、性倾向、婚姻状况、生育状况、户口类型、社团倾向等个人特征因素而区别对待。公司遵循按劳分配原则，严格实行男女同工同酬。

6.2 The Company pledges to ensure that decisions regarding recruitment, training, promotion, contract termination, retirement, remuneration, dismissal, and termination of labor relations are based on applicable laws and regulations as well as the Company's needs, job requirements, and the employee's competence and conduct. These decisions should not involve any form of discriminatory treatment or be influenced by personal characteristics such as ethnicity, nationality, place of birth, religion, age, disability, gender, sexual orientation, marital status, childbearing status, household registration, or group affiliation. The Company adheres to the principle of equal pay for equal work and strictly enforces gender pay equality.

6.3 公司禁止因员工的民族、肤色、宗教、性别、年龄、残疾等个人因素而做出或协助他人做出包括但不限于下列的任何歧视行为：

6.3 The Company forbids any discriminatory behaviors based on personal factors such as ethnicity, skin color, religion, gender, age, or disability, whether carried out by an employee or in collaboration with others. Prohibited behaviors include but are not limited to:

- 对个人或群体加以抵毁、表示不友善。

Defamation or unfriendly behavior towards individuals or groups;

- 发表消极偏见的言语、模仿和玩笑。

Negative biased remarks, imitations, or jokes;

- 做出令人厌恶的行为和举动。

Offensive or inappropriate behaviors or gestures;

- 在公司内产生令人恐惧、不友善和羞辱性的，以及令人生厌的工作气氛。

Creating a workplace environment that is intimidating, hostile, humiliating, or otherwise distressing;

- 在工作场所内放置或传发针对个人或群体的抵毁性或非友善的文字、图片或材料等。

Displaying or distributing defamatory or unfriendly text, images, or materials targeting individuals or groups in the workplace.

6.4 公司禁止工作中的包括但不限于下列的任何骚扰行为:

6.4 The Company strictly prohibits all forms of harassment in the workplace, including but not limited to:

- 对员工施加体罚或威胁体罚，包括打耳光、推人或其它形式的身体接触；

Inflicting or threatening physical punishment, including slapping, pushing, or other physical contact;

- 使用吼叫、威胁或低级语言等方式，对员工进行侮辱、骚扰或辱骂；

Insulting, harassing, or abusing employees through shouting, threats, inappropriate language or other means;

- 性暗示、性要求、性侵犯或其它带有性意思的语言或身体接触；

Sexual insinuations, demands, assaults, or other sexually suggestive language or physical contact;

- 限制对员工的安全卫生保障必备品的发放作为处罚；

Withholding essential safety or hygiene supplies as punishment;

- 不合理限制员工的午休、饮水、上厕所等活动自由；

Unreasonably restricting employees' freedom to take lunch breaks, drink water, or use restroom facilities;

- 无端妨碍他人工作或对他人的工作产生不利影响。

Unjustifiably interfering with or adversely affecting another employee's work.

6.5 员工如受到或目睹工作中的任何歧视与骚扰，应立即向员工代表、人力资源部或认为合适的其它管理人员投诉报告，对来自与公司有业务往来的外部人员的骚扰行为也应投诉报告。公司承诺将立即对歧视骚扰事件进行调查和认定。如属实，公司将依法依规对肇事者采取对应处理，并及时向投诉人反馈调查处理结果。公司承诺保护当事人的隐私和个人信息，确保投诉和配合调查的员工不会遭到报复。

6.5 If an employee experiences or witnesses any form of discrimination or harassment in the workplace, they are encouraged to report it immediately to an employee representative, the Human Resources Department, or a relevant manager. Harassment from external parties in business interactions with the Company should also be reported. The Company commits to promptly investigating and confirming all reports of discrimination or harassment. If the claims are substantiated, appropriate actions will be taken against the offender in accordance with laws and regulations, and the complainant will be also informed of the investigation results in a timely manner. The Company guarantees the protection of the privacy and personal information of those involved and ensures that employees who report incidents or participate in investigations will not face retaliation.

七、薪酬、保障与关怀

VII. Employee Remuneration, Benefits, and Care

吉电股份承诺，向员工支付的薪酬、保障必须符合中国及其他运营地适用法律，并根据公司经营情况，采取合理措施提升公司员工薪酬和保障水平。公司承诺关心关爱员工，并加强对困难员工的关怀和帮扶，致力于通过各种措施提升员工幸福感，构建有温度的企业文化。

Jilin Electric Power is committed to ensuring that employee remuneration and benefits comply with the applicable laws in China and other regions where it operates. Based on business operations and performance, the Company takes reasonable measures to improve employee remuneration and benefits. Additionally, the Company places a strong emphasis on employee well-being and care, with a particular focus on supporting those facing difficulties. Through a variety of initiatives, Jilin Electric Power strives to enhance employee satisfaction and foster a warm and compassionate corporate culture.

7.1 公司根据国家和集团公司有关规定，制定《员工工资管理规定》等公司内部规定，实施由岗位工资、业绩奖金、综合绩效奖金和津补贴四部分组成的工资结构，确保员工综合薪酬不低于运营地法定最低标准的工资，符合运营地行业和劳务市场的合理水平；并实行合理的考核和激励方案，致力于提高员工的积极性和薪酬待遇。

7.1 In accordance with national and SPIC's internal regulations, the Company has established the *Employee Remuneration Management Regulations* and other internal policies, implementing a

compensation structure that consists of four components: base salary, performance bonuses, comprehensive performance bonuses, and allowances. This ensures that total compensation meets or exceeds the statutory minimum wage in the regions where the Company operates and aligns with reasonable industry and labor market standards. Additionally, the Company adopts sound evaluation and incentive mechanisms to enhance employee motivation and improve compensation levels.

7.2 公司承诺遵守运营地的相关保障标准。公司已遵照国家相关要求，落实社会保险、住房公积金保障制度覆盖境内全体员工；制定完善的企业年金和补充医疗保险的实施规定，为符合条件的员工提供国家强制以外的福利保障。

7.2 The Company promises to comply with social security standards in the regions where it operates. In compliance with relevant national requirements, the Company has implemented social insurance and housing fund systems for all domestic employees. Furthermore, it has developed comprehensive policies for corporate annuities and supplemental medical insurance, offering additional benefits beyond mandatory requirements for eligible employees.

7.3 公司努力营造有高度幸福感的工作环境。公司鼓励员工保持工作与生活的平衡，积极开展文化活动和体育活动，以形成积极向上的职场氛围；公司持续投入资金和物质资源，改善员工生产生活环境，提升员工获得感、幸福感和安全感。

7.3 The Company strives to create a highly fulfilling work environment. It encourages employees to maintain a healthy work-life balance and actively organizes cultural and sports activities, thereby fostering a positive and uplifting workplace atmosphere. In addition, the Company continuously invests financial and material resources in improving the working and living conditions of employees, enhancing their sense of accomplishment, happiness, and security.

7.4 公司承诺重点加强对困难员工、员工本人或其亲属患有重疾情形的的帮扶和救助。通过制定并落实公司《困难员工帮扶工作实施办法》《温暖救助帮扶实施办法》等制度，分三个层次确定特困员工、较困难员工、相对困难员工的标准和帮扶措施；设立建立温暖救助帮扶基金，用于解决公司员工及家庭成员因患特重病或遭受意外而造成的家庭生活困难问题。

7.4 We are committed to providing stronger support and assistance to employees in need, including those affected by serious illness, either personally or through their family members. To this end, the Company has developed and implemented the policies such as the *Implementation Measures for Employee Assistance Program* and the *Implementation Measures for Warm Relief Program*, establishing a three-tier system to identify employees in extreme, moderate, or slight difficulty and provide corresponding support measures. Additionally, the Company has set up a Warm Relief and Assistance Fund to help employees and their families address financial hardships caused by severe illness or unexpected accidents.

八、 女性员工保护

VIII. Protection of Female Employees

吉电股份承诺严格依照业务运营地相关法律落实对女员工的劳动保护，维护女员工各项权益；并根据公司内部规章落实女员工的反歧视和关心关怀行动。

Jilin Electric Power is committed to fully complying with labor laws concerning female employees in the regions where it operates to ensure the protection of their rights and interests. The Company also enforces internal regulations to prevent discrimination against female employees and actively promote their well-being.

8.1 公司承诺在员工的招聘、录用、岗位晋升、工资调整、工作安排、教育培训、补贴待遇等过程中，不因女员工是否结婚、生育等因素而将女员工做为歧视目标与男员工区别对待；不因为女员工怀孕而对其做出解聘、降职或扣除工资等决定。

8.1 The Company guarantees that female employees will not face discrimination or unequal treatment in recruitment, employment, promotion, salary adjustments, work assignments, training, or benefits distribution, based on marital status, pregnancy, childbirth or other factors. Moreover, the Company promises that it will not terminate, demote, or reduce the wages of female employees due to pregnancy.

8.2 公司制定并落实《女员工工作管理办法》，成立女员工委员会，将女员工队伍建设纳入集团公司一流队伍建设，不断提升女员工素质；公司坚持维护女员工合法权益和“四期”保护、生育保险等特殊利益，并每年在“三八”妇女节期间开展相关慰问活动。

8.2 The Company has developed and implemented the *Regulation on Female Employee Management* and established a Female Employee Committee, incorporating the development of female employees into the SPIC's overall talent strategy to continually enhance their skills and capabilities. Moreover, the Company protects the legitimate rights and interests of female employees during the "four periods" (menstruation, pregnancy, maternity, and breastfeeding). It also provides maternity insurance and other targeted benefits. Additionally, the Company organizes activities on International Women's Day to support female employees.

九、 工作条件

IX. Working Conditions

吉电股份致力于营造一个安全、健康且符合法律要求的工作环境，确保员工的工时和休假相关权益得到充分保障。

Jilin Electric Power is dedicated to creating a safe, healthy, and legally compliant working environment, ensuring that employees' rights regarding working hours and leave are fully protected.

9.1 公司考虑员工的工作环境和设施需求，公司承诺按年度制定安全生产和职业健康工作计划，通过推进智能安全监控系统、健全风险隐患管理机制、提升员工安全意识等多种方式，确保工作场所的安全和舒适性，为员工提供工作的安全保障。

9.1 The Company considers employees' needs for a safe working environment and appropriate facilities by developing annual safety and occupational health plans. Measures such as intelligent safety monitoring systems, enhanced risk management, and safety awareness training are in place to ensure a secure and comfortable workplace.

9.2 公司已建立了职业健康安全系统化、规范化管理体系，并通过职业健康安全体系认证，获得认证证书。

9.2 We have established a systematic and standardized occupational health and safety management system, which has been certified and awarded the relevant occupational health and safety certification.

9.3 吉电股份已在采购和合同中要求公司供应商满足职业健康与安全标准 GB/T 45001-2020 和 ISO 45001:2018 的相关资质要求。

9.3 Jilin Electric Power requires its suppliers to meet the relevant qualifications for occupational health and safety standards, specifically GB/T 45001-2020 and ISO 45001:2018, as a requirement in its purchasing and contracting processes.

9.4 公司承诺，员工工作时间符合所有运营所在地适用法律，遵守最长工作时间、加班时间规定；对于确有特殊情况，需依法延长工作时间的，公司将进行对应补偿。

9.4 The Company ensures that the working hours of its employees comply with the applicable laws in the regions where it operates, including regulations on maximum working hours and overtime limits. In cases where extended working hours are required due to special circumstances, the Company will provide appropriate compensation in accordance with legal requirements.

9.5 除法定节假日外，员工还依法享有带薪年假、事假、病假、婚假、丧假、产假、护理假、计划生育假、探亲假、工伤假权利，并按公司《员工管理规定》执行。

9.5 In addition to statutory holidays, employees are entitled to various forms of paid leave as stipulated by law, including annual leave, personal leave, sick leave, marriage leave, bereavement leave, maternity leave, paternity leave, family planning leave, home visit leave, and work injury leave. These benefits are administered in accordance with the *Employee Management Regulations*.

十、 民主管理

X. Democratic Management

吉电股份持续建立健全以员工代表大会为基本形式的民主管理制度，保障企业员工依法行使民主管理的权利。

Jilin Electric Power continues to improve its democratic management system, primarily through employee representative meetings. This ensures that employees can lawfully exercise their rights to participate in the Company's democratic management.

10.1 根据国家相关法律法规和集团公司相关制度，公司制定并落实《员工代表大会管理办法》，定期召开员工代表大会，对涉及员工切身利益的和关系密切的重大事项行使审议建议权、审议通过权、监督评议权；选举、监督和罢免员工董事，选举部分委员会中的员工代表。

10.1 In accordance with national laws and regulations, as well as the Company's policies, Jilin Electric Power has established and implemented the *Management Measures for Employee Representative Meetings*. These meetings are held regularly, allowing employees to exercise their rights of deliberation, recommendation, approval, supervision and discussion on major issues that directly affect their interests. These meetings also involve the election, supervision, and removal of employee directors, as well as the election of employee representatives to various committees.

10.2 公司制定并落实《员工代表大会代表提案征集处理办法》，按时进行提案征集、审议、办理、反馈和监督工作，确保广大员工群众能参政议政、行使民主管理权利。

10.2 The Company has developed and implemented the *Procedures for Collecting and Handling Employee Representative Proposals*, which ensures that proposals are collected, deliberated, reviewed, processed, responded to, and supervised in a timely manner. This system guarantees that employees can actively participate in decision-making and exercise their rights to democratic management.

10.3 除员工代表提案征集外，公司将持续通过开展问卷调查、“SPIC-家园”合理化建议征集等方式征集员工群众的问题和意见，确保建言献策渠道多样畅通，员工的民主管理权利得到充分行使。

10.3 Beyond collecting proposals from employee representatives, the Company continues to gather feedback and suggestions from employees through various channels, including questionnaire surveys and the “SPIC-Home” Rationalization Suggestion Program. These measures ensure open and diverse channels to offer advice and suggestions, enabling employees to fully exercise their rights to democratic management.

十一、生效

XI. Effectiveness

本政策于 2024 年 7 月 27 日经公司党委会讨论通过后公布。

This policy will take effect upon its announcement following approval by the Company's Party Committee on July 27, 2024.