

# Employee Responsibility Statement

## Introduction:

YINGKOU ZHONGJIE SHIDA SEPARATOR CO.,LTD adheres to the core concept of "people-oriented, create brilliant", and is committed to building a workplace environment based on respect, integrity and cooperation. We know that the growth and contribution of each employee is the cornerstone of the company's continued development and prosperity. Therefore, we solemnly declare that we will fully support the development of employees, meanwhile, clarify the responsibilities and obligations of employees, and work together to create a better future.

## I . Rights and Protection of Employees:

1. Equal Opportunities: We are committed to providing undifferentiated career development opportunities for all employees, respecting and valuing the uniqueness and diversity of each individual.
2. Health Protection: We are committed to creating a safe and hygienic working environment, strictly abide by health and safety standards, and protect the physical and mental health of employees.
3. Growth Support: We encourage and support our employees to participate in various training and development programs to help them improve their skills and career planning.
4. Open Communication: We advocate open and transparent communication atmosphere, encourage employees to express their opinions and suggestions, and jointly promote the progress of the company.

## II. Company Solemn Commitment

1. Legal Compliance: We strictly abide by domestic and foreign laws and regulations to ensure that all business activities are legal and compliant.
2. Ethical Guidance: We adhere to high standards of ethics, requiring all employees to be integrity-based and act fairly.
3. Social Responsibility: We actively fulfill our social responsibility, give back to society through public welfare undertakings, and promote social harmony.
4. Green Development: We are committed to environmental protection, promoting green production and office, and achieving sustainable development goals.

### **III. Employee Solemn Commitment**

1. Rule Compliance: I will strictly abide by the company's rules and regulations, including but not limited to work discipline, code of conduct, etc.
2. Asset Protection: I will be responsible for all the assets of the company, whether it is physical property or intellectual property, and will be properly kept and properly used.
3. Confidentiality Responsibility: I will strictly keep the company's trade secrets and sensitive information, and will not disclose it to any unauthorized third party.
4. Active Action: I will take the attitude of master, actively participate in the company's activities, and go all out for the company's development goals.

### **IV. Supervision and Enforcement Mechanism**

Human resources department and management team members of YINGKOU ZHONGJIE SHIDA SEPARATOR CO.,LTD are responsible for the implementation and supervision of this Responsibility Statement .For any violation of this Statement, we will take necessary corrective actions in accordance with relevant regulations.

### **V. Statement Revisions and Notices**

This Employee Responsibility Statement will be revised accordingly to the change of legal environment and adjustment of enterprise policies. We will inform all employees of any changes in a timely manner through internal notices, emails, etc.

Conclusion:

We YINGKOU ZHONGJIE SHIDA SEPARATOR CO.,LTD firmly believe in the power of the teamwork and believe that every employee's efforts are the key to the success of the company. Let's work hand in hand with a high sense of responsibility and mission to create a more brilliant tomorrow!

YINGKOU ZHONGJIE SHIDA SEPARATOR CO.,LTD

January 18, 2024