

# Principles of corporate leadership

## Introduction:

We YINGKOU ZHONGJIE SHIDA SEPARATOR CO.,LTD believe that every employee is the most valuable asset of the company and the key force to promote our continuous growth and success. In order to create a positive, inclusive and productive work environment, we have developed these leadership principles to encourage and guide management at all levels of the company to interact with employees in a positive and constructive way to promote personal growth and company development.

## I . Core Principles

1. Respect and Recognition: Every employee should receive due respect and recognition. Managers should recognize the unique value of each employee, timely affirm their contributions and efforts, and stimulate their work enthusiasm and creativity.
2. Open Communication: Establish and maintain open and honest communication channels to encourage employees to express their opinions and suggestions. Managers should actively listen, understand the needs and concerns of employees, and work together to find solutions.
3. Constructive Feedback: Provide specific, timely and constructive feedback to help employees identify growth opportunities and promote personal improvement. Feedback should be fact-based and designed to promote development, not blame.
4. Encourage Innovation: Create a cultural atmosphere that encourages innovation and tolerates fault. Managers should stimulate innovative thinking in their employees, encourage them to try new things, and see failure as an opportunity to learn.
5. Team Cooperation: Strengthen team spirit and promote cross-departmental communication and collaboration. Managers should be the core of team cohesion and guide team members to support each other and achieve goals together.

## II. Guidelines for Specific Actions

1. Daily Appreciation: In daily work, do not hesitate to give positive comments to employees. Express timely recognition of employees' performance through verbal praise, email thanks, small gifts, etc.
2. Regular Feedback Meetings: Organize regular one-on-one or team feedback meetings to conduct in-depth exchanges on work performance, career development,

personal growth and other aspects. Make sure feedback is specific and targeted, and work together to develop a plan for improvement.

3. Establish Commendation Mechanism: Establish a fair and transparent commendation mechanism, give formal commendation and reward to employees who have outstanding performance and made important contributions in their work, and enhance employees' sense of belonging and honor.

4. Training and Development: Pay attention to the career development needs of employees, and provide necessary training resources and learning opportunities. Encourage employees to participate in internal and external training, seminars, etc., to continuously improve their abilities.

5. Listening and Solving Problems: When employees encounter problems, managers should actively listen, understand the specific situation, and actively seek solutions. Ensure employees feel valued and supported.

6. Advocate Positive Culture: Actively promote positive and positive corporate culture through words and deeds, policy formulation, etc. Encourage employees to respect, understand and support each other to create a harmonious and efficient working environment.

### **III. Supervision and Evaluation**

1. Leadership assessment: Take appreciation and constructive communication as one of the important indicators of leadership assessment. Regularly evaluate the leadership style and communication effectiveness of managers to ensure compliance with company guidelines.

2. Employee Feedback: Establish an employee feedback mechanism to encourage employees to put forward opinions and suggestions on the leadership style and communication methods of managers. Summarize and analyze the feedback as the basis for improvement.

3. Continuous Improvement: According to the evaluation results and employee feedback, constantly adjust and improve the leadership guidelines to ensure that they meet the development needs of the company, and continuously promote the growth of employees and the development of the company.

Conclusion:

We believe that through positive and constructive communication, we can stimulate the inner potential of our employees, promote teamwork and innovation, and jointly

promote the company to move forward to a higher goal. Let us work together to create a better future!

Yingkou Zhongjie Shida Separator Co., LTD

January 9, 2024

A handwritten signature in black ink, appearing to be the name 'Liu Jincheng' in a stylized cursive script.

Liu Jincheng

Chairman