

## **关于《劳动纪律及纪律处分政策》主要修订内容的说明/ Summary on the Major Revisions of EMPLOYEE DISCIPLINE POLICY AND DISCIPLINE ACTION ON VIOLATIONS OF COMPANY POLICIES**

近期，公司对 HR Policy#703 - 劳动纪律及纪律处分政策进行了修订。现就主要的修订内容作出如下总结说明：

The Company recently further adjusted and updated HR Policy #703 Employee Discipline Policy and Discipline Action on Violations of Company Policies. The key revisions are summarized as follows:

主要修改内容：

Key Revision:

### **【纪律处分】**

#### **Disciplinary Action**

(1) 删除：“（即自由裁量权）”，提高表述严谨性。

Delete “（discretionary power）”，improve the rigor of presentation.

(2) 1.1 条增加“信息安全”，注重公司信息安全的保护。

Article 1.1, add “information security”，pay more attention to the protection of company information security.

(3) 1.2 条删除：“未经授权”，完善逻辑性。

Article 1.2, delete “unauthorized”，to improve logic.

(4) 1.3 条、2.3 条、3.3 条中增加:滥用个人信息权利, 对公司依据法律或公司相关管理规定收集及处理个人信息的行为拒不配合或存在其他影响正常信息处理行为, 不服从管理指令等内容, 对滥用个人信息权利情形进行规范, 并对应相应的处罚级别。

Article 1.3, 2.3 and 3.3,add: Abusing personal information rights, refusing to cooperate with the company's collection and processing of personal information in accordance with laws or company-related management regulations, or having other behaviors that affect normal information processing, or disobeying management instructions,etc. regulate the abuse of personal information rights, and correspond to the corresponding punishment level.

(5) 2.3 条增加:“ 在信息处理过程中, 存在不当行为使员工信息或者客户数据面临泄露风险的” , 3.3 条增加: “员工在信息处理过程中, 因不当行为造成客户以及其他员工的个人信息泄露、破坏、丢失或更改” , 对员工行为导致的数据泄露、破坏等风险进行规定, 并对应相应的处罚级别。

Article 2.3,add “In the process of information processing, there are improper behaviors that expose employee information or customer data to the risk of leakage” , Article 3.3,add “ In the process of information processing, personal information of customers and other employees is leaked, destroyed, lost or changed due to misconduct” , provisions are made for risks such as data leakage and destruction caused by employee behavior,and correspond to the corresponding punishment level.

(6) 3.17 条增加: “从事与病休原因不适宜的活动的” , 将病休期间从事不适宜活动列为违纪情形。

Article 3.17,add “Engaged in activities inappropriate for reasons of sick leave” , list inappropriate activities during sick leave as disciplinary violations .

(7) 3.17 条增加: “订立劳动合同 (如在无法提供毕业证或者学位证的情况下为签订劳动合同提供虚假的证明文件或在承诺的时间后经公司 2 次及以上催告仍无法提供有效的毕业证、学位证等证明文件的) ” 以完善订立劳动合同经常涉及到的不诚信行为的类型。

Article 3.17, add “ Entering into a labor contract (for example, if the graduation certificate or degree certificate cannot be provided, false proof documents are provided for signing the labor contract, or cannot provide valid graduation certificate, degree certificate, etc. after the promised time after two or more reminders from the company) ” , to add the types of dishonesty often involved in labor contracts signing.

(8) 在 1.14 条和 2.11 条增加了条款, 修订了 3.19 条相关条款, 就违反《工作场所无毒品酒精政策》的行为进行了分级、分类规定, 对应相应的处罚级别。确保过错行为与违规处罚程度相适应。

Clauses were added in Article 1.14 and Article 2.11, and the relevant clauses in Article 3.19 were revised to classify and classify the violations of the "Workplace free of Drug and Alcohol Policy", corresponding to the corresponding punishment level. Ensure that wrongdoing is commensurate with the level of penalties for violations.

(9) 在 2.1 条增加了条款, 就工作场所打架斗殴的行为增加了严重警告层级, 避免对类似行为的处罚过轻或过重, 确保过错行为与违规处罚程度相适应。

Clauses were added to Article 2.1 to add a serious warning level for workplace fights, to avoid too light or heavy penalties for similar behaviors, and to ensure that wrongdoing is commensurate with the degree of punishment for violations.