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**Purpose**

The Employee Handbook is a set of regulations. It is formulated to establish an efficient operational management order, enhance employee quality, promote the brand, and uphold the company's values. It aims to improve work efficiency, enforce strict company rules, and motivate employees. This system is tailored to the actual situation of the company.

**Scope**

The term "company" referred to in this system includes but is not limited to Beijing Pengming Building Decoration Engineering Co., Ltd., Beijing Lianjin Jinshang Enterprise Management Co., Ltd., Beijing Chengqian Innovation Building Decoration Engineering Co., Ltd., Beijing Jincheng Zhishang Building Decoration Engineering Co., Ltd., Beijing Jinshang Property Management Co., Ltd. First Branch, Beijing Rongqing Innovation Decoration Co., Ltd., Beijing Weitalai Building Design Center Co., Ltd., Beijing Xialianduo Furniture Accessories Co., Ltd., Beijing Jinshang Chengxi Enterprise Management Consulting Co., Ltd., Beijing Junyijunyue Culture Communication Co., Ltd., and other related entities. For each employee, it refers only to the employer with which the employee has signed a labor contract and established a labor relationship.

This system applies to all employees of the company.

**Chapter 2 Company Introduction**

**Values**

(1) Shared Experience: Emphasizing the collective sharing of knowledge and resources within the community.

(2) Authenticity: Being realistic and emphasizing sincere connections and services.

(3) Diversity: Respecting and valuing different ways of thinking and cultural backgrounds.

(4) Independent Thinking: Prioritizing the autonomy and empowerment of individuals and teams.

(5) Growth: Committed to continuous improvement and expansion.

(6) Hard Work Pays Off: Recognizing the importance of effort and challenges for achieving success.

**Chapter 3 Recruitment and Training**

**Recruitment**

Recruitment Demand Application

When managers or hiring managers initiate a recruitment demand, they should fill in the "Recruitment Demand Application Form" and send it to their superiors and the Human Resources Department for approval. If there are any changes in the demand, they must communicate with the Human Resources Department in a timely manner and actively cooperate with the recruitment process.

Berle Award

(1) Internal Employee Referral

To expand the company's talent pool and find outstanding talents who share our aspirations, we encourage all employees to actively recommend excellent talents to join us. If the referred person is hired by the company, the referrer will receive a referral bonus ranging from RMB 200.00 to 20,000.00, depending on the position and ability of the referred person. For specific rules, please refer to the "New Employee Internal Referral Reward Management Method."

**Training**

The employee training system is divided into three parts according to the position and level: new employee training, professional skills training, and external learning plans.

(1) New Employee Training: Aims to help new employees quickly integrate into the company and be competent in their work. The training is divided into two stages: company-level and department-level:

(a) Company-level training (organized by the Human Resources Center, conducted offline): Content covers the company's history, organizational structure, regulations, office systems, etc.

(b) Department-level training (organized and followed up by the department heads): Content includes job descriptions, work processes, work forms/system operations, work behavior norms, etc., conducted in the form of job learning.

(2) Professional Skills Training: Aims to improve employees' existing work skills and efficiency. The company will periodically invite external lecturers to provide professional skills training courses.

(3) External Learning Plan: The company encourages employees to pursue professional advancement and stimulate their innovation capabilities at work. Employees are provided with 3-5 days (depending on the position level) of paid external learning opportunities each year to enhance work skills and performance. Employees must submit a learning plan for approval by the Human Resources Center. After the external learning, the company will organize a sharing session, and the results must be reflected in the work; otherwise, subsequent learning opportunities will be canceled. The content of the learning sharing will be placed in the company's library for reference and mutual learning.

(4) Transfer Training: For position promotions and departmental rotations arranged by the company, employees must provide the required training content as per the company's requirements.

**Chapter 4 Onboarding and Offboarding**

**Onboarding**

Before reporting for duty, please present to the Human Resources Center your ID card, academic certificates, professional titles, and other relevant certificates, a health examination report issued by a hospital or medical institution within the past six months that meets the company's requirements, proof of termination of the labor contract with the previous employer, and any other materials required by the company. Understand the job offer conditions. Employees must provide true and accurate information in both written and electronic formats, and must not provide false or forged information.

Carefully fill in the "New Employee Onboarding Registration Form," ensuring that all personal information is correct, true, and complete. If there are any changes to personal information, they must be notified to the Human Resources Center within one week of the change. Failure to notify will result in the company relying on the initial information provided, and all consequences will be borne by the employee.

On the day of onboarding, the Human Resources Center will guide you to understand the company's relevant rules and regulations. If you have clearly understood the content of the company's rules and regulations and agree to all the terms, please sign the "Employee Handbook Commitment Letter" on the day of reporting. Employees can also view the company's relevant rules and regulations through the Enterprise WeChat shared disk.

On the day of onboarding, an office space will be arranged for you, and necessary office supplies will be provided, along with onboarding training. The onboarding training includes, but is not limited to, company introduction and introduction to department colleagues. Please take good care of the items provided by the company, and if any are lost, you must compensate at the original price.

Within one week of onboarding, you need to understand and familiarize yourself with the company's rules and regulations and take a test.

**Probation Period**

Probation Period Duration

(1) The probation period starts from the day the employee establishes a labor relationship with the company.

(2) The probation period shall not exceed six months, and the specific duration shall be as stipulated in the labor contract.

Probation Period Assessment

(1) Employees must complete the company's prescribed new employee onboarding training during the probation period, and the training results will be one of the reference factors for the probationary assessment.

(2) After joining, employees and the company need to jointly confirm the assessment targets in the "Employee Probation Period Assessment Form."

(3) Before the end of the probation period, the company will conduct a formal probationary assessment to determine whether the employee has passed the probation period assessment.

Seniority (Years of Service) Calculation

(1) The employee's seniority includes the probation period.

(2) Except as otherwise provided by laws and regulations, if an employee leaves and then rejoins the company, the seniority will be recalculated from the date of re-employment, and the previous seniority will not be accumulated.

**Labor Contract Signing**

Within one month of onboarding, employees will sign a labor contract with the company for a term of one to three years.

One month before the expiration of the labor contract, if neither party has proposed not to renew, the company will notify the employee to handle the renewal procedures one month before the contract expires.

Except as otherwise provided by laws and regulations, employees who fail to sign or submit the renewal of the labor contract without reason will be deemed to disagree with the renewal. If the employee personally proposes to terminate the labor contract, the company will not provide any economic compensation.

**Promotion**

The company will strive to promote employees with both virtue and talent to higher management or professional positions. Promotion is mainly based on the company's development situation, the employee's work performance, business level, character, and professional knowledge.

If an employee's work performance does not meet the requirements of the new position after promotion, the company has the right to revoke the appointment letter at any time, and the employee's position and salary benefits will be correspondingly adjusted.

**Transfer**

According to the company's business situation and actual work needs, the company has the right to unilaterally adjust positions.

**Offboarding**

If an employee wishes to resign during the probation period, they must submit a written notice to the employing department three days in advance and complete the offboarding procedures before leaving.

If an employee's performance during the probation period is unsatisfactory and does not meet the employment conditions (probation period assessment is not up to standard), the Human Resources Center will notify the employee in writing before the end of the probation period to handle the probation period contract termination procedures.

If a regular employee wishes to resign within the contract period, they must submit a written notice to the employing department thirty days in advance. The employing department will respond within one week with an agreement, disagreement, or a request for further deliberation. If the department agrees to the resignation, it should specify the departure date and handover requirements.

Before leaving, offboarding employees must complete the handover of work materials, office items, financial transactions, system permissions, and other related tasks.

**Chapter 5 Attendance and Leave**

**Working Hours**

1. Except for employees on a comprehensive working hour system, other personnel shall follow the working hours as follows (subject to the latest notice if there are any adjustments):

Working hours: 9:00 AM to 10:00 AM;

Off hours: 6:00 PM to 7:00 PM;

Lunch break: 12:00 PM to 1:00 PM.

2.Drivers, waitstaff, chefs, sixth sense staff, housekeeping, etc., are on a comprehensive working hour system, and the specific working hours are determined according to the job requirements.

**Attendance Method**

1.The company uses Enterprise WeChat as the clock-in tool.

2.Employees should consciously clock in at the corresponding office location when starting and ending work.

3.If an employee forgets to clock in, they must apply for "clock-in makeup" on Enterprise WeChat before the next day, and submit a reasonable explanation or supporting materials. After approval by the department head, the makeup clock-in data will take effect. Each employee is allowed no more than 5 makeup clock-ins per month. Any exceedances will be deducted at 8% of the daily wage.

4.If a probationary employee accumulates three or more unclocked days within one month, or five or more unclocked days during the probation period, it will be considered as not meeting the employment conditions, and the company has the right to terminate the labor relationship without any economic compensation.

5.The attendance results are based on the monthly attendance report on Enterprise WeChat, and the data displayed at 6:30 PM on the 2nd of the following month shall prevail.

6.Business personnel who exceed their performance targets may apply to the Human Resources Center for exemption from clocking in.

**Tardiness and Early Departure**

1.Tardiness. Entering the workplace and clocking in after the specified start time is considered tardiness.

2.Early departure. Leaving the workplace before the specified end time is considered early departure.

3.Up to two instances of tardiness or early departure per month will not result in a deduction. Any exceedances will be deducted at 15% of the daily wage.

4.If a probationary employee is continuously late or leaves early three times within one month, or accumulates five times during the probation period, it will be considered as not meeting the employment conditions.

5.Continuous tardiness or early departure three times within one month, or a cumulative total of 24 times or more within twelve months, is considered a serious violation of company rules, and the company has the right to terminate the labor contract at any time without prior notice or economic compensation.

6.Clocking in or out at non-work locations is considered tardiness or early departure.

**Absence Without Leave**

1.An employee who should be present but is absent without prior leave application is considered absent without leave, including but not limited to the following situations:

(1)Tardiness or early departure exceeding 30 minutes;

(2)Failure to apply for leave in advance, or failure to complete the leave application procedures within two days after the leave reason occurs or within one working day after returning to work (whichever is earlier);

(3)Leaving the post or position without approval after the leave application is denied;

(4)Exceeding the approved leave period without timely applying for an extension and without providing relevant absence proof;

(5)Obtaining leave by providing false reasons or materials, which is verified;

(6)Refusing to comply with company, department, or position adjustments and failing to report to the new position within the deadline;

(7)Failing to complete the offboarding procedures as stipulated by the company and leaving the post without authorization;

(8)Absence due to illegal, disciplinary, or regulatory violations;

(9)Other situations deemed as absence without leave according to the company's relevant regulations.

2.Absence Without Leave Penalties

(1)late, early leave more than 30 minutes, less than 1 hour, according to 1 hour of daily wages deducted daily wages; For more than 1 hour and less than 2 hours, the daily wage is deducted from the daily wage of 2 hours, and so on.

(2)If an employee is absent from work for a single day, double the daily wage payable will be deducted.

(3)If a probationary employee accumulates two days or two instances of absence without leave during the probation period, it will be considered as not meeting the employment conditions, and the company has the right to terminate the labor contract without any compensation.

(4)Accumulating two days or two instances of absence without leave within one month, or four days or four instances (inclusive) or more within twelve months, is considered a serious disciplinary offense.

**Leave**

1.Statutory Holidays

The company follows the national leave system. In case of special circumstances requiring changes, the company will issue a separate notice.

2.Sick Leave

Employees who have been with the company for one year are entitled to two days of paid sick leave per calendar year. For sick leave exceeding two days but not more than five days (inclusive), the daily wage will be paid at 70%. For sick leave exceeding five days, the local minimum wage will be paid at 80%. Employees who have not been with the company for one year will be paid the local minimum wage at 80% for sick leave.

Sick leave is calculated in units of 0.5 days. For sick leave applications of two days or more (inclusive) in the current year, a formal sick leave note or diagnosis certificate or medical record stamped with the hospital's official seal must be uploaded to the sick leave application, and it will be considered valid after approval. If an employee provides false materials to obtain sick leave, it will be considered a serious disciplinary offense, and the company has the right to terminate the labor contract immediately without any economic compensation.

Regarding the medical period, the national regulations shall apply. If the medical period is over and the employee refuses to return to work after receiving the company's return-to-work notice, or refuses to negotiate a new position with the company after receiving the notice, it will be considered that the employee does not have the basic conditions to engage in the original work or the work arranged by the company, and the company has the right to terminate the labor contract accordingly. For employees who refuse to cooperate with the medical appraisal after being notified in writing by the company at the end of the medical period, it will be considered that the employee cannot engage in the original work or the work arranged by the employer, and the company has the right to terminate the labor contract in accordance with the law.

3.Personal Leave

When employees apply for personal leave, they should first apply for statutory paid annual leave or compensatory leave. Employees who do not submit a personal leave application or do not obtain approval from the relevant person in charge and are absent, or fail to complete the leave application procedures within two days after the leave reason occurs or within one working day after returning to work (whichever is earlier), will be treated as absent without leave. Personal leave is an unpaid leave, and the minimum calculation unit for personal leave is one hour. If an employee takes more than five days (inclusive) of personal leave during the probation period, or the total of sick leave and personal leave exceeds five days (inclusive), it will be considered as not meeting the employment conditions.

4.Paid Annual Leave

(1) Employees who have been continuously employed for one year or more are entitled to paid annual leave (hereinafter referred to as "annual leave"). National statutory holidays and rest days are not included in the annual leave period. The minimum calculation unit for annual leave is 0.5 days. The specific provisions are as follows:

Employees who have worked for a cumulative period of one year but less than ten years are entitled to five days of annual leave.

Employees who have worked for a cumulative period of ten years but less than twenty years are entitled to ten days of annual leave.

Employees who have worked for a cumulative period of twenty years or more are entitled to fifteen days of annual leave.

For employees who join or leave the company during the year, the number of annual leave days shall be calculated based on the remaining calendar days in the company for that year, using the following formula: (the number of calendar days employed in the company during the current year ÷ 365 days) × the total number of annual leave days the employee is entitled to for the entire year, with the result rounded to the nearest whole number. Any excess annual leave taken will be considered as personal leave and the corresponding wages will be deducted on a daily basis.

Probationary employees can only enjoy annual leave after passing the probation period and the probationary assessment.

The length of service of employees is determined based on the social insurance contribution records.

The annual leave for the current year must be taken before December 31st of the same year. In special circumstances, it must be taken before March 31st of the following year, and any unused leave will be forfeited. Annual leave should be preferably taken during the Spring Festival holiday period. If it cannot be taken during the Spring Festival holiday, employees should communicate with their direct supervisors in advance.

If the company arranges annual leave and the employee submits a written statement declining to take the leave, it will be considered as the employee waiving the annual leave.

(2) Employees who have any of the following circumstances will not be entitled to the annual leave of the current year:

Employees who have worked for a cumulative period of one year but less than ten years and have taken more than two months of sick leave in the current year;

Employees who have worked for a cumulative period of ten years but less than twenty years and have taken more than three months of sick leave in the current year;

Employees who have worked for a cumulative period of twenty years or more and have taken more than four months of sick leave in the current year.

If an employee has already enjoyed the annual leave of the current year and any of the above circumstances occur within the year, they will not be entitled to the annual leave of the following year. If an employee leaves the company prematurely, the wages for the annual leave already taken must be deducted.

5.Compensatory Leave

Compensatory leave is calculated in units of 0.5 days. Employees who have worked overtime with approval and have corresponding attendance records and proof of work output can enjoy compensatory leave due to the overtime. Principal-level employees and above are not eligible to apply for compensatory leave.

(1) After the application for overtime work is approved, employees can enjoy the same time off; This year's transfer leave is valid until December 31 (inclusive) of this year, and expires.

(2) Employees must arrange compensatory leave reasonably in combination with the department's work tasks and must not affect the department's work. Department heads must arrange compensatory leave reasonably according to the department's work tasks.

(3) In principle, the combination of compensatory leave, annual leave, and statutory holidays for rest is prohibited to avoid affecting work progress due to a shortage of departmental manpower.

6.Marriage Leave

Formal employees who meet the provisions of the "Marriage Law" and register their marriage during their employment with the company can enjoy a 10-day marriage leave within one year from the date of registration, including public holidays and statutory holidays. Employees can only enjoy one paid marriage leave during their service with the company. To apply for marriage leave, employees must submit a leave application at least 10 working days in advance, submit the original and photocopy of the "Marriage Certificate," and submit a leave application on Enterprise WeChat, which must be approved by the department head and the Human Resources Center before the leave can be taken.

7.Bereavement Leave

Bereavement leave refers to the leave that employees are entitled to by law when their parents, spouse's parents, spouse, children, grandparents, or great-grandparents pass away. The bereavement leave is three days. If it is necessary to travel to a region outside Beijing for the funeral, an additional two working days of paid travel leave will be granted. Bereavement leave must be taken consecutively and is calculated based on consecutive natural days, including rest days and statutory holidays.

8.Prenatal Checkup Leave, Maternity Leave, Paternity Leave, and Nursing Leave

Employees are entitled to paid prenatal checkup leave, maternity leave, paternity leave, and nursing leave, provided they comply with the national family planning policy. If there are specific local regulations, the local policies shall apply. All of the above leaves require the submission of relevant supporting documents.

(1)Prenatal Checkup Leave

Female employees are entitled to prenatal checkup leave during working hours for prenatal examinations. The specific provisions are as follows: from the 4th to the 7th month of pregnancy (weeks 13-28), one day per month; from the 8th to the 9th month of pregnancy (weeks 29-36), two days per month; and in the 10th month of pregnancy (weeks 37-40), four days per month. The minimum calculation unit for prenatal checkup leave is 0.5 days. Prenatal checkup leave should be applied for at least two working days in advance, stating the week of the prenatal checkup, and can only be taken after approval by the Human Resources Center and the department leader.

(2)Maternity Leave

Female employees are entitled to 98 days of maternity leave for normal childbirth, with 15 days of leave allowed before delivery. An additional 15 days of maternity leave will be granted for difficult labor as certified by a hospital; for multiple births, an additional 15 days of maternity leave will be granted for each additional infant; in accordance with the Beijing Maternity Regulations, an additional 60 days of extended maternity leave can be enjoyed, totaling 158 days. For miscarriages before four months of pregnancy, 15 days of maternity leave will be granted; for miscarriages after four months of pregnancy, 42 days of maternity leave will be granted. Maternity leave is a continuous holiday, including public holidays and statutory holidays. Maternity leave should be applied for at least 10 working days in advance and can only be taken after approval by the department head and the Human Resources Center.

(3)Paternity Leave

Male employees whose spouses are pregnant are entitled to 15 days of paternity leave. Paternity leave is a continuous holiday, including public holidays and statutory holidays. Applications for paternity leave should be submitted to the Human Resources Center at least 10 working days in advance and must be taken consecutively within one month before or after the spouse's childbirth.

(4)Nursing Leave

Female employees who are breastfeeding infants under one year of age are entitled to one hour of nursing time per day; for multiple births, the nursing time will be extended by one hour for each additional infant. Nursing leave must be applied for in advance and the specific time must be confirmed. To take nursing leave, employees must follow the leave application procedure on Enterprise WeChat, stating the reason, and submit the original and photocopy of the infant's "Birth Certificate" to the Human Resources Center. The leave can only be taken after approval by the department head and the Human Resources Center.

**Overtime**

1.The company encourages employees to complete their work efficiently within working hours. If overtime is necessary due to work requirements, the company will prioritize compensatory leave. Overtime applications must be confirmed with the direct supervisor before the overtime occurs and submitted within three working days after approval. Overtime can be compensated with an equal amount of compensatory leave. In principle, overtime should be compensated with compensatory leave in the same month. If it is not possible to take compensatory leave in the same month due to work requirements, it must be taken within the current year.

2.If the company arranges overtime for employees due to production and operation needs, the employee must submit an overtime application through Enterprise WeChat, attaching attendance clock-in data and proof of work output. The overtime will be recognized after approval.

3.Overtime applications are calculated in units of one hour, starting from one hour after the normal working hours, and the minimum duration for an overtime application is one hour.

4.The following situations will not be recognized as overtime:

Overtime due to the employee's own failure to complete work tasks in time;

Overtime deemed by the direct supervisor or the Human Resources Center to have no value output for the company;

Failure to follow the overtime approval procedures;

Overtime applications by employees at or above the position level 7;

Other situations that should not be considered as overtime.

5.Overtime Benefits

Approved overtime applications can enjoy the following benefits:

Overtime exceeding 8:00 PM can be reimbursed for meal expenses, with a maximum of 50 yuan per meal, based on receipts;

Overtime exceeding 10:00 PM can be reimbursed for taxi fares, which must be applied for through Enterprise WeChat and approved. If the application is not made on the same day, it must be supplemented within three working days;

Overtime exceeding 10:00 PM can apply for accommodation in a capsule apartment.

Employees at or above the position level 7 can enjoy additional welfare leave as needed.

**Business Trips/Outings**

For official outings or business trips, employees must submit an application at least one day in advance on Enterprise WeChat, attaching the corresponding application reason materials. After approval by the direct supervisor and the Human Resources Center, the trip can be executed. In case of special circumstances where timely application is not possible, the approval procedures must be supplemented on the same day, and a simultaneous application must be made to the direct supervisor and the Human Resources Center via WeChat or phone.

Employees should clock out when they go out or on business trips. They need to clock out when they arrive at/leave the destination. If they travel outside or outside multiple places in a day, they need to clock out at each place, as detailed in the Business Trip Management System.

A single application for an outing shall not exceed seven days. In addition to the above approvers, business trip approvals also require the approval of the account manager before execution.

**Leave Management**

Employees must submit leave applications through Enterprise WeChat:

For leaves of three days or less:

Initiator → Direct Supervisor → HR

Approval 1 → Approval 2 → CC

For leaves of more than three days:

Initiator → Direct Supervisor → HRD → Attendance Management Position

Approval 1 → Approval 2 → Approval 3 → CC

Employees must arrange a duty agent in advance and complete the "Work Handover Form" before taking leave and submit it to the Human Resources Center to avoid delays in work due to leave.

Employees at or above the position level 7 must obtain approval from their direct supervisor and synchronize the leave information in the management group to ensure that the leave does not affect the company's work progress.

In case of special circumstances where it is not possible to submit the leave application process in time, the approval procedures must be supplemented within two days after the leave reason occurs or within one working day after returning to work (whichever is earlier). Failure to submit within the deadline will be treated as absence without leave.

Except for the company's welfare annual leave, other leaves, including but not limited to marriage leave, maternity leave, bereavement leave, etc., will be adjusted according to the changes in national policies.

Employees can only use the leave for the specific reasons applied for, and no compensation will be given for expired leave.

When the company approves leave, it shall be based on the relevant national or local regulations and the original valid supporting documents provided by the employee. If it is found that the employee provides false supporting documents, it will be considered a serious disciplinary offense.

Managers shall bear management responsibility for all approval contents. Failure to perform duties properly leading to incorrect approvals is considered a serious disciplinary offense.

Leave situations are part of the employee's overall work performance and are an important basis for career advancement and salary increases.

**Chapter 6 Compensation and Benefits**

**Compensation**

1.The company implements different salary systems based on different positions. The monthly salary is paid before the 10th of the following month (if the 10th is a rest day or statutory holiday, it will be postponed to the next working day).

2.Salary structure: Basic salary (+ performance bonus)

The company will conduct a comprehensive evaluation according to your completion of monthly, quarterly and annual performance assessment and the company's overall performance, to confirm individual annual performance, whether the bonus is paid and the proportion of payment.

**Benefits**

1. Social Insurance (Five Insurances) and Housing Provident Fund

2. Communication Allowance: Starting from the month after the probation period is passed.

|  |  |
| --- | --- |
| **Applicable Scope** | **Subsidy Amount（yuan）** |
| Sales, Human Resources, Project Managers, Department Heads | 200 |
| Others | 100 |

3.Certificate Subsidy:

|  |  |  |
| --- | --- | --- |
| Subsidy Price | | |
| Certificate Name | | Pengming (Yuan/Month) |
| First-Class Constructor | Construction Works | 1800 |
| Electromechanical Engineering | 2000 |
| Class II Constructor construction project | Construction Works | 1250 |
| Electromechanical Engineering | 2000 |
| Senior Engineer (Construction) | | 1000 |
| Intermediate Engineer (Architectural Art) | | 700 |
| Intermediate Engineer (Water supply and Drainage, plumbing) | | 600 |
| Intermediate Engineer (Structural) | | 600 |
| Intermediate Engineer (Electrical) | | 600 |

Note: If there are two certificates at the same time (construction and electrical engineering), the total subsidy: Construction Engineering Certificate subsidy \*100%+ Electrical Engineering Certificate subsidy \*50%. Only a single certificate, no hanging on the project, no certificate subsidies. For detailed rules, refer to the "Measures for the Administration of Employee Practicing Qualification/Professional Title Certificate".

4. Health Check-up: Available after one year of employment

5.Supplementary Medical: Available after two years of employment

**Chapter 7 Rewards and Disciplinary Penalties**

**Rewards**

The company encourages progress and advocates that employees love their jobs, take responsibility, have an innovative spirit and a sense of dedication, and identify with the company's business philosophy and corporate culture. Employees are encouraged to actively participate in operations and make suggestions. If the suggestions bring benefits to the company, outstanding employees will be rewarded by the company after application by the direct supervisor and the Human Resources Center and approval by the General Manager.

In addition, to encourage non-sales position employees with resources and sales channels to participate in revenue generation for the company, the "Universal Sales and Lease Incentive Method" has been formulated.

The company may set different reward methods for different awards, such as conferring honorary titles, issuing bonuses, awarding prizes, etc.

**Disciplinary Penalties**

1.Disciplinary Offenses

Disciplinary offenses by employees refer to actions that violate laws and regulations, company management systems, work discipline, operating procedures, and behavioral norms, which may or have already caused damage to the company. The company classifies disciplinary offenses into three levels based on their nature, severity, impact, and consequences: Level One disciplinary offenses, Level Two disciplinary offenses, and Level Three disciplinary offenses (serious violations of company regulations).

(1)Level One disciplinary offenses include but are not limited to:

Leaving the post without permission or engaging in activities unrelated to work during working hours (such as chatting, sleeping, playing games, reading materials unrelated to work, handling personal affairs, etc.);

Using company facilities and equipment (including company telephones, vehicles) for purposes unrelated to work;

Engaging in uncivilized behaviors such as littering, spitting, mistreating office area animals, smoking in no-smoking areas, etc.;

Entering restricted areas without permission or bringing non-employees into the company or relevant workplaces without authorization;

Failing to complete tasks assigned by the company within 24 hours after the deadline (except for uncontrollable factors);

Providing incorrect data or information to the company one or more times (excluding non-human factors), or submitting information without review and approval;

Violating departmental or job operating procedures, work requirements, or disobeying management or work arrangements;

Engaging in behaviors that may lead to the leakage of company information (including but not limited to: forgetting company materials, files, and carriers such as notebook computers recording such materials and files in public places, taxis, and other places where they should not be stored; discussing company information that is not allowed to be disclosed in public places, etc.), or inquiring about confidential information not within one's job responsibilities (such as others' salaries, etc.);

Sending personal express packages in the company;

(2)Level Two disciplinary offenses include but are not limited to:

Failing to properly keep company materials or information (including employee information, various original records, bills, receipts, or documents), including but not limited to unauthorized copying, destruction, abuse, etc.;

Spreading rumors, undermining unity, maliciously attacking or slandering colleagues, or causing disputes;

Using company resources (including but not limited to: facilities, equipment, materials, information, customer or potential customer resources, social relations, business reputation, etc.) for personal gain (for oneself or others);

Privately duplicating or lending access cards or other company identification documents, accounts to unauthorized personnel;

Engaging in, advising, or investing in businesses or companies that are the same as, similar to, or in competition with the company, regardless of whether income or benefits are obtained;

Representing the company in public activities without permission, or conducting examinations, negotiations, signings, bidding, auctions, etc., or making written or oral commitments to customers and business-related units, or providing guarantees, proofs, or engaging in business activities beyond one's job and authority;

Having relatives or in-laws working in the company without disclosing to the Human Resources Center in the first instance; in principle, relatives or in-laws are not allowed to work in the same team.

Clocking in at non-work locations once.

(3)Level Three disciplinary offenses (serious violations of company regulations) include but are not limited to:

Being continuously late or leaving early three times in a month, or a cumulative total of ten times or more in twelve months;

Accumulating two days or two instances of absence without leave in a month, or a cumulative total of four days or four instances (inclusive) or more in twelve months;

Causing at least one department in the company to be unable to work normally for eight hours;

Leading to the termination of cooperation with customers or business partners or causing the company to be held legally liable;

Except for fulfilling work duties and for the benefit of the company, making, using, or lending company blank contracts, papers or documents stamped with the company seal or bearing the company logo without authorization;

Affecting the normal management order of the company (such as causing panic among employees);

Causing negative impacts on the company's reputation, industry status, technical capabilities, social evaluation, and other intangible assets.

Engaging in theft, fraud, embezzlement, bribery, corruption, commercial bribery, infringement, dereliction of duty, and other illegal activities;

Employees profiting from their positions (regardless of the amount);

Working part-time for a third-party entity without permission;

Deceiving the company (including but not limited to submitting false leave applications or supporting documents; falsifying attendance, assessments, expense reimbursements; submitting false job application materials or personal information; concealing accident situations or potential hazards; submitting company data and reports that are intentionally inaccurate; concealing the fact of having a non-compete obligation with other competing entities, etc.), or engaging in dishonest behaviors such as forging or stealing company seals or documents;

Employees leaving their posts without submitting a resignation application, or leaving without approval after submitting a resignation application, or leaving before completing the offboarding procedures.

2.Penalty Methods

The company may impose different punitive measures based on the impact of the disciplinary offense, including verbal warnings, written warnings, financial penalties, and termination of the labor contract.

|  |  |  |  |
| --- | --- | --- | --- |
| Disciplinary Type | First Occurrence | Second Occurrence | Third Occurrence |
| Level One Disciplinary | Verbal communication and written/email warning by the direct supervisor | Written warning letter issued by the Human Resources Center | 5% of monthly salary per occurrence |
| Two Disciplinary | Verbal communication and written/email warning by the direct supervisor | Written warning letter issued by the Human Resources Center | 10% of monthly salary per occurrence |
| Level Three Disciplinary | Direct termination without economic compensation | - | - |

(1)For Level One disciplinary offenses, Level Two disciplinary offenses, and Level Three disciplinary offenses, the first occurrence will result in verbal communication and a written/email warning from the direct supervisor. The second occurrence will result in a written warning letter issued by the Human Resources Center (without the need for management authorization). The third occurrence will result in a financial penalty of 5% or 10% of the monthly salary, depending on the severity of the situation.

(2)The person responsible for a Level One disciplinary offense will bear the penalty for that offense; the person responsible for a Level Two disciplinary offense or a Level Three serious disciplinary offense will bear the corresponding penalty, and their superior will bear corresponding management liability based on the actual situation.

(3)If an employee's disciplinary offense causes economic or reputational damage to the company, the employee shall compensate the company for the losses. The employee will bear 40% of the loss amount, and the direct supervisor and department will bear 60% of the loss amount. The company has the right to directly deduct the corresponding compensation from the employee's labor remuneration or other payments due to the employee. The penalty can be calculated monthly based on the severity of the employee's disciplinary offense, with a maximum deduction of half of the monthly salary each time.

(4)If the company fails to penalize an employee for a disciplinary offense in a timely manner, it does not mean that the company has waived its right to penalize. The company may exercise its penalty rights at any time in accordance with this method.

(5)For the above financial penalties, if an employee is unable to bear them in the short term, they may apply to the Human Resources Department for policy exemption. The application will be reviewed based on specific circumstances, and additional work responsibilities may be used as an alternative form of compensation.

**Chapter 8 Employee Code of Conduct**

**Daily Etiquette**

1.Dress Code

Employees should wear appropriate attire in suitable occasions, especially during internal and external activities, and follow the dress code requirements of the event. To maintain a professional office image, all employees should pay attention to the coordination of their attire. Employees' clothing should be neat, beautiful, dignified, and elegant. Wearing clothing that damages the office image, such as spaghetti straps, shorts, mini-skirts, flip-flops, etc., is prohibited.

2.Interpersonal Relations

Front desk and other service positions should be patient when receiving customers and answering inquiries, and follow basic reception etiquette.

3.Elevator Use

When the elevator is crowded, priority should be given to external customers for the use of the passenger elevator; transporting garbage and cleaning items is prohibited in the passenger elevator.

4.Office Environment

Maintain a clean and tidy daily office desk and office environment. Establish an energy-saving awareness and use air conditioning reasonably. Each employee has the responsibility and obligation to ensure that personal computers, screens, and other electrical devices are turned off when leaving the office.

**Confidentiality Requirements**

During the employment period, employees should minimize contact with the company's confidential information unless it is necessary for the performance of their duties. Employees have the responsibility to keep the company's confidential information and strictly遵守 the company's confidentiality regulations and systems. For situations not explicitly stipulated, employees should act with caution and honesty and take necessary and reasonable measures to maintain the confidentiality of the information.

Unless it is for the performance of duties or as required by law, employees shall not disclose, inform, publish, transfer, or otherwise make the company's confidential information known to third parties, or use the company's confidential information for purposes other than the performance of their duties.

The obligation of confidentiality starts from the day the employee joins and continues to be effective after the termination of the labor relationship. After the termination of the labor relationship, employees must return all documents and materials (including copies) containing or involving the company's confidential information to the company. Any confidential information held by the employee in any form (such as tapes and computer disks) should also be returned or completely erased. For confidentiality upon leaving: The company reserves the right to pursue any financial losses caused by the leakage of information such as company procurement prices, profit margins, quotations, and schemes.

**Chapter 9 Other**

**Expense Reimbursement**

1.Application Method

(1) Expenses related to Pengming should be submitted for approval on Red Circle, and expenses related to Jinshang should be submitted for approval on DingTalk.

(2) After approval, please submit the paper invoices to the financial management personnel for review, and upload electronic invoices in the application process.

2.Reimbursement Requirements

(1) For overtime meal expense reimbursement, please indicate the date and time of overtime, provide a receipt or payment voucher, and an invoice. The reimbursement standard is a maximum of fifty yuan per meal per person, and the actual payment amount will be reimbursed within the standard based on the receipt.

(2) For taxi fare reimbursement, a trip sheet (with time, location, and destination) must be provided, marked with the reason, and an invoice must be attached.

(3) For miscellaneous project expenses, it is advisable not to go through the monthly reimbursement process. Instead, a general expense application should be made at the time of occurrence, with an invoice and payment voucher provided.

(4) For communication expense reimbursement (standards are attached later), submit the corresponding month's communication expenses as notified by finance.

(5) All reimbursements have a maximum deadline of six months. Expenses exceeding six months will not be reimbursed.

(6) Business trip expenses (see detailed business trip expense reimbursement standards) should be submitted within one week of returning to the company and do not need to follow the monthly reimbursement cycle. If there is a loan, it should be noted in the reimbursement form.

(7) Please submit applications within the reimbursement deadline notified by finance. Applications submitted after the deadline will be postponed to the next period.

**Library Borrowing**

The company has a book corner with open-shelf self-service borrowing. Employees can apply for book borrowing through Enterprise WeChat.

Each employee can borrow two books per month, and the borrowing period is 30 days, with one renewal allowed for an additional 15 days.

All borrowed books should not be folded, marked, circled, torn, or dirtied. In case of serious damage or loss of books, compensation at the original price of the book is required.

**Capsule Apartment**

For employees who need to stay due to overtime, physical discomfort, or other special circumstances, the company provides a capsule apartment for free temporary accommodation.

During working hours, employees can apply to stay in the capsule apartment for a rest period of up to 45 minutes on the same day, but they cannot apply for overtime on the same day.

Employees can submit an application through Enterprise WeChat and collect the accommodation card from the front desk before 6:00 PM on the day of stay.

In case of special circumstances where an application is not made in advance, or the accommodation card is not collected before 6:00 PM, employees can go to the exhibition board in Office Area 209 to collect the accommodation card. Since there is only one accommodation card to avoid resource shortage, please try to apply in advance.

**Parcel Delivery and Collection**

1.Sending Parcels

(1) due to business delivery, need to consult and receive SF monthly settlement code, complete the order, contact the Courier to pick up the package.

(2) mail orders, please fill in the sender information, so that the company regularly audit.

(3) Non-cooperative express delivery companies shall advance the arrival fee in advance, and then reimburse the fee. For details, refer to the Monthly Reimbursement System.

(4) It is forbidden to send and receive personal express in the company.

2.Receiving Parcels

(1) After receiving the courier's information, please collect the parcel in a timely manner. The company hall and front desk do not keep parcels.

(2) Parcels not collected in time can be picked up from the B2 level parcel rack.

**Official Outings and Vehicle Use**

1.For official outings and vehicle use, an application must be submitted at least one day in advance on Enterprise WeChat. The application should indicate the departure time, number of people traveling together, whether a round trip is needed, return time, and destination address.

2.Vehicle use should prioritize the company's vehicles. If they are not available, a taxi can be applied for.

3.For taxi outings, taxis or Didi Express are preferred. The taxi fare must be prepaid, and the invoice and trip sheet should be kept for reimbursement.

4.Unapproved taxi fares will be borne by the individual; all taxi fares will be included in the department or project costs. Taxi fare reimbursement follows the monthly reimbursement submission process, for details, please refer to the "Monthly Reimbursement System."

**Chapter 10 Supplementary Provisions**

This "Employee Handbook" has been approved by the General Manager and applies to all employees.

Matters not covered in this handbook shall be handled in accordance with national laws and regulations and the company's relevant provisions.

The interpretation rights of this handbook belong to the Human Resources Center. For any unclear matters, please consult the Human Resources Center.

This handbook shall be effective from the date of issuance until the next revision.

I have received and fully understood the company's

"Employee Handbook" and its regulations and rules.

I hereby commit to strictly abide by the above-mentioned rules and regulations of the company, and agree to enjoy the corresponding rights and fulfill the obligations stipulated in the above-mentioned system in accordance with the aforementioned system. In case of any violation, I agree to accept the various treatments made by the company in accordance with the relevant regulations.

Confirmation

Employee's ID Number:

Employee's Signature:

Date: January , 2025