



**Prinx Chengshan Holdings Limited**

**浦林成山控股有限公司**

**(“Prinx Chengshan” or “the Company”)**

Stock Code: 1809.HK

## **Employee Diversity Policy**

**(This Code shall take effect on December 16, 2025)**

## **I. Policy Objectives**

Diversity is one of the core values of Prinx Chengshan. Creating an equal, inclusive, and diverse working environment to ensure all employees have fair opportunities free from discrimination is a crucial element for the Company to attract, retain, and motivate talents, as well as to achieve high-quality and sustainable development. The Company is committed to building a diverse, equal, and inclusive workplace, respecting and valuing employees' differences in terms of gender, age, ethnicity, race, religion, disability status, marital status, sexual orientation, gender identity, cultural background, educational experience, work experience, and other aspects, and fostering a diverse workforce. By formulating and implementing this Policy, the Company aims to recruit diverse talents, provide equal opportunities and development space for all employees, eliminate discrimination, enable all employees to gain a sense of belonging, respect, and recognition, stimulate their innovative potential, and enhance the Company's competitiveness.

## **II. Scope of Application**

This Policy applies to all employees of the Company and its subsidiaries, including full-time and part-time employees, interns, and temporary workers, as well as senior management personnel.

## **III. Policy Provisions**

### **(I) Recruitment and Employment Process**

1. The Company shall take concrete actions to extensively recruit and attract diverse talents and ensure the fairness and equality of the recruitment process. The recruitment process shall strictly comply with relevant laws and regulations. No form of discriminatory criteria shall be set in recruitment based on factors such as gender, age, ethnicity, race, religion, disability status, sexual orientation, and cultural background. The core recruitment criteria shall be solely based on the competencies, skills, and experience required for the position.
2. Broaden recruitment channels, cooperate with international talent agencies, various talent platforms, employment agencies for persons with disabilities, ethnic minority talent organizations, etc., to release recruitment information and attract talents from diverse backgrounds.
3. Provide necessary assistance to candidates from other regions and foreign countries, such as arrangement of interview time, visa consultation, accommodation recommendations, and traffic guidance, to ensure their smooth participation in the recruitment process.
4. During the interview process, interviewers shall receive training on diversity recruitment and refrain from asking irrelevant and discriminatory questions that are not related to the position.
5. When making employment decisions, the Company's management shall fairly and impartially consider candidates from diverse backgrounds, make employment decisions based on candidates' demonstrated abilities and performance, and avoid any potential bias or discrimination.

### **(II) Promotion and Career Development**

1. Formulate clear and transparent promotion criteria and employee development processes. With employees' job performance, professional competence, teamwork capability and development potential as the main evaluation criteria, the Company will provide career development opportunities such as promotion and job rotation, and make such

opportunities open to all employees to ensure the fairness of promotion and career development opportunities.

2. Conduct regular reviews on promotion status, analyze the promotion rates of employees from diverse backgrounds. If a certain group is found to have a relatively low promotion rate, promptly identify the causes and take corresponding improvement measures.
3. Provide special leadership training, career planning guidance and mentorship programs for employees from underrepresented groups such as women, employees of different ethnicities and employees with disabilities, helping them improve professional literacy and capabilities and break through career development bottlenecks.
4. Cross-departmental job rotation opportunities shall be open to all eligible employees, and a fair selection mechanism shall be implemented to enable employees to accumulate experience in different positions and achieve all-round development.
5. Establish diversified succession channels for management positions, and implement appropriate succession plans based on the requirements of different management roles, so as to attract employees with potential to take up management positions at all levels.

### **(III) Inclusive Workplace Development**

1. Respect employees' religious beliefs and cultural customs, and provide necessary convenience and support in work arrangements, team activities, festival celebrations and other aspects. For example, grant leave on religious festivals that comply with the religious rules of employees with religious beliefs, and offer diverse catering options in the company canteen to meet employees' varied dietary needs.
2. Support the establishment of various employee resource groups, such as cross-cultural communication groups, women employees' development groups and mutual-aid groups for employees with disabilities, providing a platform for communication, emotional support and channels for expression, so as to promote mutual understanding and inclusiveness among employees.
3. Strictly implement the anti-discrimination and anti-harassment policy, explicitly prohibiting any form of discriminatory remarks, behaviors and workplace harassment, including but not limited to malicious treatment based on gender, ethnicity, religion, sexual orientation and other factors. Establish dedicated complaint channels, such as anonymous complaint mailboxes and hotlines, conduct timely and impartial investigations and handling of complaints, and impose corresponding disciplinary actions on violators in accordance with company regulations, up to and including dismissal.

#### **Complaint Channels**

- 1) Direct Supervisor or Department Head: Report issues directly to the immediate supervisor, applicable for the rapid resolution of internal department conflicts.
- 2) Human Resources Center/Department: Responsible for coordinating labor relations and handling labor disputes related to compensation, benefits, performance, etc.
  - a) Hotline of Human Resources Center/Department of the Listed Company: 0631-7512091 or 7523093;
  - b) Hotline of Human Resources Department of Thailand Company: 033268760 or 033268761 (ext. 6039).
- 3) Trade Union or Employee Representative Congress: Statutory representative organizations for employees' rights and interests, safeguarding the collective interests

of employees. Hotline of the Trade Union of the Listed Company: 0631-7518818.

- 4) The Company Internal Complaint System/Mailbox: In line with the trend of digital management, facilitating anonymous or public submission of issues. Complaints and reports can be submitted via email: whistleblower@prinxchengshan.com.
  - 5) Compliance Complaints to Legal/Internal Audit Department: Handling disciplinary violations and irregularities.
    - a) Complaint Hotline of the Legal Department of the Listed Company: 0631-7527135;
    - b) Complaint Hotline of the Internal Audit Department of the Listed Company: 0631-7520235.
  - 6) Anonymous Suggestion Box: Protecting the privacy of the whistleblower, applicable for sensitive issues. Suggestion boxes are placed in the factory and dormitory areas of Shandong Company; a General Manager's mailbox is placed in the staff canteen of Thailand Company.
4. Provide employees with a comfortable and safe working environment, and make reasonable adjustments according to employees' special needs. For example, set up barrier-free access and adapt office equipment for employees with disabilities, and provide mother-and-baby rooms for lactating female employees.

**(IV) Compensation and Benefits**

1. Implement an equal pay for equal work system to ensure that employees holding the same position, performing the same job duties and possessing the same level of competence receive equal remuneration, free from any impact of factors such as gender, age, ethnicity or religion.
2. Conduct regular audits of the compensation system to review pay disparities among employees from diverse backgrounds. If any unreasonable gaps are identified, make timely adjustments to ensure pay equity.
3. Provide diversified welfare support to meet the needs of different employees. For instance, offer medical insurance benefits to foreign employees and their family members, provide childcare subsidies for employees with children, and grant subsidies for the purchase and maintenance of assistive devices to employees with disabilities.

**(V) Training and Awareness Enhancement**

1. Deliver diversity and inclusion training to all employees through various formats, including online courses, offline seminars, case studies and role-playing exercises.
2. Strengthen targeted training for recruiters and managers, enhancing their awareness and capability to implement the diversity policy throughout recruitment, performance management, promotion and other related processes, so as to prevent personal biases from affecting decision-making.
3. Incorporate the promotion of workforce diversity into managers' performance assessment indicators, such as the promotion rate of employees from diverse backgrounds within the team, employee satisfaction with the inclusive workplace, and participation rate in diversity training, to urge managers to actively implement the diversity policy.

**(VI) Special Support Policies for Special Groups**

1. Support for Employees with Disabilities  
In addition to providing necessary barrier-free facilities, make job accommodation adjustments based on the specific needs of employees with disabilities, such as simplifying

operational procedures and providing assistive software and tools. Offer psychological counseling and vocational skills retraining to help them adapt to job changes and meet career development requirements.

2. Support for Foreign Employees

Provide language training for foreign employees, including Cantonese and English courses, to facilitate their better integration into the work and living environment. Offer guidance on Hong Kong's laws, regulations, cultural customs and other relevant aspects, and assist them in resolving issues encountered during work and daily life in Hong Kong.

3. Support for Gender Equality

Prohibit discrimination based on factors such as employees' marital or maternity status and gender, and safeguard female employees' equal rights in recruitment, promotion, compensation and other aspects. Implement a flexible maternity leave and paternity leave system to encourage male employees to actively participate in family care. Establish a special working group against workplace sexual harassment and set up a rapid response and handling mechanism.

**(VII) Data Monitoring and Continuous Improvement**

1. Regularly collect diversity-related data of employees, including information on gender, age, ethnicity, religion, disability status and sexual orientation. All data shall be anonymized to strictly protect employee privacy.
2. Analyze diversity data throughout recruitment, promotion, turnover and compensation processes to evaluate the implementation effect of the policy, such as the recruitment rate, promotion rate, turnover rate and pay gap of employees from diverse backgrounds.
3. Extensively gather employees' feedback and suggestions on the diversity policy through employee satisfaction surveys, focus group interviews, suggestion boxes and other channels.
4. Conduct regular evaluations and revisions of this policy based on data analysis results and employee feedback, continuously improve the policy content and implementation measures, and ensure the policy's effectiveness and adaptability.

**IV. Policy Implementation and Supervision**

1. The Human Resources Center is the primary department responsible for policy implementation. It shall take charge of the specific execution of various policy measures, organizing training activities, collecting and analyzing data, and handling relevant complaints.
2. Managers of each department are the first persons responsible for the implementation of this Policy within their respective departments. They shall be responsible for enforcing this Policy in daily management work and fostering an inclusive team atmosphere.
3. The Company shall regularly report on the implementation status of this Policy to the Board of Directors and the Employee Representative Congress, subject to their supervision and guidance.
4. All employees of the Company are entitled to access this Policy. The Company reserves the right to revise, alter or abolish this Policy at any time for any reason. The Company will review this Policy on a regular basis and revise it when necessary. Employees will be promptly notified of any updates to this Policy. The latest version of this Policy shall be published on the Company's official website (<https://www.prinxchengshan.com/>).

**V. Policy Effectiveness and Interpretation**

1. This Policy shall enter into force on December 16, 2025 upon approval by the Board of Directors.
2. The interpretation and revision of this Policy shall be the responsibility of the Company's Board of Directors.