

China Everbright Limited

Employee Rights and Benefits Statement

I. Employee Rights and Benefits

Staff of China Everbright Limited (“CEL” or the “Company”) mainly consist of regular employees and contractors. CEL abides by the laws and regulations of where it operates and ensures the rights of all staff members, including regular employees and contractors, to compensation for their work, rest and vacation, occupational safety and health, professional skills training, and social security and benefits.

CEL also provides many non-salary benefits for all staff members including both regular employees and contractors, which mainly include:

- (1) (for mainland staff) social security including pension insurance, medical insurance, unemployment insurance, and work-related injury insurance, and the housing fund; (for Hong Kong staff) Mandatory Provident Fund Scheme (MFP scheme) / Occupational Retirement Scheme (ORSO scheme), commercial medical insurance, and life insurance, etc.;
- (2) red packets for joyous occasions, get well gifts for hospitalization, and condolence money for the passing of immediate family members;
- (3) annual physical examination;
- (4) Employee Assistance Programme (EAP); and
- (5) other benefits such as allowance for lunch, transportation, and cell phone plans.

CEL puts great care in employees’ physical and mental health and has taken a wide array of measures to help them achieve work-life balance. CEL has launched the Employee Assistance Programme (EAP) in 2018 in which external professionals would provide advice and assistance to those who face difficulties in their personal life, family or work, in order to improve their mental wellbeing and enhance their commitment and satisfaction at work.

In addition, by organising different kinds of training and recreational activities each year, such as potted plants activities and traditional Chinese medicine seminars, CEL encourages staff to maintain a vibrant lifestyle outside the workplace, thereby achieving a better work-life balance.

II. Employee Communication and Appeals

(I) Employee Communication

When a departing staff member is going through the exit procedures, a representative of Human Resources and Corporate Administration will arrange a one-on-one talk in line with the requirements of *Exit Interview*. The purpose of such interviews is to understand and record the person's reason for leaving and his/her comments and suggestions regarding his/her job position and duties, the corporate environment, and CEL operations, etc. Information gathered from these interviews will be compiled into report to the Senior Management and facilitate improvement in response to the key feedbacks, so as to raise current staff's satisfaction with CEL's management and operations.

(II) Employee Violations and Appeals

All staff members must strictly abide by the terms and provisions of the Staff Handbook. Where a staff member violates applicable laws, regulations, codes, or guidelines issued by authorities, or the internal codes, procedures, or guidelines issued by CEL, the Management Decision Committee (MDC) will conduct a review and impose the appropriate disciplinary action. Violations involving MDC members are reviewed and handled by the Board.

A staff member has the right to appeal if he/she is dissatisfied with a disciplinary decision taken against him/her. Such appeal must be made in writing to the Chairman of MDC within 7 days after receiving the relevant decision. The written appeal must also explain clearly the details and reasons of the appeal. The Chairman of MDC will make the final decision. CEL will keep the person's name, department, position, family status, contents of the appeal, and other personal information strictly confidential.