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# Control Procedure for Prohibiting Forced Labor Management

**No.: P-SA03**

Version number: D-07

## Prohibit forced labor management and control procedures

### 1.0 Purpose

In order to protect the personal freedom of employees, ensure that the employees employed by the company are voluntarily employed.

### 2.0 Scope

Suitable for all employees of the company.

### 3.0 Responsibilities

The HR Department develops this procedure and is responsible for monitoring the implementation.

### 4.0 Working procedure

4.1 All employees shall be voluntarily employed, and shall not use prisoners, prison workers, debt payment workers, etc.

4.2 No department or anyone of the company shall collect money or physical objects from the employees as "deposit" for entering the factory, nor shall they detain or mortgage the resident ID card, temporary residence permit and other certificates of personal identity.

4.3 Employees do not need to pay any deposit or training fee when entering or leaving the factory. All certificates can be copied by the Human Resources Department and retained, and the original documents can be returned to the employees

4.4 It is strictly prohibited for any department or anyone to give corporal punishment, beating, body or insult to employees, or lock the workplace and the employee dormitory to restrict the personal freedom of employees.

4.5 It is strictly prohibited for any department or anyone to force employees to work by means of violence, threat or illegal restriction of personal freedom.

4.6 Employees can freely access to and exit the dormitory and outside the factory during non-working hours. The security guard is only to prevent unauthorized people or vehicles from entering the factory and prevent people from stealing the factory property.

4.7 Security posts are set to maintain the normal safe production and life order of the factory; the factory will not use security guards to perform forced labor such as threatening and beating the employees; an important duty of security staff is to maintain the personal and property safety of the employees from injury.

4. 8 No link in the production process shall be assigned to compulsory or imprisoned labor.

4.9 Employees have the freedom to drink water and go to the bathroom at work. They only need to report it to the group leader orally, but should not leave in groups or deliberately work in this way.

4.10 If the employee leaves in the normal way (i. e. 30 days in advance), the factory will not punish him in any way.

4.11 The Company does not allow any intimidation, such as frightening, humiliating or deceiving actions, harsh words, physical contact, are unacceptable behavior

4.12 When the employee makes mistakes, he shall conduct communication education, oral warning or written warning according to the normal management procedures. No one shall use security guards to take oppressive incidents from the workers

4.13 If the employee feels forced labor, he / she can report the matter to the department head, employee representative or submit it in writing to the " Manufacturing Center

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General manager suggestion box " shall be handled by the production management department. If there is a major event, you can convene an employee representative meeting and make a handling plan at the employee representative meeting.

4.14 All suppliers with business contacts with the Company shall comply with the Company's No Compulsive Labor Management and Control Procedures.

#### 5.0 Related documents

The Labor Contract Law of the People's Republic of China

The ILO Convention

#### 6.0 Relevant records

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#### 7.0 Document change history

| order | number  | version number | Change the content                   | expurgator   | date       |
|-------|---------|----------------|--------------------------------------|--------------|------------|
| 1     | P-SA 03 | B-01           | New documents                        | Liu Qing     | 2013-12-3  |
| 2     | P-SA 03 | C-01           | Version Change C-01                  | Liu Qing     | 2015-12-1  |
| 3     | P-SA 03 | D-01           | Version change                       | Zhang Dandan | 2018-2-12  |
| 4     | P-SA 03 | D-02           | Management generation change         | Zhang Dandan | 2018-5-18  |
| 5     | P-SA 03 | D-03           | Organizational restructuring changes | Zhang Dandan | 2019-1-15  |
| 6     | P-SA 03 | D-04           | Management generation change         | Zhang Dandan | 2019-4-30  |
| 7     | P-SA 03 | D-05           | Organizational restructuring changes | Zhang Dandan | 2019-12-25 |
| 8     | P-SA 03 | D-06           | Organizational restructuring changes | Zhang Dandan | 2021-1-25  |
| 9     | P-SA 03 | D-07           | Organizational restructuring changes | Zhang Dandan | 2022-4-1   |