

FANHUA Inc.

Anti-discrimination and Anti-harassment Policy

Human Resources Center

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Chapter 1 General Provisions

1.1 Purpose

In order to create a healthy, fair, safe and harmonious workplace, prevent discrimination and sexual harassment among employees, ensure that each employee is treated equally in terms of recruitment, salary, training, promotion, dismissal, etc., and protect the personal dignity and employees' legal rights and interests, FANHUA formulates this policy.

1.2 Scope of application

This policy applies to all employees including managers, employees, interns, etc. at the headquarters, directly affiliated secondary departments and provincial branches.

Chapter 2 Anti-discrimination and Anti-harassment

2.1 Anti-discrimination

2.1.1 Definition of discrimination

Discrimination refers to those workers who have the same ability, education, training and experience and show the same labor productivity, however due to non-economic personal characteristics, they were treated unfairly in employment, occupational choice, promotion, salary, training, etc..

Non-economic personal characteristics mainly refer to race, gender, appearance, age, family background, ethnic traditions, religion, physical fitness and ethnicity.

2.1.2 Prohibition of discriminatory behavior

Prohibition of discriminatory behaviors includes but is not limited to:

1. Employees are recruited based on their ability without any discrimination based on race, gender, appearance, age, family background, ethnic traditions, religion, physical fitness and ethnicity;
2. Equal starting pay for employees with similar ability in similar position;
3. Salaries, bonuses and training provided to employees are determined based on work performance rather than non-economic personal characteristics.
4. All hiring (promotion) decisions must be based on the ability required to complete the job.
5. Female employees should not be discriminated against or fired after pregnancy, but the company shall adjust their positions based on their physical condition.

6. Employees who had made mistakes should not be discriminated against in their current jobs if they have been punished accordingly and have corrected their errors.

7. Dismissal of employees must be based on rules to avoid discrimination;

8. Prejudicial language, imitation, jokes, or unfriendly, threatening or intimidating behaviors targeting employees' race, gender, appearance, age, family background, ethnic traditions, religion, physical fitness and ethnicity are prohibited.

9. Displaying or sharing discriminatory or unfriendly texts, pictures, or materials in the workplace based on race, gender, appearance, age, family background, ethnic traditions, religion, physical fitness and ethnicity against individuals or groups are prohibited.

2.2 Anti - sexual harassment

2.2.1 Definition of sexual harassment

Sexual harassment means a person makes an unwelcome conduct, of a sexual nature however not yet constitute forced molestation or rape, to another person that includes unwelcome sexual attention, physical contact, talking about issues of a sexual nature, or making a sexual advance through language, actions, environment arrangement or other means for the purpose of venting sexual desires. It also amounts to sexual harassment if one finds the work environment sexually hostile making one feel annoyance, intimidated, and mental illness.

Sexual harassment can be the following three types of behaviors:

1. Verbal sexual harassment

Verbal sexual harassment refers to making sexual remarks in person that make one feel embarrassed or uncomfortable, such as telling sexual jokes in person or in public, sending pornographic images or videos, or making sexual remarks about the victim.

2. Behavioral sexual harassment

Behavioral harassment generally refers to making vulgar and obscene actions that make one feel uncomfortable, making physical contact, especially private parts of the victim, etc.

3. Environmental sexual harassment

Environmental sexual harassment refers to arranging the environment to make one feel uncomfortable and violated, such as showing sexually stimulating pictures, books, audios and videos.

2.2.2 Prohibition of sexual harassment

Prohibition of sexual harassment includes but is not limited to the following behaviors:

1. It is prohibited to ask about personal sexual privacy and sex life;
2. It is prohibited to use sexual language, sexual jokes, or written or oral references to sexual behavior;
3. It is prohibited to make sexual remarks about one's clothing, appearance, figure, sex life, flaws, or abilities;
4. It is prohibited to touch or caress other people's bodies with sexual connotations, rub around another person with sexual intention, forcibly putting shoulder or arm on others, deliberately standing close to others, etc.;
5. It is forbidden to make sexual gestures with hands or through body movements, look at others with elevator eyes, etc.;
6. It is prohibited to directly or indirectly express sexual submission as a condition of employment;
7. It is prohibited to ask for sexual services in exchange for benefits, or even forceful sexual behavior;
8. It is prohibited to display items with sexual connotations, such as pornographic books, posters, audio and video products, etc.;
9. It is prohibited to create a sexually intimidating, unfriendly, humiliating or offensive work environment.

Chapter 3 Reporting Procedures

3.1 The company has a zero-tolerance towards any form of discrimination and sexual harassment, and complaints as such shall be handled in a just and impartial manner.

3.2 Any workplace participant who believes that he or she is a victim of discrimination or sexual harassment or witnessed any discrimination or sexual harassment shall act promptly to their direct superiors, the company's human resources center or other reporting channels.

3.3 When employees are discriminated against or sexually harassed, the following measures should be taken: (1) stop the actions in progress; (2) complain the actions to the human resources or the risk control and audit department.

3.4 The complainant shall provide the following complaint information to the person in charge in written or electronic form within 30 days from the date of occurrence: (1) name of the complainant; (2) name of the complaine; (3) time, place, and actions of the discrimination/sexual harassment occurred; (4)

other relevant evidence.

FANHUA complaint email: er@fanhuaholdings.com

3.5 On receiving a complaint, the company will investigate and decide within a reasonable time.

3.6 If a case involves violation of national laws and regulations, the matter will be reported to the Police.

3.7 The company will protect the privacy and legal rights and interests of the complainant. All complaints will be confidential and the complainant will not be treated unfairly.

Chapter 4 Investigation and Punishment

4.1 The company's human resources and administrative department will be in charge of conducting investigations, and may entrust them to external law firms, women's federations, public security and other organizations.

4.2 In order to ensure the independence of the investigation, all information and records related to a complaint are confidential and shall only be disclosed to relevant staff on a need-to-know basis. Relevant staff own the obligation to sign a nondisclosure agreement.

4.3 During the investigation, the company has the right to suspend the complainees' position and require him or her to take a leave (take personal leave if the complainees do not have enough paid leave).

4.4 After investigation, the company will take corresponding punishment for any acts of discrimination and sexual harassment, including but not limited to warning letters, job transfers, demotions and salary cuts, and termination of labor contracts. To avoid secondary victimization, the company also has the right to take measures by adjusting the perpetrators to a position where it is difficult for them to come into contact with the victims. Regarding the punishment of job transfer, demotion and salary cuts, the employees should comply with the adjustments. Refusal to comply will be deemed as a disciplinary violation, and a serious violation of the company's regulation. The company has a right to terminate the labor relationship with them.

Chapter 5 Supplementary Provisions

5.1 The company's human resources center is responsible for revising and interpreting the policy.

5.2 For circumstances that are not covered by the policy, the company will handle them in light of the actual situation.

5.3 The company's human resources center is responsible for any modifications and additions to this policy, which will be promoted within the company.

5.4 The policy will be effective from the date of issuance. In the event of any discrepancies between this policy and previous policies, this policy shall prevail.