

Top Form Social Policy

黛丽斯社会政策

Top Form International and its principle subsidiaries (“Top Form”) is committed to the highest standards of business and ethical behaviour and recognises our corporate responsibility to uphold and protect our people at the workplace. This Social Policy provides a coherent guideline that states the requirements of our employment process and expectation for our employee to ensure ethical labor practices are embedded in our daily operation. This policy is guided by the United Nations Guiding Principles on Business and Human Rights and the principles contained in the International Bill of Human Rights and the International Labour Organization Declaration on Fundamental Principles and Rights at Work.

黛丽斯国际有限公司及其属下公司（“黛丽斯”）致力于最高标准的商业道德行为，并承诺我们在工作场所维护和保护雇员的企业责任。该社会政策提供了指导方针，阐明了我们的雇用要求和对雇员的期望，以确保劳工道德的实践融入我们日常运营中。这政策以《联合国工商业和人权指导原则》以及《国际人权法案》和《国际劳工组织工作中的基本原则和权利宣言》所载原则为指导。

Compliance with Local Laws 遵守当地法律

Top Form policies and procedures are regularly reviewed and updated to ensure in compliance with relevant laws, rules and regulations.

黛丽斯定期检讨及更新政策和工作流程，以确保符合相关法律、法规和条例。

Health & Safety 健康与安全

A healthy and safe work environment is provided to our employees. Top Form’s Health & Safety Standard is enforced in all operating countries.

为雇员提供健康安全的工作环境。黛丽斯的健康与安全标准在所有运营单位都得到执行。

Working Hours 工作时间

Employee’s working hours are in compliance with local laws. Employee’s overtime is self-voluntary and sufficient time-off to rest is provided.

雇员的工作时间符合当地法律。加班是自愿的，并提供足够休息时间。

Pay & Benefits 薪资与福利

Top Form provides employees with wages, and benefits are in accordance to applicable laws.

黛丽斯根据相应的法律法规为雇员提供薪酬福利。

Freedom of Association 结社自由

The lawful exercise of employees’ right of free association and collective bargaining are respected and not restricted or interfered in, and employees lawfully exercising those rights are not threatened or penalized.

雇员自由结社和集体谈判权的合法权益受到尊重，不受限制或干涉，合法行使这些权利的雇员不受威胁或惩罚。

No Forced Labor 不强迫劳动

Any forms of forced and compulsory labor are prohibited, including but not limited to prison labor, indentured, bonded,

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involuntary or slave labor, and recruitment fee is not borne by migrant workers.

禁止任何形式的强迫劳动，包括但不限于监狱劳动、契约劳动、抵押劳动、非自愿劳动或奴隶劳动。外地劳工不需承担招工费。

No Child Labor 禁止童工

To ensure the development, health and safety of young people, Top Form employs people who are at least 18 years of age in our operating countries. Some exceptions are accepted for individuals between the age of 15 and 17 only when workplace learning or profession with on-the-job training is part of their education path (e.g. internship, apprenticeship).

为确保青年人的发展、健康与安全，黛丽斯在所有运营单位雇用的雇员年纪均不少于 18 岁。仅当依法提供在职学习或培训时，才接受 15 至 17 岁的人士（如学徒和实习生）。

No Discrimination 禁止歧视

Discrimination in employment is prohibited. Discrimination includes but not limited to gender, race, religion, age, physical or mental disability, sexual orientation, nationality, political opinion, social class or ethnic origin.

禁止就业歧视。歧视包括但不限于性别、种族、宗教、年龄、身体或精神残疾、性取向、国籍、政治观点、社会阶层或族裔。

Anti-Violence 反对暴力

No violence or threat of violence, corporal punishment, or any other form of physical or psychological coercion against employees is allowed.

不允许对雇员使用暴力或暴力威胁、体罚或任何其他形式的身体或心理胁迫。

Anti-Harassment 禁止骚扰

All forms of harassment and abuse to employees are prohibited. 禁止对雇员进行任何形式的骚扰和虐待。

Anti-Corruption 反对腐败

All forms of corruption, including extortion and bribery are prohibited. Top Form's Code of Conduct is in place for all employees, agencies and suppliers to comply with.

禁止一切形式的腐败，包括勒索和贿赂。黛丽斯的行为守则已落实到位，所有员工、合作机构和供应商均需遵循。

Approved by: Kevin Wong (CEO)

审批人：首席执行官黄启聪

Approved in April 2021

审批日期：2021 年 4 月

Issued in April 2021

发布日期：2021 年 4 月