

## Ninestar Corporation

### Employee Rationalization Suggestions and Appeal Policy

#### 1. Purpose

To further enhance the company's management level, protect employee rights, encourage active employee participation in company management, and facilitate channels for employees to express rationalization suggestions and appeals, this policy is established. By creating a rationalization suggestion and appeal mechanism, the company aims to collect valuable opinions and suggestions from employees, promptly identify and resolve management issues, promote positive interactions between the company and employees, foster an open, fair, and just working environment, and improve employee satisfaction and overall operational efficiency.

#### 2. Scope of Suggestions and Appeals

This policy applies to all employees of the company and covers the following areas of rationalization suggestions and appeals:

- (1) **Work Processes and Efficiency:** Suggestions related to optimizing work processes, improving work efficiency, and reducing resource waste, among others.
- (2) **Work Environment and Safety:** Suggestions and appeals concerning the improvement of the work environment, enhancement of work safety, and reduction of occupational health risks.
- (3) **Employee Benefits and Compensation:** Suggestions and appeals regarding employee welfare policies, compensation, and leave policy.
- (4) **Management and Communication:** Suggestions and appeals related to management methods, communication channels, and team collaboration.

(5) Career Development and Training: Suggestions and appeals involving employee career development planning, training opportunities, and skill enhancement.

(6) Company Development and Values: Suggestions and appeals about company development, value dissemination, and employee sense of belonging.

(7) Others: Any other rationalization suggestions and appeals that contribute to the company's development.

### 3. Communication Channels

The company provides both real-name and anonymous channels for submitting appeals.

#### Real-Name Appeal Channel

Scan the **QR code** on your mobile phone with DingDing App



#### Anonymous Appeal Channels

**Email:** helihua@ggimage.com

**Physical Mailbox:** near the bulletin board in the underground passage of the Zhuhai headquarter, Guangdong, or the ground floor of the 12<sup>th</sup> employee dormitory building block.

**Appeal Hotline:** +86 0756-6258327

#### 4. Follow-Up Process

When employees submit appeals or suggestions, the Human Resources Department will handle and follow up according to the following steps:

- (1) Receipt and Recording: The Human Resources Department first receives the rationalization suggestions from employees and records them in detail to ensure all information is accurate.
- (2) Preliminary Evaluation: Conduct a preliminary evaluation of the suggestions to determine their feasibility and potential impact, and decide whether further investigation or discussion is needed.
- (3) Assignment of Responsibility: Based on the content of the suggestions, assign them to the relevant departments or responsible persons for detailed analysis and handling.
- (4) In-Depth Investigation: The relevant departments or responsible persons will conduct an in-depth investigation of the suggestions, collect necessary data and information, and assess the feasibility and expected outcomes of implementation.
- (5) Feedback and Communication: During the investigation and evaluation process, maintain communication with employees through open channels to ensure they are informed of the progress and provide necessary feedback.
- (6) Implementation and Improvement: If the suggestions are adopted, develop specific implementation plans and promote and implement them within the company to ensure the improvement measures are effectively executed.
- (7) Tracking and Evaluation: After implementation, the Human Resources Department will continuously track the effectiveness of the improvement measures, evaluate their impact on company operations and employee satisfaction, and make adjustments as needed.

(8) Summary and Reporting: Regularly summarize the handling of rationalization suggestions, compile reports, report to company management, and share successful cases and experiences within the company.

Ninestar Corporation

Date: Dec 2023

Ninestar