



新奥天然气股份有限公司

ENN Natural Gas Co., Ltd.

(Stock Code: 600803)

Talent Development and Employment Policy

1. Our Commitment

ENN Natural Gas upholds the people-oriented core value. Our employees are not only our business partners, but also who we collaborate to achieve mutual benefits and a win-win situation.

2. Scope of Application

This policy is applicable to all employees and contractors of the Company.

We hire based on meritocracy and consider ability and value creation as first. We also strive to eliminate discrimination and bias in all forms.

3. Our Policy

3.1. Compliance with Laws and Regulations

The Company operates in compliance with the relevant laws and corporate rules and regulations, such as “Labor Law of the People’s Republic of China”, “Labor Contract Law of the People’s Republic of China”, “Provision of the Prohibition of Using Child Labor”, in combination with the “ENN Group Employee Code of Conduct”. We also formulated internal management guidance, such as “ENN Natural Gas Holdings Limited Recruitment Management Regulations” and “ENN Natural Gas Holdings Limited Leaves Management Regulations”. We sign labor contracts with our employees in accordance with relevant laws. In line with international declarations, we are committed to adopting lawful employment practices, supporting initiatives related to labor rights, respecting human rights, and prohibiting the use of child and forced labor. Should any violations be identified, we will address the specific situations appropriately and ensure the strict respect and protection of our employees' rights.

3.2. Equal Opportunities

- (1) **Non-discrimination:** We treat all employees equally for employment decision (e.g. recruitment, remuneration, promotion, etc.) regardless of gender, ethnicity, race, nationality, marital status, age and religious belief. Meanwhile, we strictly prohibit discriminatory, invasive and unlawful behaviors in relation to gender, ethnicity and race, including but not limited to harassments of one's gender, race, religious belief, physical disability, appearance, age, marital status, nationality and skin color.
- (2) **Prohibit Sexual and Non-sexual Harassment:** We are committed to fostering a diverse and inclusive work environment, and have zero tolerance for any form of harassment, abuse and coercion in the workplace and any external work-related environment, and try our best to protect our employees, especially female employees from unfair treatment and retaliation. To this end, we offer all employees training on anti-discrimination and anti-harassment that covers a range of topics including race, gender, sexual orientation, religion, and more, through online courses, seminars, and other formats. This training helps employees understand the behaviors, manifestations, and impacts of discrimination, as well as how to avoid and address discriminatory actions, thereby enhancing their awareness and understanding of workplace anti-discrimination and anti-harassment policies.
- (3) **Diversity:** Our employees comprise of a variety of ethnicity, regions, and academic background without any limitation to gender and age.
- (4) **Respect to Labor Rights:** We respect employees' rights of participating in any labor unions, seeking of representatives and participating in employee congresses. We also sign and enforce collective bargaining agreements with employees.

3.3. Remuneration, Welfare and Leave Application

We provide monthly salary, year-end double-paid salary and allowances to employees and pays social insurance and housing provident funds for all employees who have signed labor contracts. We present gifts to employees during festivals and their birthday. All leaves, including but are not limited to public holidays, annual leaves, sick leaves, excused leaves and marital leaves, are regulated in accordance with national laws and regulations.

3.4. Performance Appraisal.

To evaluate employees' performance at work fairly and objectively, we follow a system of target management and agile performance management to conduct various performance assessments. This includes setting performance goals, agile conversations, Multidimensional performance appraisal, providing feedback, and recognizing achievements through incentives

and commendations, thereby continuously improving performance and advancing talent development.

3.5. Training and Employee Development

We recognize employees as our business partners and regards the mutual growth with employees as one of our core values. We offer employees with platforms to career and professional development to meet their needs of personal development. We support them in career planning based on their development progress. We strive to comprehend the career development system through innovative education and development programs, enhancing their ability of value creation and life-long employability.

3.6. Health and Safety

- (1) **Employees' Health:** We offer annual health check-ups to employees and purchases insurance of critical illness for the protection of their physical and mental wellness.
- (2) **Workplace Safety:** We strictly adhere to all applicable occupational health and safety regulations. We offer employees with a healthy and safe working environment and regular health and safety training to reinforce their awareness of health and safety.

3.7. Policy Violation Handling Procedures.

For all actions that are verified to violate the talent employment and development policies and other related policy provisions, The Company will take strict corrective and punitive measures to ensure that every employee can work in a safe and respectful environment.

- (1) **Warning and Education:** For the first occurrence of a violation, The Company will issue a private warning and conduct a discussion.
- (2) **Written Warning:** For serious violations or recurring offenses, The Company will issue a written warning, demanding immediate correction of the misconduct. Additionally, The Company will require the employee to undergo mandatory training.
- (3) **Suspension and Investigation:** In cases of severe violations (such as serious discrimination and harassment), The Company will immediately initiate an investigation. During the investigation, the employee involved may be temporarily suspended to protect the rights and interests of other employees.
- (4) **Termination:** In severe cases, such as repeated violations or serious infringement upon the interests of others, The Company will not rule out the possibility of terminating the employment of the employee involved to uphold a harmonious and safe working environment.

4. Grievance Mechanism

We established channels for reporting complaints and receiving reports of major misbehaviors, including but are not limited to inactions or actions which are delayed, disordered, deviated from the Company's values, causing economic losses or serious consequences, threatening the Company's operational management, undermining the corporate reputation and image, manipulation of power for private gain, embezzlement of the Company's interests, economic corruption, etc.

Channels for Complaint/Report Hotline:

0316-2597567

Email: 803jvbao@enn.cn

The officer shall provide explicit reply within 3 working days, otherwise reply within 3 months with reasonable justification.

The officer must handle all reports in a proper and serious manner and conduct proactive, timely and fair investigation, while maintaining the highest confidentiality of details.