

Shanghai M&G Stationery Inc.

Non-Discrimination and Anti-Harassment Policy

1. About This Policy

Shanghai M&G Stationery Inc. (hereinafter referred to as “M&G”) is committed to complying with laws and regulations such as the Labor Law of the People’s Republic of China, the Labor Contract Law of the People’s Republic of China, and the Civil Code of the People’s Republic of China, as well as respecting internationally recognized human rights standards, including the United Nations Universal Declaration of Human Rights, International Labor Conventions, and the UN Guiding Principles on Business and Human Rights, in its operations and the business activities of its suppliers, partners, and associated parties.

M&G actively conducts labor risk assessments to identify actual or potential impacts of related risks on its operations, upstream and downstream value chains, and new businesses. For identified risks, prevention, mitigation, and integrative reduction measures are implemented. Key Performance Indicators (KPIs) are set to track the progress, and are promptly disclosed in relevant reports.

2. Principles

- Zero tolerance for discrimination in any form, no matter in gender, region, ethnicity, religion, age, pregnancy or marital status, disability, or others;
- Harassment is strictly prohibited, no matter it is on gender or any other form;
- Any form of forced labor is strictly prohibited;
- Employment of minors under the age of 16 is not permitted. For minor workers aged 16–18, their work shall not harm their health, safety, or education;
- Respect and protect employees' right to form and join labor unions or association; and
- In compliance with the normative framework of international labor conventions, ensure a living wage, reasonable working hours, implement equal pay for equal work, and guarantee the legally mandated right to paid leave. In the event of significant changes within the company, engage in prior consultations with trade unions or all employees and provide financial compensation to affected employees in accordance with the law.

3. Communication and Escalation

All employees can file complaints regarding discrimination, harassment, or any other unfair treatment. M&G supports employees in submitting complaints through formal channels and publicly discloses complaint hotlines and email addresses to all employees.

Employees may report incidents to their direct supervisor within 3 days of occurrence and seek resolution through communication. If dissatisfied with the supervisor's response, employees can submit a written appeal to the Human Resources Center within 3 working days of receiving the response, along with relevant supporting documents. The Human Resources Center will investigate, mediate, and address the appeal, and provide a response within 10 working days.

4. Role and Responsibility

4.1 Employee

- All employees are responsible for ensuring their conduct complies with the standards set forth in this policy, the Code of Business Conduct, the Employee Handbook, the Supplier Code of Conduct, and other related policies, collectively fostering a healthy, safe, and respectful working environment.
- Managers are responsible for taking measures to actively implement and promote this policy, as well as promptly investigate, address, and provide a feedback on complaints.

4.2 Company

- M&G is committed to building a team with mutual respect, free from discrimination or harassment, and helping employees leverage their talents for continuous progress.
- The Human Resources Center is responsible for daily complaints handling, investigation, correction, and follow-up, as well as providing training to employees on no discrimination or harassment in the workplace.

5. Policy Revision

M&G is committed to regularly reviewing and updating this policy to ensure it remains aligned with the company's development and changes in the external environment. All revisions will be promptly communicated to all employees and stakeholders.

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