

Aivres Diversity, Equality and Inclusion Policy

Our Mission

Aivres Systems is committed to cultivating and maintaining a culture of diversity, equality, and inclusion. It is our belief that a diverse workforce contributes to our company's business success, enhances innovation and creativity, and benefits our employees, customers, suppliers, and partners alike. We embrace different cultural backgrounds and perspectives, and we recognize the rights of all people including marginalized and underrepresented groups. Aivres strives to ensure that our policies, practices, and behaviors create an environment where every individual feels welcome, valued, and respected.

This document applies to all employees of Aivres Systems, anyone doing business with or on behalf of the company, candidates for the company, and other persons representing the company.

Division of Responsibilities

1. Duties of the General Manager

The General Manager shall incorporate the objectives of this policy into the daily management of employees and implement it in a fair and impartial manner. The General Manager is responsible for overseeing the progress of the company's diversity goals and providing the necessary support to promote diversity, equality, and inclusion. The General Manager shall identify unacceptable behavior, such as discrimination and harassment, within the company's sphere of influence and take immediate and appropriate action to ensure an inclusive and equal work environment for all employees.

2. Responsibilities of the Human Resources Department

The Human Resources Department is responsible for developing and implementing this policy, organizing and conducting training related to its content, and ensuring its company-wide dissemination. The Human Resources Department is responsible for receiving employee complaints regarding inappropriate behavior, investigating and handling them within its responsibilities, and regularly compiling statistical analysis and summarizing employee complaint handling work related to diversity, equality, and inclusion.

3. Responsibilities of each department

The heads of each department are responsible for supervising the implementation of this policy in their department, accepting complaints related to inappropriate behavior of their department personnel, investigating and handling them within the scope of their duties, and reporting the investigation conclusions and handling results in writing to the Human Resources Department for filing.

4. Employee responsibilities

Employees should practice this policy in their daily work and always respect others when dealing with colleagues, customers and others. If they find someone they are in contact with engaging in inappropriate behavior, they should promptly notify a member of management or the Human Resources Department according to the scope of their responsibilities. The company expects all employees to be respectful and inclusive both in and outside the workplace.

Management Protocols

1. Recruitment and training

To ensure a diverse, equal, and inclusive workforce, we adhere to the principles of openness, equality, fair competition, and merit in our recruitment process. We do not discriminate against candidates based on race, skin color, age, gender, orientation, ethnicity, religious beliefs, appearance, marital status, disability, place of origin, nationality, political affiliation, or membership in a specific community. We provide equal employment opportunities based on ability, performance, and potential. The company sets quantitative diversity targets for its recruitment efforts, and the General Manager supports and oversees their achievement.

We conduct training on our workforce diversity, equality, and inclusion policies for all employees, organize various diversity and inclusion activities, and provide human resources guidance, material benefits, and financial support for these training and activities to ensure that every employee fully understands our commitment to diversity and equality. The General Manager is responsible for supporting and overseeing the performance of these training programs.

2. Business and career development

In the course of the company's daily operations, we are committed to respecting the communication and cooperation among all employees, ensuring a work environment free of discrimination, harassment, and bullying, fully respecting the communication and cooperation among all employees, and attracting and retaining all types of talents.

The company provides equal career development opportunities for all types of employees. Through such opportunities we encourage employees to broaden their perspectives and adopt inclusive mindsets and behaviors to foster greater workplace innovation.

3. Assessment and due diligence

The Company will identify and assess any significant issues with respect to workforce diversity and equal employment, and conduct due diligence to identify, investigate, and mitigate adverse impacts that may be caused by those issues. We will regularly review high-risk situations in order to anticipate and resolve or remediate impacts as quickly as possible.

4. Complaints and confidentiality

Anyone who discovers any violation of this policy may file a complaint with their department head or the Human Resources Department. Complaints can be made by phone, email, or on-site.

Department heads and the Human Resources Department will investigate and handle the complaint within their respective responsibilities. If the department head is not authorized to handle the complaint, the complainant is dissatisfied with the department head's handling, or the complainant submits the complaint directly to the Human Resources Department, the Human Resources Department will be responsible for accepting, investigating, and handling the complaint.

The personal information of the complainant and the content of the complaint must be kept strictly confidential by all personnel involved in the acceptance, investigation and handling of the complaint in accordance with applicable laws and investigation procedures.

5. Complainant protection and related responsibilities

The company will not tolerate retaliation against anyone who raises concerns through the grievance process. Anyone who violates this policy by leaking information regarding a grievance will be severely punished in accordance with relevant regulations. Minor offenses may result in transfer, salary reduction, or demotion; those that constitute a criminal offense will be referred to public security authorities for prosecution.

Any retaliation, harassment, or persecution of the complainant will be dealt with severely in accordance with the company's relevant regulations once verified, and penalties such as warnings, demerits, and termination of the employment contract may be imposed depending on the severity of the circumstances. If a crime is constituted, the case will be transferred to the public authorities for criminal prosecution in accordance with the law. If the complainant suffers personal injury, reputational damage, or economic loss due to retaliation, the matter will be handled in accordance with the law, and the complainant may also sue the court for damages in accordance with the law.

Complainants who file legitimate complaints under this policy will be protected from unfair dismissal, persecution, or unauthorized disciplinary action as a result of their complaints. However, those who deliberately fabricate facts and make false accusations under the guise of complaints will be severely punished in accordance with relevant regulations. If such acts constitute a crime, they will be referred to judicial authorities for prosecution. If a complainant's deliberate fabrication of lies and false circumstances causes disruption to the Human Resources Department or wastes human, financial, or material resources, they may be held legally liable or held liable for financial compensation.

If any department of the company conceals the situation of the complaint, fails to report it in a timely manner, fails to cooperate with the investigation, creates obstacles to obstruct the investigation, or retaliates against the complainant, the Complaint Acceptance Center has the right to hold the relevant personnel and department leaders accountable.

This policy goes into effect at the date of its release. Any matters not covered shall be implemented in accordance with relevant national and local laws and regulations.

The Human Resources Department is responsible for developing, revising and interpreting this policy.