

Aivres Integrity and Reporting Policy

1. Our Mission

These policies are created to ensure that Aivres Systems operate in compliance with laws and regulations, adhere to the principle of sustainable development, safeguard the company's image and interests, prevent incidents and behaviors that violate company policies, and prevent improper conduct or business ethics. The policies are also used for identifying internal organizational problems and establishing transparency so that the company can quickly and effectively attend to the concerns, opinions, and suggestions of all relevant parties.

2. Management Principles

1. Fairness and Equity

The company ensures the fairness and impartiality of its reporting mechanisms. All reports and grievances will be taken seriously, regardless of whether they involve senior management or ordinary employees.

2. Confidentiality and Privacy

Aivres ensures the confidentiality and privacy of complaints and reports. Reporting persons have the right to be protected from any improper exposure or retaliation against their personal identity or actions.

3. Timely Response

The company handles complaints and reports quickly and promptly to prevent the problem from further escalating and affecting the company's reputation.

4. Transparency and Accountability

The company ensures transparency of the grievance and reporting procedures and establishes accountability mechanisms to increase employee trust and encourage the company to take appropriate actions to resolve issues.

5. Legal Compliance

Concerns reporting procedures should comply with relevant laws, regulations and company policies to ensure that all actions are carried out within the scope of compliance.

6, Open Communication

The company actively communicates with employees about the reporting procedures, and provides clear guidance and explanations so that employees understand their corresponding rights and responsibilities.

3. Management Protocols

3.1 Definition of responsibilities

	Organization / Position	Job Description
1	Strategy and Sustainability Committee	Responsible for establishing, implementing and maintaining the management standards.
2	Compliance Department, Legal Department, Human Resources Department, and the departments to which the reporting person and the person being reported belong	Cooperate and collaborate in implementing the contents of this management specification.

3.2 Scope of reporting

- A. **Labor and human rights issues:** including but not limited to harassment and discrimination; child labor and forced labor; and unequal treatment.
- B. **Business ethics issues:** including but not limited to corruption; bribery; unfair competition; monopolistic practices; and information leaks.
- C. **Illegal and criminal issues:** including but not limited to theft; personal injury; endangering company and public safety.
- D. **Violation of company policies.**
- E. **Environmental compliance issues:** including but not limited to violations of environmental laws; unauthorized waste discharge; and noise issues affecting the surrounding environment.
- F. **Export compliance issues:** including but not limited to violations of laws and regulations related to external regulation of global business operations.
- G. **Non-compliance issues of external third parties.**

3.3 Reporting channels

- A. Submit questions and suggestions in writing to the suggestion box set up by the company.
- B. Raise questions to department management or directly to management.
- C. Report problems or suggestions to employee representatives.

- D. D. Report problems or suggestions through the online communication platform;
- E. E. Issue complaints, raise concerns, or share suggestions to the HR department email: ushr@aivres.com.

Note: If the report involves corruption, bribery, violation of export control and economic sanctions laws and regulations, the relevant departments will manage the case in accordance with regulations.

3.4 Complaint and reporting process control

3.4.1 Processing Procedure

1. **Assessment and analysis:** Upon receiving a complaint or report, the company is required to conduct a preliminary assessment and analysis, including verifying the authenticity of the report, determining whether immediate emergency action is required, and assessing the complexity and importance of the investigation.
2. **Investigation plan:** The company should develop an investigation plan that clearly defines the objectives, methods, and timeline of the investigation. This includes collecting evidence, interviewing relevant personnel, and reviewing documents and records.
3. **Investigation procedures:** The investigation process should be fair, objective, and transparent. Investigators should conduct a detailed investigation and collect relevant evidence. They should also interview relevant witnesses and record their statements.
4. **Results and decisions:** Based on the investigation results, the company should make appropriate decisions, including corrective measures, rectification measures, disciplinary sanctions, or legal action.
5. **Notification of relevant parties:** The company will notify relevant parties of the investigation results in a timely manner.
6. **Supervision and feedback:** Company managers should prioritize the opinions of employees and business partners and provide timely feedback. They should also establish a supervisory mechanism to ensure the effectiveness and fairness of the investigation process. Employees should also be encouraged to provide feedback and suggestions to improve the reporting process.

3.4.2 Data Archiving

1. All opinions or suggestions reflected through any of the above channels should be registered and recorded, and responded to within the specified time.
2. Depending on the content of the report, the records and investigation results will be compiled and archived by the Human Resources Department, Compliance Department, Legal Department and other departments responsible for conducting the investigation.

3.4.3 Encouragement and protection

3.4.3.1 Encouragement

1. The company encourages individuals to submit reports using their real names so that relevant staff can obtain more detailed and accurate information for effective follow-up and investigation. Reporting persons should provide detailed facts, including the basic personal information of the person being reported, and relevant evidence of the report (e.g., contracts, documents, invoices, etc.).
2. The company encourages all employees to file complaints or report clues they discover in a timely and truthful manner through proper channels; the claimant will be rewarded by the company if the report is verified to be true.
3. The company prohibits malicious reporting and false accusations. Once verified, malicious reporting and false accusations will be dealt with seriously in accordance with the company's relevant policies. Any violation of the law will be referred to judicial authorities for legal action.

3.4.3.2 Protection

Throughout the investigation, the identity of the reporting person will be kept confidential and protected. The company will take appropriate measures to ensure that the claimant is not subject to any negative impact or retaliation.

Zero-tolerance for retaliation

- A. All employees of the company should be able to listen to the opinions and suggestions of others with an open mind and accept constructive criticism.
- B. Do not make personal attacks on employees who raise opinions that are unfavorable to you.
- C. Do not insult, slander, threaten or intimidate those who provide feedback.
- D. Do not falsely accuse the person who provided feedback.
- E. You must not use your position to conceal unfavorable opinions or suppress employees who provide feedback during work.
- F. You may not falsify records of employees or business partners who report issues, interfere with employee promotions, assessments, rewards and punishments, or other matters involving employee interests, or create obstacles to the normal work and communication of business partners.

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.