

# **Whistleblower Protection Policy**

## **1. Propose**

1.1 The company encourages employees' self-discipline and compliance with national laws, regulations, and policies and the company's rules.

1.2 This policy aims to reinforce corporate governance and safety precautions, prevent acts that are harmful to the company and shareholders, and standardize the procedures of complaint reporting and whistleblower protection.

1.3 This system aims to specify Longfor Group's policies and commitments to complaints reporting and whistleblower protection, especially how to report misconduct.

## **2. Scope**

This policy applies to directors, supervisors, senior managers and all employees of Longfor Group and its regional companies; It is also applicable to all suppliers and stakeholders.

## **3. Complaints Reporting**

The complaints involved herein mainly include the following situations:

3.1 Taking bribes or kickbacks;

3.2 Embezzling, misappropriating and stealing assets from the company;

3.3 Disclosing the company's trade secrets and technical secrets;

3.4 Directors, supervisors, managers and any other employees of the company using their powers for their personal gain;

3.5 Damaging employee's legitimate interests;

3.6 Other acts that damage the economic interests of the company or reap crooked economic interests;

3.7 Other non-compliance with the *Code of Longfor Business Conduct*, professional ethics and practices.

#### **4. Ways to Reporting Complaints**

4.1 Whistleblower can report to the Internal Audit Department via telephone, e-mail, official website, and letters.

Telephone: 400-604-0988;

Email: LJJB@longfor.com;

Website: <https://www.longfor.com/contact/36/1/>;

Post address: Longfor Blue Engine Industrial Park, No. 6, East Hongjunying Road, Chaoyang District, Beijing, attention: Internal Audit Department (zip code: 100012).

4.1.1 The whistleblower should clarify what happens in the complaint, including the name and address of the accused, and the personnel concerned, as well as the name and contact of the whistleblower, and the contents of the complaint;

4.1.2 The whistleblower should also provide proof that indicates the interests of the whistleblower or the company have been damaged, as well as materials in relation to the complaint.

4.2 The company encourages the whistleblower to offer the complaints in his/her real name. The internal audit department will keep the information of the whistleblower strictly confidential and the result will be given appropriately.

## **5. Whistleblower Protection**

5.1 The whistleblower' legitimate rights and interests should be protected.

5.2 Each segment, functional department and regional company must correctly and legally deal with the whistleblower. No retaliation is allowed against the whistleblower for any reason whatsoever.

5.3 Each segment, functional department and regional company should keep the complaint and the identity of the whistleblower confidential when receiving or verifying the complaint.

5.4 The investigators are strictly prohibited from disclosing the name, company, address, and other information in relation to the whistleblower and complaint to the accused and his/her company; If the whistleblower complains about any leader, the complaint shall not be transferred to the company for which the leader work.

5.5 Any individual who has contributed to complaint reporting will be commended and rewarded after approval. Without consent, it is not allowed to disclose the name, company, or any information in relation to the whistleblower during publication, coverage and rewards.

5.6 Employees have the right to report the retaliation to the company or superior supervisor responsible for complaints. "Retaliation" herein refers to the act harmful to the personal rights and interests of the whistleblower and his/her relatives and other legitimate rights and interests imposed by the accused or his/her unit.

5.7 Where the employee is subject to disciplinary action or injustice after reporting the complaint, each segment, functional department and the regional company shall correct it according to the jurisdiction.

5.8 The department shall hold those who make retaliation accountable. Any case

on suspicion of committing a crime shall be transferred to the judicial authorities.

5.9 The department shall take timely protective measures when the whistleblower faces the threat to personal safety. Where the reputation and property of the whistleblower and his/her relatives are harmed after reporting the complaint, he/she is entitled to demand a cease to harmful act, an apology, and compensation for the losses. He/she can also sue the accused and the units.

## **6. Others**

6.1 The Internal Audit Department of the Group reserves the right to interpret this policy.

6.2 The policy shall come into force from the date of the announcement.

Internal Audit Department of Longfor Group

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