



新奥天然气股份有限公司

ENN Natural Gas Co., Ltd.

(Stock Code: 600803)

Talent Development and Employment Policy

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.

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.

Our Policy:

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. We are committed to adopting lawful employment practices, supporting international advocate of labor rights and prohibiting the use of child and forced labor.

Equal Opportunities

- **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.
- **Prohibit Sexual and Non-sexual Harassment:** We 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.
- **Diversity:** Our employees comprise of a variety of ethnicity, regions, and academic background without any limitation to gender and age.
- **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.

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.

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.

Health and Safety

- **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.
- **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.

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.