

Shanghai Rural Commercial Bank Co., Ltd.

Key Points of the Human Resources Policy (2026 Edition)

Shanghai Rural Commercial Bank (hereinafter referred to as "SHRCB" or "the Bank") adheres to a people-oriented philosophy and endeavors to forge a diverse, equal, and inclusive working environment. The Bank focuses on the career growth, health, and safety of its employees, attaches importance to safeguarding employee rights and interests, encourages open communication, and strives to elevate employee satisfaction and their overall work experience. The Bank has formulated human resource-related systems such as the *Measures for the Management of Employee Recruitment*, the *Measures for Remuneration Management*, the *Measures for the Management of Employee Ranks*, the *Measures for the Management of Employee Leave*, and the *Measures for the Management of Employee Education and Training*.

I. Diverse and Equal Employment

The Bank strictly complies with relevant laws and regulations, opposes any form of illegal employment practice such as child labor and forced labor, and respects and protects employees' rights to leave and rest. The Bank endeavors to create a fair, just, and mutually respectful working environment for employees, resolutely opposes and eliminates all forms of discrimination and prejudice, and absolutely does not tolerate any workplace violence, harassment, or bullying.

SHRCB Measures for the Management of Employee Recruitment

Employee recruitment shall select talent in a fair and just manner and strictly prohibit the illegal employment practice of employing child labor. It adheres to the following principles: 1. aggregate control and scientific allocation; 2. structure optimization and productivity enhancement; 3. hierarchical and categorized selection based on merit; 4. streamlined efficiency and compliance with laws and regulations; 5. investigation and verification, and avoidance of relatives.

No channel is permitted to publish recruitment information containing discriminatory content in terms of ethnicity, race, gender, and religious beliefs, among others, nor to publish recruitment information containing restrictive content in terms of household registration, forms of learning, and other aspects.

The Human Resources Department of the Head Office and the employing units screen the submitted application materials and select the candidates for written tests and interviews. For external recruits, they conduct investigations and verification on the comprehensive status of the target candidates, such as their educational background, performance of duties, and work performance, through multiple channels such as hiring professional background check companies and querying regulatory systems, thereby improving the quality of personnel recruitment.

SHRCB Special Collective Contract on the Protection of Female Employees' Rights and Interests

To effectively safeguard the legitimate rights and interests of female employees and establish harmonious labor relations, in accordance with relevant laws and regulations such as the *Labor Law of the People's Republic of China* and the *Law of the People's Republic of China on Safeguarding the Rights and Interests of Women*, the labor union and the Bank, through full consultation under the principles of voluntariness and equality, jointly sign the *Special Collective Contract on the Protection of Female Employees' Rights and Interests*. The applicable subjects are all female employees who have signed labor contracts and established employment relations with the Bank.

The Bank maintains a zero-tolerance attitude towards workplace sexual harassment (referring to behavior that violates a person's will and, in any manner, causes them to have sexually associated discomfort), improves necessary security measures, strengthens publicity, education, and training on preventing and stopping workplace sexual harassment, streamlines channels for complaints and reports, properly handles reported issues, provides psychological counseling and support for lawful rights protection to female employees, and protects the personal privacy of female employees in accordance with the law.

The Bank implements equal pay for equal work for male and female

employees, while female employees enjoy equal rights as male employees in aspects such as competitive selection for posts, promotion, rank advancement, evaluation of professional and technical titles, and post skills training.

II. Remuneration and Benefits Management

SHRCB Measures for Remuneration Management

SHRCB Implementation Scheme for Enterprise Annuity

The applicable subjects are employees who have signed labor contracts with the Bank.

The remuneration of the Bank's employees consists of fixed remuneration, variable remuneration, and welfare income. Fixed remuneration includes basic salary, allowances, and transportation subsidies; variable remuneration includes various types of performance-based remuneration paid in the current period and deferred payment; and welfare income includes social insurance premiums and the housing provident fund, among others. In terms of supplementary benefits, the Bank has established and operates an enterprise annuity.

If employees have any objection to the performance evaluation results, they may submit an appeal within the specified timeframe. The human resources functional department will investigate, verify, and handle the appeal, while strictly maintaining the confidentiality of the appeal

information.

SHRCB Measures for the Management of Employee Leave

The applicable subjects are all employees of the Bank (including dispatched employees).

To safeguard employees' rights to rest and leave, strengthen the management of employee leave, establish good work order, and improve work efficiency and quality, these Measures are formulated in accordance with relevant national regulations and combined with the actual circumstances of the Bank. These Measures apply to all employees who have signed labor contracts with the Bank.

Employees are entitled to statutory holidays, paid leave (such as annual leave, home leave, marriage leave, bereavement leave, maternity leave, breastfeeding leave, and parental leave, among others), and other statutory benefits. Any form of forced labor is strictly prohibited. Working overtime on business days must be approved by leaders in accordance with employee management authority, and time off in lieu may be granted. Overtime work on national statutory holidays and rest days shall be handled in accordance with relevant national regulations.

SHRCB Guiding Opinions on the Management of Employee Difficulty Assistance Fund

The difficulty assistance fund serves as a mutual-aid supplementary measure for employees who still face exceptional difficulties despite

having received basic welfare benefits in accordance with national regulations. It is an effective means and pathway to leverage collective strength to resolve urgent and critical problems of employees.

Employees who require subsidies due to difficulties must submit an application to the difficulty assistance working group of their respective units, either by themselves or their family members. The application materials must be complete, and the circumstances must be detailed and factual. Upon review and approval by the Difficulty Assistance Fund Management Leading Group, the difficulty assistance working group shall implement the difficulty assistance subsidies.

III. Attendance and Working Hours Management

SHRCB Head Office Employee Attendance Management Regulations

These Regulations apply to the workday attendance of management and staff across all departments of the Head Office, and equally apply to members of branch leadership teams under the jurisdiction of the Party Committee of the Head Office. Except for employees on special shift systems, the Head Office departments implement the standard workday system. Employees shall start and finish work on time within the prescribed working hours, and abide by relevant labor discipline. The Head Office will impose corresponding penalties for violations of attendance discipline in accordance with regulations. Due to work requirements, the Bank implements the comprehensive working hours

system, the irregular working hours system, the shift work system, or the staggered working hours system. These systems shall be implemented only when necessary for the normal operation of work and after being reviewed and filed with the Human Resources Department.

IV. Development and Training Management

SHRCB Measures for the Management of Employee Ranks

SHRCB Measures for the Management of Management Personnel

SHRCB Measures for the Management of Professional Sequences

The applicable subjects are employees who have signed labor contracts with the Bank.

To comprehensively strengthen the construction of the Bank's talent team, fully leverage the Bank's human resources, provide strong human resource support for achieving the Bank's strategic objectives, further motivate and inspire the enthusiasm and creativity of all employees across the Bank, the Bank clarifies job classifications, employee ranks, and promotion rules, improves the talent development guarantee mechanism, broadens employee career development pathways, and establishes a personnel management mechanism that allows for both upward and downward mobility.

The Bank's position sequences comprise three categories: the Head Office management sequence, the branch and sub-branch management sequence, and the professional sequence. Employees

who meet the corresponding rank requirements, or pass the prescribed evaluation and appointment procedures, may be appointed to the corresponding rank. If an employee fails to meet standards in performance evaluation results or is subject to corresponding handling due to violations of regulations or discipline, their employee rank will be adjusted downward. Movements between the management sequence and the professional sequence, as well as movements between different job types within the professional sequence, shall be converted and adjusted in accordance with applicable regulations.

SHRCB Measures for the Management of Employee Education and Training

SHRCB Regulations on Education and Training Rewards

The applicable subjects cover all employees of the Bank (including dispatched employees).

The fundamental purpose of the Bank's employee education and training is to enhance workforce quality, enable employees to adapt to changes and development in organizational structure and business operations, and provide intellectual support for enhancing the comprehensive competitiveness of the enterprise and improving economic efficiency.

The Bank's education and training work shall be uniformly planned and implemented hierarchically across business lines. The target subjects of employee education and training are all employee categories of the Bank.

The Bank's education and training include post-related training, academic continuing education, qualification examination training, overseas training, and other training.

The Head Office rewards employees who participate in academic continuing education and qualification examinations on a self-funded basis and in their spare time, and obtain relevant certificates. The reward application conditions, reward standards, and processing workflows shall be executed in accordance with the regulations on education and training rewards.

V. Occupational Health and Safety Management

SHRCB Regulations on the Management and Supervision of Work Safety Responsibilities

SHRCB Working Rules for the Work Safety Committee

The Bank's work safety responsibility management shall be people-oriented, adhering to the principles of putting people first and life first, and always prioritizing the safety and health of employees, customers, and the general public. It shall firmly establish the concept of safe development, adhere to the Party's leadership over work safety, and adhere to the guideline of "safety first, prevention foremost, and comprehensive governance". Focusing on preventing, curbing, and mitigating risks such as work safety liability incidents and accidents from the source, the Bank shall resolutely guard the insurmountable red line

that development must never come at the expense of safety, and effectively implement the primary responsibility for work safety.

The SHRCB Work Safety Committee is the Bank's highest deliberative and coordinating body for work safety management. It is chaired by the President of the Head Office, with relevant supervising Bank leaders serving as vice chairmen, and is responsible for the organizational leadership of Bank-wide work safety management, deploying, guiding, coordinating, inspecting, and supervising work safety tasks across the Bank. The Committee reviews the status of work safety annually, supervises the handling of major hidden hazards, mandates rectification within specified time limits, and continuously improves the occupational health and safety management system.

The Bank establishes an assessment mechanism for work safety responsibility targets, formulating quantitative targets for material guarantees, capital investment, and education and training, and linking assessment results to the responsible persons' performance evaluation, appointment and dismissal, and remuneration.

SHRCB Special Collective Contract on Labor Safety and Health

To safeguard the safety and health of employees during the labor process, prevent and reduce safety accidents and occupational hazards, and protect the legitimate rights and interests of employees, in accordance with relevant laws and regulations such as the *Labor Law of*

the People's Republic of China and the *Work Safety Law of the People's Republic of China*, the labor union and the Bank have fully negotiated on the basis of voluntary and equal principles, and signed this special collective contract on employee labor safety and health protection. The applicable scope consists of all employees who have signed labor contracts and established labor relations with the Bank.

The Bank provides employees with labor conditions that comply with national standards, plans and implements the renewal and upgrading of equipment and facilities, and safeguards the safety and health of employees during the labor process.

The Bank conducts education and training on laws, regulations, policies, systems, and norms concerning safety and health for employees in combination with actual work circumstances.

The Bank periodically conducts labor safety and health inspections in conjunction with the labor union, and the safety and sanitation management departments organize professionals to conduct special inspections on an ad-hoc basis, making timely rectifications for any discovered accident hazards.

The Bank provides employees with labor protective equipment that complies with national standards or industry standards according to the needs of each position, and educates employees on its correct use. For employees who do not wear or use personal protective equipment in

accordance with regulations, the Bank has the right to restrict them from engaging in on-site operations.

The Bank participates in work-related injury insurance in accordance with the law and pays work-related injury insurance premiums on time and in full. Employees suffering from work-related injuries and fatalities are entitled to relevant benefits in accordance with regulations.

The Bank takes effective measures based on actual working conditions to implement heatstroke prevention and cooling, as well as cold prevention and warmth maintenance for employees.

Employees have the right to be informed of hazards and occupational-related health risks existing in their posts, the protective measures adopted, and accident emergency rescue measures, and have the right to submit opinions and suggestions on the labor safety and health work of the Bank.

VI. Employee Communication and Collective Bargaining

SHRCB Measures on the Workers' Congress

SHRCB Working Rules of the Labor Dispute Mediation Group of the Workers' Congress

SHRCB Measures for the Management of Petition Work

To safeguard the democratic rights and interests of employees, build harmonious and stable labor relations, and promote the common development of employees and the Bank, the Bank establishes and

implements the Workers' Congress system. The Workers' Congress serves as the basic form for the Bank to implement democratic management, an important system for coordinating labor relations, and an organ for employees to exercise democratic management power. Matters involving labor remuneration, working hours, rest and leave, insurance and welfare, the protection of female employees' rights and interests, and labor safety and health shall be subject to soliciting employees' opinions and suggestions and submitted to the Workers' Congress for review.

Elected by the Workers' Congress, the Labor Dispute Mediation Group is responsible for mediating internal labor disputes and supervising and urging both parties to the dispute to honor the mediation agreements, etc. Within thirty days from the date a dispute over rights arises, any party involved may submit a mediation application to the Labor Dispute Mediation Group, and mediation may proceed upon soliciting the consent of the opposing party and reaching a mutual agreement.

The Bank provides formal appeal channels for all employees (including dispatched employees), such as designated email addresses, the HEROS platform, telephone hotlines, and the "Bank Leaders' Reception Day". Relevant management systems explicitly stipulate the appeal and reconsideration protocols for matters impacting employees' vital interests, including annual performance assessments and pre-appointment public

notifications for cadres. Should an employee contest the outcome of an appeal, they may file for reconsideration within the designated timeframe. The designated personnel of the human resources functional department shall conduct investigations, verify the facts, and handle the complaints, while ensuring strict confidentiality of the complaint information.