

LABOUR AND HUMAN RIGHTS

BEIJING SUNHOPE INTELLECTUAL PROPERTY LTD. believes that our employees are of great value and the key to our success. The firm must strive to provide a workplace where employees can fulfill their potential in an open and inspirational working environment. Thus, the firm recognizes its responsibility to respect human rights, including labour rights, and – at a minimum – fully respecting and complying with applicable laws and regulations. We respect internationally recognized human rights as expressed in the International Bill of Human Rights, consisting of the Universal Declaration on Human Rights, the International Covenant on Civil and Political Rights and the International Covenant on Economic, Social and Cultural Rights. We are committed to conducting our business activities in light of the following policies regarding human and labour rights standards in which all employees in the firm are entitled:

1. **NON-DISCRIMINATION**

The firm does not tolerate any form of discrimination against its employees based on race, colour, gender, language, religion, political or other opinion, national or social origin, property, birth, union affiliation, sexual orientation, age, disability, or other distinguishing characteristics. Any employment-related decisions, from hiring to termination and retirement, must be based solely on lawful, non-discriminatory criteria.

2. **FREEDOM OF ASSOCIATION**

The firm must respect employees' rights to form, join or not join a labour union, or other organization of their choice, and to bargain collectively in support of their mutual interests without fear of punitive actions such as intimidation, harassment or termination of their employment.

3. **NO FORCED OR CHILD LABOUR**

The firm does not tolerate any form of forced or child labour. The minimum age for full-time employment must be over 18 years old.

4. **DIVERSITY AND EQUAL OPPORTUNITY**

The firm ensures no discrimination in hiring and employment practices with regards to race, religion, sex, age, physical ability, political opinion, social or ethnic origin or sexual orientation.

5. **HARASSMENT**

The firm must protect workers from any acts of physical, verbal, sexual or psychological harassment, bullying, abuse or threats in the workplace by either their fellow employees or managers.

6. **FAIR EMPLOYMENT PRACTICES**

The firm must comply with applicable laws and industry norms on employees pay, work

hours and conditions. It must provide fair and competitive compensation commensurate with the employees' position. Wages for overtime must be paid in legal tender on a regular basis. In the event of major layoffs, the firm must, as a minimum, satisfy applicable laws and industry standards.

7. A SAFE AND HEALTHY WORKPLACE

The firm must provide and maintain a safe and healthy work environment for every employee in the firm.

8. HUMAN RIGHTS AND LABOUR DUE DILIGENCE

The firm must ensure full respect of human and labour rights in all of its business activities by performing due diligence assessments whenever necessary and defining corrective actions based upon the findings.

9. HUMAN RESOURCES PRACTICE

The firm must adopt human resources policies and procedures for all of its business operations including labour standards policies and procedures and provide clear communication inside the organization.

10. LEAVE

The firm must ensure that all employees have the right to sick leave and annual holiday, as well as parental leave for employees who have to care for a new-born or newly adopted child as provided by national laws or regulations. Employees who take such leave must not, as a result, face dismissal or threat of dismissal.

11. CAREER DEVELOPMENT

The firm must be committed to continuously developing employee skills and capabilities, and to providing opportunities for career advancement in the firm.

12. OPEN DIALOGUE AND RESOLVING CONCERNS

The firm must encourage employees to take their concerns up directly with management and create an environment where open dialogue is the preferred way to settle the issues. The firm must provide employees, on-site contractors and service providers with a mechanism to report concerns confidentially, anonymously and without fear of reprisal in according with the firm procedures.