

贵州茅台酒股份有限公司 员工权益保护政策

Kweichow Moutai Co., Ltd.

Employees' Rights and Interests Protection Policy

一、背景和目的

1. Background and Purpose

依法保障员工权益是实现企业可持续发展的重要保障，贵州茅台酒股份有限公司（以下简称“公司”）致力于消除任何形式的歧视与偏见，维护公司员工、上下游相关方、营运业务社区及其他利益相关方合法权益。

Safeguarding employees' rights and interests in accordance with the law is an important guarantee for achieving a company's sustainable development. Kweichow Moutai Co., Ltd. (hereinafter referred to as "the Company") is committed to eliminating any form of discrimination and bias, and to safeguarding the legitimate rights and interests of the Company's employees, stakeholders upstream and downstream, operational business communities, and other stakeholders.

二、适用范围

II. Scope of Application

本政策适用于贵州茅台酒股份有限公司及其在境内外的所

有分子公司，包括全体员工。本政策中所指“员工”包括公司签署正式劳动合同员工及第三方派遣工。我们倡议供应商、经销商在内的所有业务伙伴遵守本政策。

This policy applies to Kweichow Moutai Co., Ltd. and all its subsidiaries and branches both at home and abroad, including all employees. The term “employees” in this policy includes employees who have signed formal labor contracts with the Company and third-party dispatch workers. We advocate all business partners, including suppliers and distributors, to comply with this policy.

三、涉及的法律法规

III. Relevant Laws and Regulations

本政策广泛参考国家有关劳工权益保护的相关法律法规而制定。包括《中华人民共和国宪法》《中华人民共和国劳动法》《中华人民共和国劳动合同法》《中华人民共和国妇女权益保障法》《中华人民共和国就业促进法》《中华人民共和国工会法》《禁止使用童工规定》《女职工劳动保护特别规定》等。

This policy is developed with extensive reference to relevant national laws and regulations on the protection of labour rights and interests. These include the Constitution of the *People's Republic of China*, the *Labour Law of the People's Republic of China*, the *Labour Contract Law of the People's Republic of China*, the *Law of the People's Republic of China on the Protection of Women's Rights*

and Interests, the Employment Promotion Law of the People's Republic of China, the Trade Union Law of the People's Republic of China, the Provisions on the Prohibition of Using Child Labour, and the Special Provisions on the Labour Protection of Female Employees, among others.

四、相关承诺

IV. Relevant Commitments

1. 坚持多元共融原则

1. Adherence to the Principle of Diversity and Inclusion

公司会尽所能地将多元共融原则纳入雇佣相关政策，积极营造多元、和谐、宽松的工作环境。我们坚持同工同酬，尊重员工权益，避免各环节针对地域、民族、宗教和怀孕等的歧视行为，致力于创造、推广及维持一个机会平等而没有任何歧视及骚扰的工作环境，充分发挥员工个性特点和自身价值。

The Company will do its utmost to incorporate the principle of diversity and inclusion into its employment-related policies, and foster a diverse, harmonious, and relaxed work environment. We adhere to equal pay for equal work, respect the rights and interests of employees, avoid discrimination based on region, ethnicity, religion, pregnancy, etc., at all stages, and are committed to creating, promoting, and maintaining a work environment that offers equal opportunities and is free from discrimination and harassment,

allowing employees to fully express their individuality and value.

我们会针对各层级员工开展针对多元、平等及包容政策的相关培训。所有员工均有责任共同创建一个共融环境，安心工作，尽展所长。

We will conduct training on diversity, equality, and inclusivity policies for employees at all levels. All employees are responsible for creating an inclusive environment together, where they can work with peace of mind and fully utilize their strengths.

2. 避免任何形式的强制劳动和招录童工

2. Avoidance of Any Form of Forced Labour and Child Labour

公司根据有关法规制定《劳动合同管理规定》《员工招聘管理办法》《职工权益保障工作管理办法》《假勤管理办法》等员工机会平等及雇佣保障政策。公司承诺员工在合法合理的时间内开展工作，禁止在惩罚、威胁下侵害员工利益或强迫员工工作。公司聘用所有员工必须以自愿为原则，不能违背员工的意愿强行使用劳动力。

The Company has developed policies for equal opportunities and employment support for employees, such as the *Labour Contract Management Regulations*, the *Employees Recruitment Management Measures*, *Employees' Rights and Interests Protection Work Management Measures*, and the *Attendance Management Measures* based on relevant laws and regulations. The Company

commits to allowing employees to work within legal and reasonable hours and prohibiting the infringement of employees' interests or forced work under punishment or threat. The hiring of all employees shall be based on voluntary principles, and the use of labour shall not violate the will of the employees.

公司承诺在提供服务的任何阶段和地区禁止使用童工。

The Company pledges to prohibit the use of child labour at any stage and in any region during the provision of services.

3. 依法保障员工权益

3. Protection of Employees' Rights and Interests According to the Law

公司员工依法享有平等就业、取得劳动报酬、休息休假、获得劳动安全卫生保护、接受职业技能培训、享受社会保险和福利的权利，享有依法提请劳动争议处理的权利以及国家法律、法规规定的其他劳动权利。

Employees of the Company are entitled to equal employment, fair remuneration, rest and vacation, labour safety and health protection, occupational skills training, social insurance, and welfare benefits in accordance with the law, and have the right to request labour dispute resolution in accordance with the law, as well as other labour rights stipulated by national laws and regulations.

公司依法尊重员工参加工会、集体谈判等权利，确保员工能

够在公平、公正、公开情况下，就工作条件和管理问题与管理层沟通。

The Company legally respects employees' rights to participate in labour unions, collective bargaining, etc., ensuring that employees can communicate with management on work conditions and management issues in a fair, just, and transparent manner.

公司重视员工职业生涯规划和人才培养，提供公平透明的职业发展通道和完善的晋升机制，以及通过形式多样、类型丰富的培训课程，帮助员工提升业务能力和职业竞争水平。

The Company values employees' career planning and talent development, by providing fair and transparent career development paths, comprehensive promotion mechanisms, and diverse training programmes to enhance employees' professional skills and competitiveness.

4. 安全、健康的工作环境

4. A Safe and Healthy Work Environment

公司关注员工身心健康，为员工创造安全、文明、和谐的工作、生活条件和人文环境，保障员工职业卫生安全。此外，为员工提供符合所在地国家职业卫生标准的职业病防护用品，有效预防、控制和消除职业病危害，保障员工健康及其相关权益。

The Company prioritizes employees' physical and mental health, by creating safe, civilized, and harmonious working, living

conditions and humanistic environment to ensure their occupational health and safety. It also provides employees with occupational disease prevention supplies that meet national occupational health standards of the locations where it operates, to prevent, control, and eliminate occupational hazards and therefore safeguard their health, rights and interests.

5. 员工满意度调研

5. Employees' Satisfaction Survey

公司每年度开展一次员工满意度调研。调研内容包括公司管理、员工个人工作状况、团队合作与沟通、培训与建议、绩效管理、薪酬福利等。针对调查结果反映出的问题，公司会积极采取改进措施，逐步改进完善。

The Company conducts an annual employees' satisfaction survey, which covers corporate management, personal work conditions, team cooperation and communication, training and suggestions, performance management, compensation, benefits, etc. For the issues reflected in the survey results, the Company takes improvement measures and gradually improve and perfect.

6. 隐私保护

6. Privacy Protection

公司充分尊重和保障员工隐私，禁止违反法律规定向任何人员或单位泄漏员工个人信息，包括学历、年龄、家庭住址、工作

经历、联系方式、身体状况、婚姻状况及薪资信息；禁止公司管理人员及保安人员监视、监听员工的谈话、通信，以及私自拆动员工的信件、包裹等。

The Company fully respects and protects employees' privacy, and prohibits the disclosure of personal information to any individual or organization in violation of the law, including educational background, age, home address, work experience, contact details, health status, marital status, and salary. The Company also prohibits management and security personnel from monitoring or listening to employees' conversations and communications or tampering with employees' mail and packages.

7. 员工举报程序

7. Employees' Reporting Procedures

公司为员工搭建举报通道，鼓励员工在发现违法情况时及时进行投诉和举报。如果员工觉得受到违法的歧视、骚扰、中伤或针对，或想就有关歧视问题进行查询、投诉或寻求协助，可向公司人力资源部门、工会、法务部门求助以作适当的处理。

The Company provides channels for employees to report issues, and encourages them to file complaints and reports when they discover illegal activities. If employees feel they are being subjected to illegal discrimination, harassment, defamation, or targeting, or if they wish to inquire about, complain about, or seek assistance

regarding discrimination issues, they can seek help from the Company's human resources department, the union, or the legal department for appropriate handling.

公司在处理所有查询、投诉或寻求协助的要求均应严守保密原则，并尊重举报人的权利。

The Company shall maintain confidentiality and respect the rights of the whistleblower when handling all inquiries, complaints, or requests for assistance.

员工如被发现存在违法行为，将受到纪律处分，若情况严重，会被解除雇佣关系，并须承担相关法律责任。

Employees found engaging in illegal activities will be punished, and in severe cases, their employment will be terminated, and they will be held legally accountable.

五、附则

V. Supplementary Provisions

公司适时检视本政策，并根据相关法律法规等变化情况进行修订。

The Company will review this policy in due time and make revisions in accordance with changes in relevant laws and regulations.