

海尔智家员工行为准则（节选）

Code of Conduct of Employees of Haier Smart Home (Extract)

1、我们坚持人单合一理念，人人都是创客，并为所有创客提供平等、开放的机会，创客为用户创造价值，并在为用户创造价值中实现自己的价值分享。

We adhere to the concept of RenDanHeYi. Every employee is a maker, and we offer all makers equal and open opportunities. Makers create value for users, and in turn realize their value.

2、海尔智家为每一位员工提供平等机会，在招聘录用、薪酬福利、职业发展、奖励惩处时，以客观事实为依据，不因员工的国别、民族、籍贯、性别、年龄、身体特征、兴趣爱好和宗教信仰等原因而对员工歧视或差别对待，禁止强迫劳动和聘用童工。

Haier Smart Home provides every employee equal opportunities. In terms of recruitment and employment, remunerations and benefits, career development, as well as rewards and punishments, it regards the objective reality as the basis rather than discriminate employees or treat them differently for their nationality, race, native place, gender, age, physical characteristics, interests and hobbies, and religious belief. Forced labor and the employment of child laborers are prohibited.

3、海尔智家不会容忍任何带有羞辱、恐吓或敌意的行为，员工应当尊重他人，并避免可能会被认为不恰当行为的情况。

Haier Smart Home does not tolerate any humiliating, intimidating, or hostile act. Employees should respect others and avoid behavior that might be considered inappropriate.

4、海尔智家积极培养风清气正的职场文化，致力于营造互相尊重、积极健康、没有偏见和骚扰的工作环境，坚决反对任何形式和一切人际交往中的性骚扰或性侵犯行为，男性员工的相关的权益也在保护范围之内。

Haier Smart Home actively develops a clean and upright workplace culture. It is committed to creating a positive and healthy work environment where everyone respects each other and is free from bias and harassment. Meanwhile, it resolutely opposes sexual harassment or sexual assault in any form in all interpersonal communication. Relevant rights and interests of male employees are also protected.

5、建立常态工作机制，推动各部门对工作场合的酒桌陋习、低俗玩笑、涉黄言论等不当方式自查自清。保障员工身体健康和安全，员工有权拒绝陪酒劝酒等行为。鼓励员工对日常工作中的不当行为或陋习主动向相关部门反映，公司持续为员工提供必要的支持和帮助，共同维护文明健康职场生态。

A normal working mechanism is established to promote all departments to conduct self-inspection and self-cleaning of misconduct in the workplace, such as bad habits at a banquet, vulgar jokes, and pornographic speeches. The physical health and safety of employees are protected. Employees have the rights to refuse to drink or persuade others to drink. Besides, employees are encouraged to report misconduct or bad habits in day-to-day work to relevant departments. Haier Smart Home will offer employees the necessary support and help to jointly maintain a civilized and healthy occupational ecosystem.

6、海尔智家遵守相关国际劳工公约，如国际劳工组织《关于工作中基本原则和权利宣言》、《国际人权宪章》、《强迫劳动公约》以及联合国全球契约十项原则等。

Haier Smart Home conforms to relevant international labor conventions, such as the *Declaration on Fundamental Principles and Rights at Work of the International Labour Organization (ILO)*, the *Universal Declaration of Human Rights (UDHR)*, the *Forced Labour Convention*, and the Ten Principles of the UN Global Compact.

7、海尔智家注重员工沟通，了解员工需求。通过 iHaier、心声平台、电话、邮件和面对面谈心、职代会等多元化的员工沟通渠道，了解员工心声并将员工反映的问题逐一落实并解决。

Haier Smart Home values communication with employees and knows the demands of employees. It listens to the voice of its employees, through diverse communication channels, such as iHaier, the speak-out platform, telephone, email, one-on-one talk, and the meeting of employee representatives, and address issues reported by employees one by one.

8、海尔智家尊重个人（包括员工、客户、用户和供应商）有关隐私权的基本权利，在获取、使用或者披露个人信息时严格遵守相关的法律法规和的规定。

Haier Smart Home respects the basic privacy rights of individuals (including employees, clients, users, and suppliers) and strictly observes relevant laws, regulations, and internal provisions when acquiring, using, or disclosing personal information.