



Trina Solar Social Responsibility Management Regulation

Leading Dept.: Comprehensive Enabling Platform -
Compliance Dept.

Supporting Dept.: Departments of EHS,
Purchasing, Quality, Legal Affairs,
Brand Management, HR, and
Internal Audit

Approved by : Head of Comprehensive Enabling
Platform

Document No.: TSL-RC-010

Effective date : April 29, 2021

1. Purpose

This Regulation is prepared to further safeguard the interests of Trina Solar Co., Ltd. (hereinafter referred to as “Trina Solar” or “the Company”) and the interested parties, enhance the Company’s brand image and social recognition, and strengthen the standardization and rationality of corporate social responsibility management.

2. Scope

This Regulation is applicable to Trina Solar and its holding subsidiaries, etc.

3. Definitions

3.1 Social responsibility

The “social responsibility” refers to the social responsibilities and obligations that the Company shall fulfill in operation and development, including: corporate governance, environmental protection and resource conservation, supply chain management, work safety, quality management, protection of employee rights and interest, and public welfare.

3.2 Stakeholders

Stakeholders include but are not limited to customers, employees, stockholders, governments, business partners, non-governmental organizations and communities, public media, research institutions/standards associations.

4. Responsibilities and Authorities of Relevant Departments

The departments concerned in the corporate social responsibility management are responsible for:

4.1 Legal Affairs Dept.

Reviewing and confirming the compliance of relevant systems and documents with laws and regulations.

4.2 Compliance Dept. of Listed Company (“Compliance Dept.”)

1. Supporting the corporate operation and management activities from the perspective of internal control and compliance;
2. Carrying out annual self-inspection according to Items 1-3 of *Corporate Social Responsibility Checklist _ Governance Development*.

4.3 Internal Audit Dept.

1. Verifying Company’s compliance with business ethics in operation and management, investigating violations and taking disciplinary actions, and following up the implementation of improvement

mechanism;

2. Carrying out annual self-inspection according to Items 4-5 of *Corporate Social Responsibility Checklist _ Governance Development*.

4.4 Environmental Health and Safety Dept. (“EHS”)

1. Managing the corporate environment, occupational health, and safety on a daily basis;

2. Carrying out annual self-inspection according to the *Corporate Social Responsibility Checklist _ Environmental Protection and Safety Management*.

4.5 Purchasing Dept.

1. Managing the global supply chain, including vendor development and maintenance, market information collection, purchase quotation review and comparison, and system import and maintenance of Approved Vendor List (AVL); implementing the purchase plan, including business negotiation, signing purchase contracts, making purchase orders (PO), fulfilling payment obligations according to contracts;

2. Requesting vendors to meet their commitment of legal employment, implementing AVL evaluation mechanism for new vendors, making regularly evaluation for cooperative vendors, and maintaining cooperative relationship with vendors, urging their improvements or removing them from AVL based on the evaluation according to the management practices for vendor development, vendor management and vendor performance evaluation;

3. Carrying out annual self-inspection according to the *Corporate Social Responsibility Checklist _ Supply Chain Management*.

4.6 Quality Dept.

1. Establishing and maintaining the product lifecycle quality assurance system, formulating the whole process quality control plan for products and solutions and ensuring their effective implementation, strictly observing laws and regulations, and fully satisfying the quality requirements of customers;

2. Establishing the after-sales service guarantee system and effectively managing the after-sales service to relieve the worries of customers;

3. Carrying out annual self-inspection according to the *Corporate Social Responsibility Checklist _ Quality Management*.

4.7 Human Resource Management Dept. (“HR”)

1. Making overall planning for, coordinating and guiding the daily management of employee rights and interests;

2. Carrying out annual self-inspection according to the *Corporate Social Responsibility Checklist _ Employee Rights and Interests*.

4.8 Brand Management Dept.

1. Collecting, integrating and formulating the corporate annual public welfare work plan;
2. Coordinating public welfare activities across departments and regional resources, and supervising the orderly implementation of public welfare undertakings of the Company;
3. Coordinating external non-profit organizations and relevant governmental resources in public welfare activities;
4. Carrying out annual self-inspection according to the Corporate Social Responsibility Checklist _ Public Welfare.

5. Content of Social Responsibility Management

5.1 Governance development

5.1.1 The Company shall abide by compliance management and business ethics, protect intellectual property rights, establish a moral and compliant management system as well as a responsible, honesty and compliant corporate governance environment.

5.1.2 The Company shall establish and improve the corporate governance structure, rules of procedure and decision-making procedures in accordance with the *Company Law, the Articles of Association*, and relevant laws and regulations, set up a standardized Shareholders' Meeting, a Board of Directors, a Board of Supervisors and the management, with well-defined power and responsibility, checks and balances, for voting, decision-making, supervision and execution, respectively.

5.1.3 The Company shall integrate moral construction and compliance requirements into its daily operation, formulate the relevant rules and regulations to guide the commercial activities of employees, managers and partners, set up a special department for the publicity and education of professional conduct and ethics as well as the acceptance of complaints and reports, and constantly strengthen the construction of anti-corruption and anti-bribery management system.

5.2 Environmental protection and resource conservation

5.2.1 The Company shall implement the environmental impact assessment management system for construction, reconstruction and expansion project, strictly observe and take pollution prevention and control measures in the EIA documents and approval requirements.

- 5.2.2 The Company shall strictly implement the “Three Simultaneous” management system for environmental protection of construction projects to ensure that the pollution prevention and control facilities and risk prevention measures supporting the construction projects are designed, implemented, put into production and use simultaneously with the main project.
- 5.2.3 The Company shall apply for and maintain a valid pollutant discharge permit in accordance with regulations, and discharge pollutants in accordance with the types of pollutants, control indicators and methods specified in the permit.
- 5.2.4 The Company shall pay environmental protection tax in full and on time according to regulations.
- 5.2.5 The Company shall establish a sound environmental management system and provide pollution control facilities in accordance with the relevant national environmental protection laws and regulations, clearly define the targets and indicators of wastewater discharge and exhaust emission, regularly monitor the discharge and emission, and evaluate the compliance against the relevant discharge and emission standards to ensure stable discharge and emission reaching the standards.
- 5.2.6 The Company shall establish a waste management system for waste control based on the principles of reduction, recycling and harmlessness, and ensure the compliance of waste storage and disposal.
- 5.2.7 The Company shall regularly organize the investigation and management of environmental risks, and EHS-related comprehensive inspection at least quarterly to timely discover and eliminate EHS hidden hazards.
- 5.2.8 The Company shall establish emergency response procedures and prepare emergency plans for environmental emergencies to ensure scientific, orderly and efficient post-event response according to regulations, reduce losses caused by environmental pollution, protect the ecological environment, and ensure public safety and social stability.
- 5.2.9 The Company shall utilize clean energy, clean technologies and equipment with high resource utilization rate and low pollution emissions as a priority to reduce the generation of pollutants, the environmental pollution and improve the comprehensive utilization efficiency of resources.
- 5.2.10 The Company shall establish an environmental management system (ISO14001) and an energy management system (ISO50001) according to the national and international standards, set environmental protection and energy-saving targets, refine energy-saving responsibilities, identify main energy uses, implement energy-saving projects, and regularly track and review the environmental protection and energy-saving targets.

5.2.11 The Company shall actively respond to national policies, phases out processes and equipment with high energy consumption, high pollution and low efficiency, persist in scientific and technological innovation, and enhance the product conversion efficiency.

5.2.12 The Company shall conduct environmental protection, energy resource training and education activities to continuously raise the employees' awareness of environmental protection and resource conservation.

5.3 Supply chain management

5.3.1 The Company shall comply with international labor rights standards and regulations, including the commitments not to cooperate with vendors involving any illegal employment, child labor and forced labor; not to purchase or support the use of conflict minerals, and to pay close attention to its own green development.

5.3.2 Mineral conflict management: The Company shall develop conflict-free mineral policies, management system and management process, and implement ethical sourcing to constantly promote the sustainable development of industry chain. Take active actions when being aware of the possibility of conflict minerals entering its supply chain: develop a formal conflict mineral policy, stating that Trina Solar will not purchase or support the use of conflict minerals; establish a management system to make conflict mineral investigation for the supply chain, identify mineral sources; and carry out conflict mineral training for key partners.

5.3.3 Green Development: The Company shall pay close attention to its green development, actively convey and communicate its vision and goal of sustainable development to global partners, and fully integrate sustainable development into the purchasing activities.

5.3.4 Vendor development: The Company shall establish a standardized vendor development process for vendor selection, evaluation and elimination jointly by departments to ensure fairness and transparency; the Company only cooperates with vendors evaluated as qualified.

5.3.5 Vendor performance evaluation: The Company shall implement dynamic management of vendors and dynamically manage the information, status and performance evaluation of all vendors, and promote their improvement. A vendor performance evaluation system is established for regular evaluation from quality, cost, delivery, service, innovation, the fulfillment of commitment of legal employment, conflict-free minerals, and specific communication and guidance are provided based

on the evaluation results to promote their improvement. Vendors making no improvements for a long time will be restricted on business, frozen and eliminated.

5.3.6 Vendors that fail to provide a legal employment commitment letter or involve conflict minerals will not be listed as the Company's partner during the development and dynamic performance evaluation.

5.4 Work safety

5.4.1 The Company shall focus on work safety, implement the policy of "Safety and Prevention First, Comprehensive Management", strictly abide by the *Law of the People's Republic of China on Work Safety* and other relevant laws and regulations, establish and improve the work safety responsibility system and work safety rules and regulations, and implement the level-by-level work safety responsibility and assessment.

5.4.2 The Company shall strictly implement the "Three Simultaneous" system for work safety and ensure that the safety facilities of the construction, reconstruction and expansion projects are designed, implemented, put into production and use simultaneously with the main project.

5.4.3 The Company shall set up an EOHS Dept. as required, provide work safety management personnel, form a Work Safety Committee, and hold monthly safety committee meetings to review safety inspection, safety training, emergency drills, and accident cases. The Company shall develop and implement safety education and training plans to raise the employees' awareness of work safety. The heads of departments shall receive safety training and have corresponding work safety knowledge and management ability; special operation personnel must work with permits for special & dangerous operations; other employees not receiving safety education and training shall not take up their posts; employees transferred to new posts or using new processes, technologies, equipment and materials shall be given special safety education and training.

5.4.5 The Company shall strengthen the management of safety expenses related to safety facilities maintenance, training, emergency equipment to ensure full funding and effective implementation of work safety.

5.4.6 The Company shall regularly organize the investigation and management of potential safety hazards, and a comprehensive EHS inspection at least quarterly to timely discover and eliminate

potential EHS hazards.

- 5.4.7 The Company shall establish an emergency management mechanism and develop emergency plans for work safety accidents, form an Emergency Response Team (ERT), provide emergency preparedness and materials, formulate an emergency drill plan each year, and carry out drills for fire accidents and chemical leakage as planned, to enhance the employees' capabilities of accident prevention and management, and ensure timely handling and reporting in case of safety accidents.
- 5.4.8 The Company shall strengthen the management of contractors and implement safety management measures for dangerous operations related to fire, climbing, in confined space and lifting.
- 5.4.9 The Company shall strictly manage hazardous chemicals to ensure compliance of storage and disposal of hazardous wastes.
- 5.4.10 The Company shall do regular maintenance and inspection of devices to ensure their effective, safe and continuous operation. For newly introduced equipment, organize relevant departments for risk assessment and prepare safety operating procedures.
- 5.4.11 The Company shall establish and maintain occupational health and safety management system (ISO45001) and work safety standardization management system according to the national and international standards, continuously minimize the occupational injuries and work safety accidents in the workplace through all-round risk identification and control, integrate the occupational health and safety management requirements into each link of the operation management to ensure production safety.

5.5 Quality management

- 5.5.1 Each business unit of the Company shall establish a quality assurance system covering the lifecycle of the products it delivers and the whole process of projects it undertakes according to the local laws and regulations and the relevant product standards of the industry, in combination with its business characteristics and with reference to the Group's quality management guidelines, to ensure the product quality and safety and take responsibility for the safety of society and consumers.
- 5.5.2 All business units shall standardize the product production/project implementation process, develop the whole process quality control plan and establish the relevant inspection systems and

standards, and ensure their strict implementation. It's required to strictly control the quality and prevent the release of products/projects without quality assurance and endangering people's lives and health and environmental and ecological protection.

- 5.5.3 The Company shall strengthen the after-sales service of products. The sold products with serious defects and potential safety hazards shall be timely recalled or subject to other effective measures to minimize or eliminate their social hazards. For projects undertaken, the main equipment failures during the operation reported from customers shall be handled as agreed upon in the contract to solve problems. The Company shall properly respond to complaints and suggestions from consumers, and effectively protect their rights and interests.

5.6 Employee rights and interests

- 5.6.1 The Company shall strictly abide by the *Labor Law* and the *Labor Contract Law*, protect the legitimate rights and interests of employees according to law, implement the human resource policy, allow employees to enjoy their labor rights and fulfill labor obligations according to law, maintain the stability of jobs, actively promote full employment, and earnestly fulfill social responsibilities.
- 5.6.2 The Company shall respect the personality and protect the legitimate rights and interests of employees, care for them, promote the harmony and stability of labor-capital relationship, and implement special labor protection for female employees according to the relevant national regulations. Corporal punishment, mental or physical coercion, verbal insult or any other form of abuse is forbidden.
- 5.6.3 The Company shall establish and improve the labor safety and hygiene system, strictly implement the national labor safety and hygiene regulations and standards, provide labor safety and hygiene education, healthy and safe working and living environment, prevent industrial accidents to the greatest extent and minimize occupational hazards.
- 5.6.4 The Company shall make distribution according to work and equal pay for equal work, and offer wages not lower than the local minimum standard; not dock or delay wages without justification, or reduce wages and social security by probation in disguised form.
- 5.6.5 The Company shall not interfere with the freedom of faith, or discriminate against employees in terms of employment, remuneration, training opportunities, promotion, dismissal or retirement by

reason of gender, age, nationality, race, country, religious belief, etc.

- 5.6.6 The Company shall establish a vocational training system, collect and apply vocational training funds according to the national regulations, actively carry out employee training, encourage and support them to engage in further education and training, and provide more development opportunities.
- 5.6.7 The Company shall establish an employee supervisor selection mechanism in accordance with the *Company Law* and the *Articles of Association* to ensure that employees have full rights in corporate governance.
- 5.6.8 The Company shall comply with the international labor rights standards and regulations, including not involving any illegal employment, child labor and forced labor.
- 5.6.9 Matters not covered in the section shall be subject to the relevant systems of HR.

5.7 Public welfare

- 5.7.1 The Company shall fulfill its responsibilities and obligations in public welfare, formulate the annual public welfare undertaking plan, actively promote charitable activities, and support the social vulnerable groups.
- 5.7.2 During the promotion of public welfare activities, for the purpose of public charity, the Company shall make donations to public welfare organizations and charities or the people's governments at or above the county level and their departments as a priority; follow its rules and regulations, and ensure all public welfare activities are implemented subject to an approval from the management.

5.8 Social responsibility management inspection mechanism

- 5.8.1 The departments including EHS, Quality, HR, Brand Management, Compliance, Internal Audit shall make annual self-inspection against the *Corporate Social Responsibility Checklist*. In case of any nonconformity, the responsible department shall urge the corresponding department to make improvements.
- 5.8.2 The Company shall issue the *Corporate Social Responsibility Report* according to the performance of social responsibility and the annual inspection and evaluation of corporate social responsibility, to keep stakeholders informed of the efforts made by the Company for social responsibility, to enhance the Company's strategic management ability, examine the interactions with the society and

enhance its brand image and value.

6. References

6.1 *Standard for Enterprise Internal Control*

7. Change History

None

8. Supplementary Provisions

This Regulation shall be interpreted by the Compliance Dept., and updated and improved with the assistance of the supporting departments.

9. Appendixes

9.1 Appendix I: *Corporate Social Responsibility Checklist_Governance Development*

9.2 Appendix II: *Corporate Social Responsibility Checklist_Environmental Protection and Safety Management*

9.3 Appendix III: *Corporate Social Responsibility Checklist_Supply Chain*

9.4 Appendix IV: *Corporate Social Responsibility Checklist_Quality Management*

9.5 Appendix V: *Corporate Social Responsibility Checklist_Employee Rights and Interests*

9.6 Appendix VI: *Corporate Social Responsibility Checklist_Public Welfare*

Appendix I: Corporate Social Responsibility Checklist_ Governance Development

CSR Due Diligence Internal Audit Checklists_ Governance Development

_____ (year) Corporate Social Responsibility Checklist_ Governance Development

Audit Checklists	Audit Comments	Results
1. Does the Company have a Shareholders' Meeting, a Board of Directors and business managers according to the national laws and regulations and <i>the Articles of Association</i> ?		
2. Does the Company form an Independent Audit Committee, a Remuneration Committee, a Strategy Committee and a Nominating Committee under the Board of Directors to clarify their respective responsibilities and powers, qualifications, rules of procedure, working procedures and the qualifications of the members, and provide support for scientific decision-making by the Board of Directors according to the relevant resolutions of the Shareholders' Meeting?		
3. Does the Company make <i>Self-Disclosure of Personal Conflicts of Interest</i> in accordance with the <i>Code of Business Conduct and Ethics</i> , and track situations that may cause conflicts to promote its honesty and compliant operation as well as the construction of business ethics?		
4. Does the Company regularly offer training courses on business ethics?		
5. Does the Company have a special department for publicity and education of professional conduct and ethics, acceptance of complaints and reports, follow-up audit, and continuously strengthening the construction of anti-corruption and anti-bribery management system?		

Checked by:

Reviewed by:

Date:

Appendix II: Corporate Social Responsibility Checklist_Environmental Protection and Safety Management

_____ (year) Corporate Social Responsibility Checklist_Environmental Protection and Safety Management

No./Content	EHS Self-Inspection Item	Yes/No	Existing Problem(s)	Hazard Level (Major/General)	Corrective Action	Responsible Person	Deadline	Remarks
I. Overview								
1.1	Does the Company have recently been fined by government departments or received administrative penalty notices from (Environmental Protection, Emergency Management, National Health Commission, Market Supervision and Administration, etc.)?							
II. Environmental protection								
2.1	Does the Company recently have construction, reconstruction and expansion projects which have passed environmental impact assessment, and organizes the environmental protection acceptance for construction projects?							
2.2	Is a pollutant discharge permit obtained as required?							
2.3	Are environmental taxes paid regularly (if applicable)?							
2.4	Are the wastewater treatment facilities working normally and monitored regularly, with discharge reaching the standard? Are standardized signs set at the wastewater outlet?							
2.5	Are Exhaust gas treatment facilities working normally and monitored regularly, with emissions meeting the national or local emission standards? Are standardized signs set at the exhaust gas outlet?							

2.6	Are storage and disposal of hazardous wastes compliant?							
2.7	Is the environmental emergency plan filed? Are drills carried out as planned?							
III. Safety management								
3.1	Does the Company recently have construction, reconstruction and expansion projects for which “Three Simultaneous” system is implemented for safety protection facilities?							
3.2	Do the principal responsible person and safety management personnel regularly attend safety management training and obtain training certificates?							
3.3	Are safety accidents recorded? Are corrective measures developed against the root cause and correction made?							
3.4	Is safety investment budget made? Is a ledger created to ensure necessary funds for work safety?							
3.5	Is work safety management system established? Are operating procedures for each post developed?							
3.6	Is comprehensive EHS inspection organized regularly (at least quarterly)?							
3.7	Is construction of production safety standardization carried out?							
3.8	Are chemicals stored at designated areas in intact containers, and provided with means of leakage prevention? Are inflammable and explosive chemicals placed in explosion-proof cabinets?							
3.9	Are hazardous operations related to temporary electricity utilization, fire, climbing, lifting and in confined space effectively managed?							

3.10	Are risks systematically identified, avoided and controlled?							
3.11	Is special equipment regularly inspected, and a complete special equipment ledger created?							
3.12	Is emergency plan for production safety accidents developed and an evidence of filing obtained?							
IV. Occupational health								
4.1	Does the Company recently have construction, reconstruction and expansion projects, for which the “Three Simultaneous” system is implemented for occupational disease prevention facilities (pre-assessment of occupational disease hazard, design of occupational disease prevention facilities, and evaluation of occupational disease hazard control effect)?							
4.2	Are occupational hazard factors monitored (once a year) and all qualified?							
4.3	Are new employees informed of occupational hazards (e.g. occupational hazards and consequences that may occur in work, occupational disease prevention measures)?							
4.4	Are pre-job, on-the-job and off-post occupational health examinations provided for employees exposed to occupational hazards, with results notified to them in writing?							
4.5	Are occupational health monitoring files produced for employees exposed to occupational hazards?							
4.6	Are safe and healthy working environment provided for employees and other personnel?							
4.7	Are employees provided with PPE as required?							

4.8	Do catering and management personnel in the factory canteen have health certificates? Are samples of supplied, stored and provided food reserved?							
V. Fire emergency								
5.1	Does the Company have all the fire safety certificates or approvals?							
5.2	Do fire-fighting facilities and equipment have FPD signs? Are they regularly checked and maintained, and are the building fire-fighting facilities thoroughly inspected at least annually to ensure they are intact and available?							
5.3	Are evacuation exits, emergency exits and fire lanes unblocked? Is there unauthorized use, removal, disabling or plugging of fire-fighting facilities and equipment?							
5.5	IS Emergency rescue team (ERT) formed, with members updated and trained regularly?							
5.6	Is smoking only permitted in smoking areas?							
5.7	Are emergency plans developed according to factory risks and drills are organized regularly as planned?							
5.8	Is the plant provided with necessary emergency rescue facilities which are regularly spot checked?							
VI. Others								
6.1	Does the Company have an Occupational Health and Safety Committee composed of management representatives and workers' representatives, and organizes regular meetings?							
6.2	Is a senior manager appointed to ensure the occupational health and safety of employees?							

6.3	Is effective environmental, occupational health and safety training provided for employees and other personnel, including on-the-job training and professional skill training?							
-----	--	--	--	--	--	--	--	--

Organization inspected:

Checked
by:

Reviewed by:

Date:

Appendix III: Corporate Social Responsibility Checklist_Supply Chain Management

_____(year) **Corporate Social Responsibility Checklist_Supply Chain Management**

Checklist	Comments
Vendor development management:	
Number of qualified vendors as of (MM-DD-YYYY)	
Number of vendors committed to legal employment	
Number of new qualified vendors of the current year	
New qualified vendors of the current year provide “Legal Employment Commitment Letter”	Yes <input type="radio"/> No <input type="radio"/>
Do new qualified vendors of the current year go through the vendor development process? Are they reviewed and approved?	Yes <input type="radio"/> No <input type="radio"/>
Vendor performance evaluation management:	
Does the Company regularly conduct vendor performance evaluation?	Yes <input type="radio"/> No <input type="radio"/>
Do the evaluated vendors keep commitments of legal employment?	Yes <input type="radio"/> No <input type="radio"/>
Are the evaluated vendors involved in conflict minerals, etc.?	Yes <input type="radio"/> No <input type="radio"/>
Number of vendors evaluated as qualified	
Number of vendors considered to be improved after evaluation	
Number of vendors evaluated as unqualified and to be removed from the AVL	

Checked by:

Reviewed by:

Date:

Appendix IV: Corporate Social Responsibility Checklist_ Quality Management

_____ (year) Corporate Social Responsibility Checklist_ Quality Management

No.	Checklist	Basis	Results
Quality system			
1	What's the scope of quality management system? Does The Company have new processes or sites? Are they documented?	Internal Audit Management Guidelines	
2	Does the quality management system conform to the ISO9001 and include all processes?	System Authentication Certificate	
3	Is quality policy developed and documented?	Quality Policy Document	
4	Are quality objectives developed? What is the process of achieving the objectives?	Quality indicator database	
5	Is internal audit carried out annually by trained auditors?	Internal Audit Record Sheet and Training Record	
6	Is management review carried out annually?	Management Audit Report	
7	What are the continuous improvements in the relevant process of the quality system?	GB certification, personnel qualification compliance rate	
8	How are quality risk management carried out?	Quality Risk Management Guidelines	
Product quality			
9	Are there vendor management requirements for product-related business?	Product Vendor Management Guidelines	
10	Are there production process specifications and inspection procedures?	Control Plan, Operation Instruction, Joint Tour Inspection Form	
11	Is there a management practice for nonconforming product output?	Nonconforming Product Output File	
12	Does Products meet the certification requirements for market access?	Product Authentication Certificate	
13	Is there a process specification for product recall?	Product Recall Procedures	
14	Are there reasonable warranty terms?	Written Warranty	
15	Is there a reporting process for major quality events?	Procedures for reporting major quality events of each value group	
16	Is there a standardized customer complaint handling process?	8D Report, CSP Customer Complaint System	
17	Is satisfaction survey carried out annually?	Satisfaction Survey Report	
Project quality			
18	Are there supplier management requirements for project-related business?	Project Supplier Management Guidelines	
19	Are there whole process project quality management standards?	Engineering Project Management Guidelines	
20	Is there quality control for key equipment?	Incoming Inspection Control Process	
21	Is there project acceptance management?	Acceptance Specification & Acceptance List	

22	Are there corrective and re-inspection measures for elimination of project defects?	Construction Defect Correction Counter Notice and related materials	
23	Is there a reporting process for major quality accidents?	Major Quality Accident Reporting Procedure	
24	Is there a standardized customer complaint handling process?	Hotline (400-), WeChat official account	

Checked by:

Reviewed by:

Date:

Appendix V: Corporate Social Responsibility Checklist_Employee Rights and Interests

_____ (year) Corporate Social Responsibility Checklist_Employee Rights and Interests

Checklist	Comments	Results
1. Child labor		
Does the Company comply with local laws and regulations, and prohibit the use of child labor?		
Does the Company have policies or systems that prohibit the use of child labor?		
Auditor's question:		
2. Forced labour		
Does the Company make or keep commitments not to use forced labour, including prison labour?		
Does the Company have policies or systems that prohibit detaining the ID cards of employees or collecting any form of deposit from employees when they enter the Company?		
Does the Company have policies or systems that prohibit detaining the salaries, personal property or documents of employees, including outsourcing labor, to coerce them to keep working?		
Does the Company have policies or regulations to allow employees to leave the workplace after office hours and terminate their labor relations on their own according to law?		
Auditor's question:		
3. Health and safety		
Does the Company provide safe and healthy working environment for employees and other personnel?		
Does the Company systematically prevent occupational health and safety accidents?		
Does the Company have a functional department for managing the occupational health and safety of employees?		
Does the Company systematically identify, avoid and control risks, record accidents, provide personnel protection, and medical assistance for injured employees?		
Does the Company provide clean toilets, drinking water, food storage areas and dormitories for employees to meet their basic hygiene needs?		
Does the Company have an Occupational Health and Safety Committee composed of management representatives and employee representatives, and organizes regular meetings?		
Does the Company provide effective occupational health and safety training for employees and other personnel, including on-the-job training and professional skill training?		
Does the Company allow employees to protect themselves in the face of danger as a priority?		
Auditor's question:		
4. Collective negotiation		
Does the Company respect the wills of employees to join the labor union organization or not?		
Does the Company allow employees to freely choose their representatives when free assembly and collective negotiation are severely restricted by law?		

Does the Company guarantee all employees against discrimination, harassment, threats and retaliation?		
Auditor's question:		
5. Discrimination		
Does the Company have policies or systems to protect employees from discrimination by reason of race, nationality, family background, surname, lineage, religion, disability, gender, sexual orientation, association, political stance and age?		
Does the Company have policies or systems that prohibit discrimination in recruitment, salary payment, training, promotion, termination and retirement?		
Does the Company prohibit pregnancy or chastity check under any circumstances?		
Auditor's question:		
6. Punishment measures		
Does the Company have policies or systems that ensure employees are respected, explicitly prohibit corporal punishment, any psychological or physical abuse, or any harsh or inhuman treatment?		
Auditor's question:		
7. Working hours		
Does the Company abide by the provisions of laws and regulations on working hours, rest hours and statutory holidays?		
Is overtime voluntary based on the wills of employees? Does the Company standardize the overtime management?		
Auditor's question:		
8 Remuneration		
Does the Company have policies or systems that guarantee the basic living wages of employees?		
Are wages of employees not lower than the minimum standard and paid in full and on time?		
Does the Company have policies or systems that explicitly prohibit using salary cut as a punitive measure unless permitted by laws and regulations or by collective negotiation?		
Does the Company inform employees of monthly payroll?		
Does the Company provide overtime compensation according to the relevant laws and regulations, and its rules and regulations?		
Does the Company have policies or systems that prohibit evading legal obligations through labor subcontracting, short-term contracts, apprentices and other forms?		
Auditor's question:		
9 Training		

Does the Company have political systems to collect and apply vocational training funds in accordance with the national regulations, and actively carries out staff training?		
Does the Company encourage and support employees to engage in further training and education to provide more development opportunities?		
Does the Company provide employees with detailed training and publicity in writing by e-mail or other means?		
Does the Company keep training records and collect feedback after each training?		
Auditor's question:		
10. Employee Care		
Does the Company have systems to respect employees' personality and protect their legitimate rights and interests?		
Does the Company care for employees, maintain the harmony and stability of labor-capital relations, and have details of caring activities?		
Does the Company provide special labor protection for female employees in strict accordance with the relevant national regulations?		
Does the Company visit and offer material assistance to employees in need, and collect feedback from employees?		
Does the Company ask for permission from employees in need concerning the publicity of care they receive?		
Auditor's question:		

Checked by:

Reviewed by:

Date:

