

Zhongshan Huali Industrial Group Co., Ltd

Working Hour Policy

1. Standard

The Company strictly abides by the requirements of national laws, brand and international standards on working hours. Company ensures that workers at least have 24 consecutive hours of rest in every seven-day period. Overtime is voluntary. Total working hours do not exceed 60 hours per week. Overtime hours shall be in accordance with the local law or brand's requirements, whichever is higher.

2. Requirements

2.1 Company strictly comply with national law and brand's requirements on daily , weekly , monthly , and yearly working hours, whichever is higher.

2.2 Company only allows to use the electronic system to record attendance, manual attendance record is prohibited .

2.3 Clock in or out should be finished within 15 minutes.

2.4 Any switch in working hours shall be notified to workers at least 24 hours in advance , in consultation with trade union /employee representatives in writing, and company SMP report to brand.

2.5 Overtime is voluntary, no forced overtime work or work arranged during non-working hours is allowed.

2.6 If extending working hours is in need under special circumstance, written application shall be made to SMP and brand, overtime can be arranged only after the application is approved.

3. Communication and Reporting

We encourage all stakeholders to monitor policy compliance and report any violations. All reports will be handled confidentially, with zero tolerance for retaliation.

Group Grievance & Reporting Email: anti.corruption@huali-group.com