

# **Ascentage Pharma Group International's Employee Appeal Management System**

## **1. Overview**

This system aims to strengthen the protection of employees' legitimate rights and interests within Ascentage Pharma Group International and its affiliated companies (hereinafter referred to as "the Company" or "we"). It provides employees with an official and confidential appeal reporting mechanism and standardizes the relevant appeal handling procedures and work standards to ensure the effective implementation of the appeal process.

## **2. Scope of Application**

This system applies to appeals regarding employees' unfair treatment or infringement of rights and interests related to human resources and the Employee Handbook. It is applicable to all employees of the Company, including full-time employees, part-time employees, and temporary employees.

## **3. Appeal Methods**

Appealing employees have the right to submit their appeals to their direct supervisors or initiate the appeal process through the Human Resources Department. If the appealing employee disagrees with the handling results of the superior supervisor or chooses to submit the appeal to the Human Resources Department initially, the Human Resources Department will be fully responsible for accepting, investigating, and handling the appeal. Relevant appeal issues and investigation results should also be reported to the Audit Committee when necessary.

When filing an appeal, the appealing employee should ensure that the stated matters are based on objective facts and be responsible for the authenticity of the appeal materials. The appealing employee shall not fabricate or distort the truth or falsely accuse or frame others in any form.

## **4. Appeal Acceptance and Investigation**

The dedicated person handling the appeal should fully complete the investigation and obtain the investigation results of the appeal handling within 15 working days after receiving the appeal, and notify the appealing employee in writing within 3 working days after the results are issued. If it is necessary to extend the handling time due to special reasons, the situation must be clearly explained to the appealing employee, but the overall handling period shall not exceed 30 working days. If the appealing employee disagrees with the investigation results, they can file a second appeal within 10 days after receiving the notice and request a review. If the appealing employee does not raise an objection within this time limit, it shall be deemed that they have accepted the investigation results.

## **5. Appeal Handling**

If the investigation results confirm that the appeal matters are true, the Human Resources Department should promptly correct the violations within 30 working days after the investigation results are issued or take corresponding disciplinary measures against the violators in accordance with the established regulations. If suspected illegal and criminal acts are involved, a report should be immediately filed with the police, and the Company should cooperate with the public security organs in the investigation and handling.

If the investigation results confirm that the appeal matters are not true, the appeal handler should, based on the principle of seeking truth from facts, explain the situation in detail to both parties to clarify the misunderstanding and restore the truth.

## **6. Appeal Confidentiality and Protection of Appealing Employees**

The appeal handler must strictly keep confidential the personal information of the appealing employee and the content of the appeal. When handling the appeal, the appeal handler should do a good job of confidentiality and conduct the handling without revealing the identity of the appealing employee. The appeal materials and records should be managed as confidential documents.

Whether it is a real-name appeal or an anonymous appeal, the appeal handler and the Human Resources Department should fully protect the legitimate rights and interests of the appealing employee.

For any behavior that violates the provisions of this regulation and arbitrarily discloses the information of the appealing employee, strict measures will be taken for punishment in accordance with the relevant regulations.

For any acts of retaliation, harassment, or persecution against the appealing employee, once verified, the Company will impose disciplinary actions such as counseling, general violations, relatively serious violations, and serious violations according to the severity of the circumstances in accordance with the rules and regulations. If the act constitutes an illegal and criminal offense, a report will be immediately filed with the police, and the Company will cooperate with the public security organs in the investigation and handling. If the appealing employee suffers personal injury, damage to reputation, or economic losses due to retaliation, the appealing employee has the right to file a lawsuit in court in accordance with the law and demand compensation for the losses.

Appealing employees who file a legitimate appeal in accordance with this system will be fully protected to ensure that they will not suffer any form of unfair dismissal, persecution, or unauthorized disciplinary action due to the appeal. However, for acts of deliberately fabricating facts and falsely accusing and framing others under the pretext of an appeal, the Company will take strict measures in accordance with the relevant regulations. If it constitutes an illegal and criminal offense, a report will be immediately filed with the police, and the Company will cooperate with the public security organs in the investigation and handling. If the appealing employee deliberately fabricates lies and fictionalizes the circumstances, resulting in interference with the appeal investigation and handling or causing a waste of human, material, and financial resources, the Company has the right to pursue their legal responsibilities in accordance with the law or demand that they bear the economic compensation liability.

After receiving an appeal, if any department of the Company conceals the report, delays in reporting, fails to cooperate with the investigation, sets up obstacles to obstruct the investigation, or retaliates against the appealing employee, the Company will investigate the responsibilities of the relevant responsible persons in accordance with the law and also investigate the leadership

responsibilities of the main person in charge of the department.

### **7. Supplementary Provisions**

If there are any matters not covered in this policy, or if it is contrary to the relevant laws, regulations or normative documents, it shall be implemented in accordance with the relevant laws, regulations and normative documents.

This policy is formulated, revised and interpreted by the HR Department of the Company, approved by the Board of Directors, and effective from the date of issuance.