

RECRUITMENT, DIVERSITY,
INCLUSION AND ANTI
DISCRIMINATION



OVERVIEW

Veshin has been given to us for a purpose. Our business model has been built with a philosophy to do the best we can. We are driven by our own consciousness in our quest to build a responsible organization.

To realize true sustainability, our organization must be responsible in all aspects, including accountability over the effects it has on people and the planet. Veshin strives to not only reduce our impact, but also bring real benefit to our environment and communities.

We must constantly be reinventing our approach to create and sustain equal opportunities, and we hope that others follow us to make our world a better place.

We are committed to creating initiatives to increase employee awareness of their importance. Part of our effort is to foster Diversity and Inclusion in our workplace. We believe that everyone has a unique talent regardless of their background, and embrace and encourage our employees' differences in age, color, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

The collective sum of the individual differences, life experiences, knowledge, and self-expression that our employees invest in their work represents a significant part of not only our culture, but our reputation and company's achievement as well.

Veshin's Code of Conduct is enforced in the factory to set the minimum standards for a positive workplace. This document specifies Veshin's goals, values and procedures to ensure SDG 10 (Reduced Inequalities), SDG 8 (Decent work and Economic Growth) and SDG 6 (Gender Equality).

GOALS

We understand that our effort could only provide a limited number of jobs, but we hope our achievements could prove to other companies and society at large that those from disadvantaged backgrounds are completely capable of working as long as they are properly supported. We are happy to share our journey and experience to the public, thus create a positive wave in the community to make sure that no one is left behind.

Veshin Factory is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion. Our vision at Veshin Factory is for every person to use their unique experiences and backgrounds together to spark solutions that create a better, healthier world.

DIVERSITY AND INCLUSION VALUES

Veshin Factory's diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; professional development and training; promotions; transfers; social and recreational programs; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexible work schedules to accommodate employees' varying needs.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for diversity.
- All employees of Veshin Factory have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events. All employees are also required to attend and complete diversity awareness training to enhance their knowledge to fulfill this responsibility.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

Employees who believe they have been subjected to any kind of discrimination that conflicts with the company's diversity policy and initiatives should seek assistance from a supervisor or an HR representative.

ANTI-DISCRIMINATION

We base employment decisions such as bonuses and promotions on merit, considering qualifications, skills, performance and achievements. We do not tolerate discrimination against any employee or applicant for non-work-related personal characteristics, such as race, colour, religious beliefs, pregnancy (including childbirth or related medical conditions, as well as breastfeeding needs), sexual orientation, gender identity or expression, nationality, ethnicity, social origin, family or marital status, ancestry, age, physical or mental condition, medical condition, or genetic information.

We provide reasonable accommodation to qualified individuals with a disability as well as individuals with needs related to their religious observance or practice.

We all have a right to work in an environment free from the demoralizing effects of harassment or unwelcome offensive or improper conduct. Veshin Factory will not tolerate harassment, bullying or behavior that could lead or contribute to harassment of employees by managers, supervisors

or co-workers. We also will actively seek to protect employees from harassment or bullying by non-employees in the workplace.

Veshin Factory will not tolerate harassment or bullying by its employees or non-employees with whom our employees have a business, service, or professional relationship. This also extends to conduct that takes place off Company premises (including on social media) that could reasonably impact employees or others within our workplace.

RECRUITMENT PROCEDURE

The purpose of our Recruitment Policy is to comply with the relevant laws and regulations of the country and improve the company's recruitment system.

Each workshop recruits employees due to production needs or staffing loss, and the workshop supervisor needs to apply for the recruitment. After the approval of the factory director and manager, the personnel department will send the recruitment information.

Before an interview and recruitment process, any applicant is allowed to request for any specific type of support that is required based on their disability, such as a sign language translator, the location to be accessible by wheelchair, or a computer to type answers.

When recruiting employees, the department's personnel should carefully check the relevant documents of the applicants (such as ID cards, family planning certificates for floating population, labor service certificates and other relevant documents). The identity card should be valid and consistent with the identity of the person; to prevent the phenomenon of borrowing other people's certificates or registering for others to enter the factory and child labour. If there is a mismatch between the certificate and the holder after entering the factory, the person should be dismissed to maintain routine management in the factory.

During the recruitment process, if there is any doubt about the identity and age of the applicant, the personnel of the HR department should try to find out their true identity and age. If it is found that the results of the inquiry does not match the identity and age of the parties, the applicant will not be admitted.

After the HR department confirms that the applicant's certificate is correct, the applicant can fill in the "Employee Registration Form" carefully and sign for approval. At the same time, this form should be affixed with a recent one-inch bareheaded photo and a copy of the applicant's ID card. HR need to carefully check that this form is filled in correctly before they can apply for the factory certificate, get the factory uniform, arrange work and other procedures.

Within three days, new employees must report to the HR Department and carry out relevant training. They will be notified by the personnel of the HR Department or brought in by the person

in charge of the appropriate department or workshop to go to work in the department or workshop and arrange their jobs.

When employees enter the factory, the HR department does not charge any fees. After the employee enters the factory, they will be provided with a factory certificate for the new employee.

Recruitment target: Citizens over the age of 18 with legal and valid identification.