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Employee Handbook

To benefit more people
through the development of Chifeng Gold



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Wang Jianhua

Chairman

Welcome Speech

Welcome to Chifeng Gold. Welcome to join us!

It is only over 10 years since the founding of Chifeng Gold, and we are committed to tapping the potential of this ancient industry of excavation. Today, Chifeng Gold has seven beautiful mines across Africa, Southeast Asia and China. The management team and employees come from different parts of the world, but we all follow a common core value: To benefit more people through the development of Chifeng Gold. In the past and in the future, Chifeng Gold has always believed in and practiced this concept in different countries and regions, and our corporate vision is "to be a prominent gold producer well recognized around the world".

We do not succumb to any obstacles of future uncertainties. We recognize that efficiency is a tremendous advantage for our growth. Therefore, we have chosen a development model based on the joint entrepreneurship, mutual coexistence, and shared growth of company owners, operators, and workers. Our management team is willing to contribute personal interests to enhance efficiency and make long-term and arduous efforts to achieve our goals.

We hold genuine goodwill and respect for the environment, communities, and employees. We are willing to embrace and integrate different civilizations from around the world. We sincerely accept valuable opinions or differences that

arise from cultural diversity. Together, we strive to create and share a common pursuit formed through effective communication.

Every day, every one of us may have to make arduous effort to achieve the commonly recognized goal. However, we are glad to do so and able to persevere because we believe our hard efforts are worthwhile. We love what we do because we grow together with Chifeng Gold. We are confident that we will win the recognition of the world eventually because we have been trying our best to make the world a better place.

We adhere to a talent strategy of "people-oriented, respecting talents, fair competition, survival of the fittest, leveraging strengths and avoiding weaknesses, and playing your talents to the fullest." We are committed to creating a fair and just, united and harmonious, and healthy competitive environment for everyone. We provide a splendid and diverse stage for your career development.

On this stage, there are no boundaries of nations, no distinctions of gender, and no divisions of race. As long as you resonate with the spirit and culture of Chifeng Gold, identify with our core values and development vision, and have the ability to contribute to the development of Chifeng Gold, we will remember you, and you will find fulfillment both spiritually and materially, and receive honors.

Through this Employee Handbook, we aim to help you integrate into our company as quickly as possible, transforming from a newcomer to Chifeng Gold into an outstanding contributor and an integral part of our team.

Here, each one of us is working side by side for a common vision and walking hand in hand for collective growth. By playing different roles, we will collectively write a magnificent chapter in the story of Chifeng Gold.

The future is bright, let us work hard towards it!

Chapter 1: About Us

“

For newcomers like yourself, you may be unfamiliar with our company. Therefore, please take a moment to carefully read the following content to gain a better understanding of who we are.

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What We Do

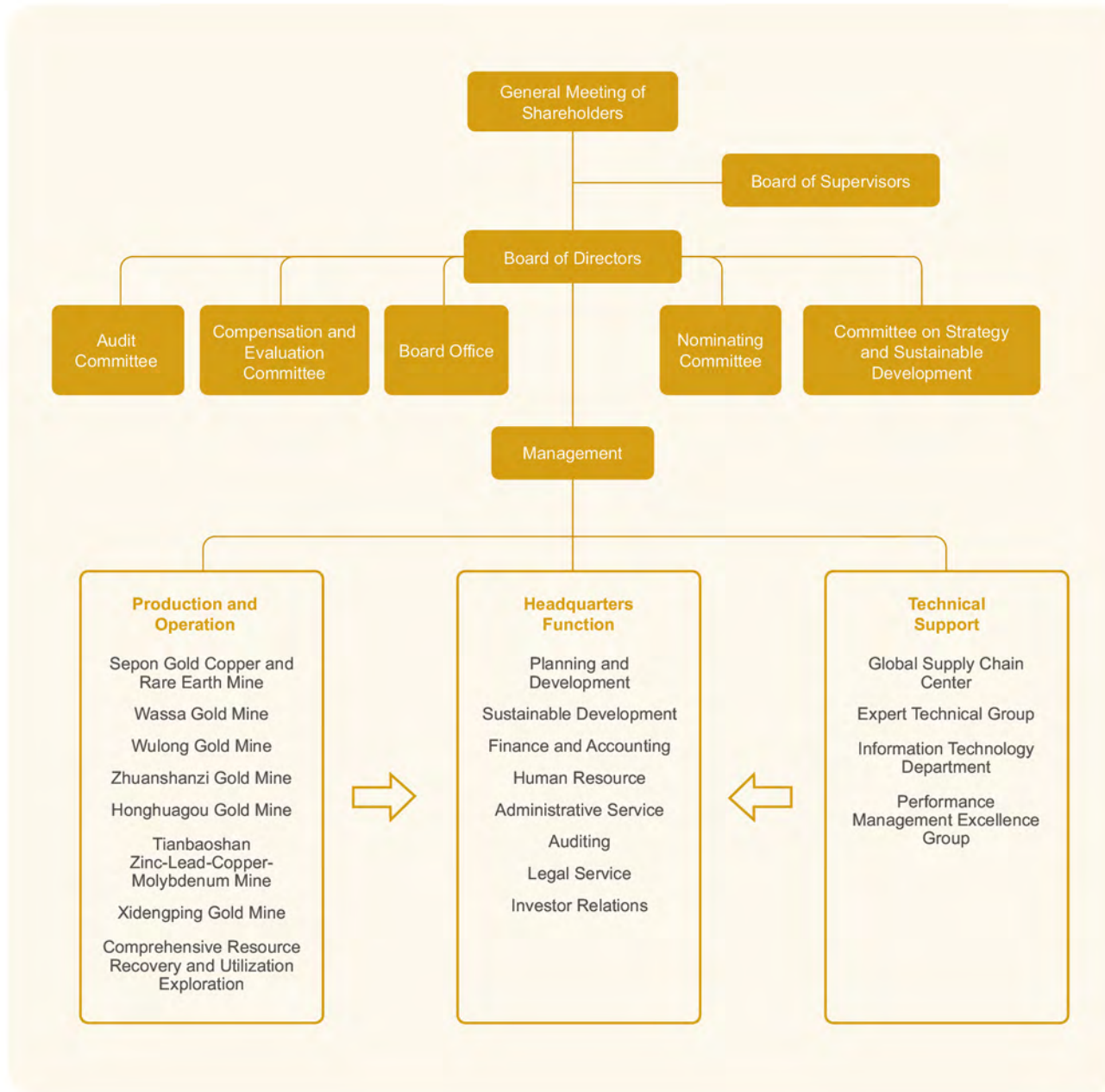
Basic Introduction

Chifeng Jilong Gold Mining Co., Ltd. (Chifeng Gold) is a fast-growing international gold producer, mainly engaged in the mining, metallurgical processing, and sales of gold globally.

The company owns 7 operating mines and 1 comprehensive resource recycling company in China, Southeast Asia and West Africa, including Jilong Mining - Zhuanshanzi Gold Mine, Wulong Mining - Wulong Gold, Huatai Mining - Honghuagou Gold Mine, Jintai Mining - Xidengping Gold Mine, Hanfeng Mining - Tianbaoshan Zinc-Lead-Copper-Molybdenum Polymetallic Mine in China, Sepon Au-Cu mine, Ghana Wassa gold mine. The Comprehensive resource recycling project is a disassembly business of waste electrical and electronic products conducted by Guangyuan

Technology in Hefei, Anhui Province, China. Adhering to the core value of "To benefit more people through the development of Chifeng Gold", we attach great importance to the environment, safety, humanistic care and social responsibility. We always adhere to high-quality sustainable development with high ESG standards and are committed to following the highest standards and best practices in the industry.

As a growing publicly listed gold company, Chifeng Gold is committed to "being a dedicated and professional gold mining company". Through continuous innovation of management mechanisms, staying cost competitive, increasing the acquisition and consolidation of gold resources, utilizing resources effectively, proper development, adhering to internationalization, Chifeng Gold strives to become a globally welcomed major gold producer.



2012

The company's major assets restructuring and listed on the Shanghai Stock Exchange A-Share main board.

2013

Acquisition of 100% stake of Wulong Mining.

2015

Acquisition of 100% equity of Xiongfeng Environmental Protection and 55% equity of Guangyuan Technology.

2018

Acquisition of 90% equity of Lane Xang Minerals Limited indirectly, gaining control over the Sepon Gold-Copper Mine.

2019

Acquisition of 100% equity of Hanfeng Mining.

2020

Implementation of the "gold-focused" strategy and divest itself of 100% stake of Xiongfeng Environment Protection Co. Ltd.

2022

Acquisition of 62% of the issued shares of Golden Star Resources, obtaining control over the Wassa Gold Mine in Ghana.

2023

Acquisition of 51% equity of Xinhenghe Mining, gaining control over the Xidengping Gold Mine in Eryuan County, Yunnan Province.



Our Core Advantages

Brand Advantage

Through continuous development, we have become a leading representative of the Chinese gold mining industry in terms of scale and efficiency. We have accumulated a certain influence and reputation in the field of gold mining in China and across the world.

Cultural Advantage

We continuously uphold the core value of "To benefit more people through the development of Chifeng Gold" and strive for sustainable corporate development.

Strategic Advantage

We adhere to the "gold-focused" development strategy, with a primary focus on the mining industry. Through organic growth and strategic acquisitions, we aim to strengthen and expand our core gold mining business.

Resource Advantage

We have prominent strength in mineral resources and reserves and production scale across our mines in the world. At present, our mines retain a large amount of resources and are located in important metallogenic belts. There is great potential to obtain new resources and increase the scale of mining and processing operations through further resource exploration.

Technological Advantage

We leverage advanced production technologies and have achieved breakthroughs in technological improvement projects, which not only drive brand innovation but also enhance our environmental, economic, and social benefits.

Management Advantage

We employ advanced management models, combining expertise from professional markets and the capital sector. We leverage digital-era management concepts and decentralized management mechanisms to inspire organizational vitality.

Our Cultural Philosophy

Core Value

To benefit more people through the development of Chifeng Gold

Vision

To be a prominent gold producer well recognized around the world

Business Philosophy

Safety and Sustainability

We prioritize safety and are committed to sustainable development of the company.

Striving and Persistence

We work with unwavering dedication to create a better life.

Collaboration and Accountability

If someone is in charge, I will assist; if no one is in charge, I will take charge.

Transparency and Honesty

We are aware of each other's work and follow through on our words.

Learning and Growth

We encourage learning and continuous improvement, growing together with the company.

Respect and Communication

We respect and trust each other, fostering understanding through close communication.


Six Abilities





Five Assessment Systems for the Management Team of Chifeng Gold





Six Cultures for the Management Team of Chifeng Gold


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1. An equal culture with consistent interests and mutual respect;
- 

4. A collaborative culture in which I assist the person in charge and I take charge when there is no person in charge;
- 

2. A growth culture that despises complacency and encourages learning from each other;
- 

5. A survival culture in which enterprises are competitive internally, low-profile externally and open to the market;
- 

3. An open culture where people know what others are doing;
- 

6. A harmonious culture that benefits the community and the environment.



Oath of Striving for Excellence at Chifeng Gold

I voluntarily join Chifeng Gold and identify with the company's vision and goals. I reject mediocrity and relentlessly pursue continuous growth. I am willing to bear pressure, strive hard, and generously contribute! I pledge: I am a Chifeng Gold fighter! I am willing to strive and work hard for the development of the global mining industry, the glory of Chifeng Gold and the happiness of my personal and family life!

Chapter 2: Welcome to Join Us

“ Once again, welcome to join us, and may you forge a new career path through learning and growth here. ”



Your First Day

Reporting to Duty Process

On the first day of working, you will need to complete the following procedures:



Please follow the onboarding procedures of the Human Resources Department and complete the relevant forms, submit the necessary documents for the position, and collect your employee card.



Your work colleague in charge of administrative work will distribute different labor protection supplies according to the needs of the position, and will properly arrange board and lodging for you, take you to receive office supplies, and send you the employee handbook you are reading.



Our commonly used information office systems are: Lark, Zhiyuan OA, e-mail, etc., and there will be professional office software for different positions and types of jobs in subsidiaries, please be sure to familiarize yourself with them as soon as possible.



Due to the unique nature of the mining industry, we will arrange a medical examination for you based on your position to ensure a healthy start to your employment.



After completing the onboarding procedures and familiarizing yourself with the office system, we will arrange an induction training, which will vary in time, format and content depending on your role.



To help you better integrate into the team, we will assign a probationary mentor who will guide you and introduce you to colleagues from different departments.

Attendance Instructions

After completing the onboarding procedures, it is important for you to be aware of the company's attendance requirements.

Because the headquarters and subsidiaries are distributed in various countries and regions, there are many differences in the division of labor, so we manage attendance according to the comprehensive working hour system.

Working hours include 8-hour, 12-hour and shift systems, and if the work task is urgent, there will be overtime or business trips. No matter where you are, you only need to perform attendance according to the requirements of the organization you are working in. As to the specific attendance requirements, the human resources work colleagues in the countries and regions where you are located will definitely inform you in advance.

Taking leave or vacation is permissible, but it is important to follow the prescribed process and obtain approval for your request.

Reminder



Overtime and leave requests must be applied for. If you fail to clock in/out, explanations have to be provided when submitting a request to re-clock in/out. Unjustified lateness, early departure, or absenteeism will be subject to penalties.

Rights and Obligations

Rights Entitled to

If you are hired, you will sign an employment contract with the company. You will enjoy all the rights provided by the labor laws and regulations of the country in which you are employed:



When there are internal job vacancies, priority is given to internal employees, which means you have the priority under equal conditions.



You have the right to participate in lawful organizations or join labor unions, and you have the right to participate in democratic management within the company.



You should not be discriminated against based on nationality, race, gender, or religious beliefs.



You have the right to receive fair remuneration for your work. Basic wages will be paid to you in the form of currency on a monthly basis and will not be arbitrarily deducted or delayed.



You have the right to enjoy social insurance and benefits in accordance with the laws and regulations of the country or region where you are located.



You have the right to a safe and healthy working environment and protection.



You have the right to provide reasonable suggestions and report various illegal or irregular behaviors for supervision.



You have the right to seek resolution for labor disputes.



You have the right to receive training and further develop your skills.



Obligations to be Fulfilled

At the same time, you must fulfill your duty to:



Comply with the laws, regulations, and policies of the residence country and the regulations and policies established by us. Comply with the management rules of your respective department and obey management instructions.



Fulfill your job responsibilities diligently and prioritize the safety and health of yourself and your colleagues throughout the course of your work.



Adhere to the principle of prioritizing the company's interests and consciously safeguard our interests and good reputation. Safeguard company property and strictly maintain the confidentiality of our trade secrets.



Operate in accordance with our management standard to ensure smooth and efficient work processes and procedures.



Promptly highlight any unreasonable issues at work and report them to your immediate supervisor, ensuring efficient work and increased productivity.



Consent to the use of your personal image for non-profit activities such as company promotions and actively cooperate without requesting any fees for any reason.



Maintain the confidentiality of salary information. Disclosing your own or inquiring about others' salary conditions is strictly prohibited. In particular, individuals involved in salary structuring and approval must not disclose any employee's salary information to external parties.



Strive for learning, study diligently, actively participate in training and assessments, and improve professional and technical skills.

Health and Safety

Occupational Health

For construction projects that may have potential occupational hazards, we strictly adhere to the "Three Simultaneities" procedure for occupational hygiene. We regularly conduct evaluations and assessments of occupational hazards in the workplace and implement necessary improvements. We will provide you with appropriate protective facilities and personal protective equipment to create a working environment that complies with occupational hygiene standards.

Furthermore, we arrange occupational health examinations for you before, during, and upon completion of your employment, as well as in the event of acute occupational hazard incidents. We adhere to the "one person, one file" principle and establish occupational health records for all individuals exposed to occupational hazards.

We will formulate rules and regulations for the prevention and treatment of occupational diseases, and regularly organize training on occupational diseases, standardize your occupational health behaviors, and improve your awareness of protection.

Safety Safeguard

We prioritize the effective management of safety risks related to all production processes. Through ongoing revision and improvement of safety systems, we establish a safety production responsibility and evaluation system, promote standardization of safety and quality, establish mechanisms for safety risk control and identification and resolution of hidden hazards. We continuously enhance automation levels in production and cultivate a safety culture. We have established a scientific, unified, standardized, and efficient safety management system to ensure your safety.

Chapter 3: Roles, Responsibilities and Promotion

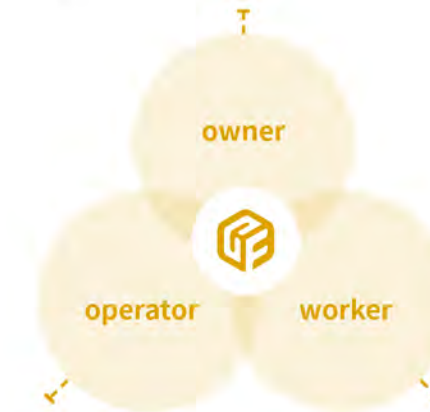


We provide a tremendous stage for everyone, where each person plays a different role, but we all adhere to the set requirements and strive to create value for our common goals.



Your Role

If you are an owner, your contribution will be the foundation on which our survival relies. We will use it for the long-term and continuous development of the company. Based on your investment capital, you will be entitled to the distribution of post-tax profits. You have the right to exercise management and operational authority yourself or delegate it to other managers. Additionally, you can supervise and guide us indirectly. However, you will also be responsible for our debts and losses.



If you are a manager, your actions as a leader shape our cultural philosophy, and your management capabilities guide our direction. It is your responsibility to maximize our profits and ensure sustainable development, always being accountable to our owners. Therefore, you must "set strategies, build teams, and lead the way." Regardless of your position within the organization, you should exercise management rights in a scientific manner, have a comprehensive understanding of our development goals and direction, formulate strategic plans, implement action plans, fulfill managerial responsibilities, and fully embody the roles of chief architect, leader, and catalyst for change in the company. You should unite and lead everyone to strive for our common vision.

If you are a worker, you are our most valuable asset. You should identify with our cultural philosophy, comply with all management regulations, and obey the management of the executives. It is essential to diligently fulfill your job responsibilities. At the same time, you should keep up with the company's development, actively participate in training programs, strive for continuous learning and improvement, enhance your professional skills and overall capabilities, broaden your knowledge, and experience rapid personal growth.



Your Duties

Code of Conduct

No matter which country you are in, or in which location, and regardless of the position you hold, you must conscientiously abide by the laws and regulations of the country and adhere to the disciplinary standards we have established. This is crucial for maintaining our image and ensuring efficient operations.

Appearance

Be dignified and presentable. Hairstyles and facial hair must be neat and tidy, without hindering work. If you have tattoos, please cover them with clothing.

Dress Code

Be appropriately dressed and tidy. You must adhere to the dressing requirements set by the headquarters and subsidiary companies.

Speech and Deportment

Be polite and civilized. Whether in daily work or external interactions, it is essential to use polite language and maintain a civilized manner.

Reminder



In addition, always remember that behaviors such as smoking in public, excessive drinking, fighting, causing disturbances, spitting in public, damaging public property, and other uncivilized actions are strictly prohibited!

Basic Working Criteria

1. Never tell lies or falsify accounts under any circumstances.
2. Respect those who strive on the front line of the company.
3. Adhere to the system of making decisions through meetings, and prioritize implementation and execution.
4. Conduct comprehensive performance assessments for management personnel.
5. Proactively encourage and reward hardworking individuals and contributors.
6. Use statistics to present your view and maintain a problem-solving-oriented approach.
7. Promote efficient collaboration, openness, transparency, and timely communication when addressing major issues.
8. Respect professional talents, welcome new arrivals, bid farewell to departures, and refrain from forcing anyone to join or stay.

Integrity and Self-Discipline

In order to effectively standardize the behavior of all employees, improve professional ethics, enhance employees' awareness of integrity, and standardize the exercise of power, when going through the onboarding procedures, no matter what position you are engaged in, the level of your position, and the size of your power, you must sign the "Integrity and Self-discipline Commitment", promising to ensure that you operate in accordance with the law, engage in honest work, be honest and trustworthy, be

diligent and dedicated, effectively safeguard the interests of the company and the legitimate rights and interests of employees, establish a good image of the company, and put an end to favoritism and fraud. Abuse of power and making use of your position to seek personal gains violate the principle of integrity and self-discipline and breach the law, which shall be strictly prohibited.

Information Confidentiality

Company Secret

Company secrets are crucial to our development and interests, and it is the obligation of each individual to maintain the confidentiality of these secrets. In our external communications and collaborations, it is essential that we pay special attention to not disclose company secrets, sale of which is strictly prohibited.

Confidential matters include, but are not limited to: secret matters related to business development decisions and personnel decisions, research achievements, proprietary technologies, base price of a tender, collaboration conditions, trade conditions, important contracts, client information and channel of cooperation, undisclosed financial information, bank account numbers, documents, charts, audio-visual materials, USB drives, CDs, and all electronic storage devices, emails, and various types of records generated in the course of work, as well as other company secrets that we deem should be kept confidential.

Insider Information

In the case of insider information that has not yet been disclosed, if you become aware of it, you must

properly safeguard documents, USB drive, CDs, electronic storage devices, audio or video tapes, meeting records, resolutions, and other materials containing insider information. You are not allowed to lend them to others for reading or copying, nor entrust them to others for carrying or safekeeping. It is strictly prohibited to disclose, report, or transmit any content related to insider information to the outside world. If you are not aware of insider information, you should consciously refrain from inquiring about it. If you unintentionally become aware of it, you must also strictly adhere to your confidentiality obligations.

Confidentiality of Remuneration

The company implements a policy of salary confidentiality, and each individual is prohibited from disclosing their own salary and benefits. Additionally, it is not allowed to inquire about or comment on the salary and benefits of others privately. If there are any questions or concerns, they should be addressed first with your immediate supervisor.

Promotion Method

Probation Period and Transition to a Regular Employee

Before Probation	During Probation
<p>We will arrange a mentor for you in advance to help you familiarize yourself with various work tasks of your probational period so that you can successfully pass the probation.</p>	<p>If we believe or you also think that you are not competent for the job and cannot achieve the work goals or assessment content, your employment can be terminated by giving at least 3 days' notice and feedback can be given to the Human Resources Department.</p>
Before the Probation Period Expires	
<p>You are expected to diligently complete a work summary and self-evaluation and submit it to the Human Resources Department. The Human Resources Department will follow the relevant procedures to organize evaluations by your immediate supervisor and colleagues regarding your work attitude, execution capabilities, professional competence, work efficiency, and other aspects. Finally, the evaluation will be subject to the approval by the VP in charge who will decide whether you pass the probation period and transition to a regular employee or not.</p>	

Annual Evaluation

We emphasize responsibility, collaboration, and contribution while deemphasizing hierarchy and blind obedience. We do not adhere to rigid hierarchical structures or bureaucratic practices. Therefore, we conduct annual performance evaluations to create a competitive and progressive atmosphere, ultimately achieving our strategic goals.

Setting annual goals and breaking down targets: At the beginning of each year, under established overall goals, we use specific criteria and indicators to cascade the objectives to each subsidiary, department, and employee, ensuring that "everyone has targets and objectives in mind."

Assessing achievements and conducting comprehensive evaluations: At the end of the year, adhering to the principles of objectivity, fairness, and transparency, we assess and evaluate your



work behavior, performance outcomes, task completion rates, and other aspects in a comprehensive manner. The evaluation results are recorded and archived, and the results are utilized to prioritize and guide your future work.

In addition, members of the executive team of each subsidiary are required to compete for positions based on annual safety production and operational goals.

The ultimate purpose of the annual performance evaluation is not solely for profit distribution or rewarding diligence and penalizing laziness. Instead, it aims to identify and rectify problems, bridge gaps, and ultimately promote the mutual growth of the company and its employees.

Internal Transfer

Based on the annual performance evaluation results, we will analyze and evaluate the department responsibilities, job positions, and job duties of each subsidiary and department in hierarchical order. We will make timely adjustments to functional authorizations and provide suggestions for maintaining, adjusting, or revising them. Additionally, we will assess your job competence and provide recommendations for training, promotion, job transfer, or salary adjustments.

If your job competence evaluation is high, you will be promoted to take on more challenging roles.

If your job competence evaluation is low, you may be demoted to continue your education and training, enhancing your professional knowledge and skills.

Furthermore, if it is identified that your current position does not align with your strengths, we may transfer you to a more suitable position where you can leverage your expertise and create greater value.

Chapter 4: Symbiosis and Mutual Growth

“

We are committed to promoting a culture of symbiosis and mutual growth, advocating the "trinity" of owners, operators and workers, and encouraging these three roles to break boundaries, embrace openness, and grow together.

”



Education and Training

Training System

We actively practice the talent management philosophy of "learning and growth, encouraging learning and continuous improvement, and symbiotic growth with the company." We strive to create a learning organization and foster a growth-oriented atmosphere. We have established a comprehensive training system to cultivate knowledge-based employees and develop and reserve outstanding talents.

Our training system includes induction training, on-the-job training, rotational practical training, special equipment and special work training, professional and technical training, as well as self-study training for employees. We organize

various activities such as guest lectures by external experts, mentorship programs, knowledge transfer between senior and junior employees, outbound exchange programs, collaborative education initiatives, continuing education seminars, and outsourced training. Additionally, we have launched the Chijin Academy online learning platform, offering a wide range of courses in corporate management, compliance culture, professional skills, professional ethics, safety and environmental protection, spiritual culture, language learning, and more. These initiatives aim to enhance your abilities and integrate your continuous growth into our sustainable development.

Type of Training

Induction training. Before assuming your position, you are required to undergo training organized by the Human Resources Department, which covers industry knowledge, company culture, employee handbook, rules and regulations, business philosophy, management models, safety education, and personal development. The department head responsible for your employment will organize necessary training on department functions, job descriptions, workflow and procedures, business standards, and professional skills, ensuring that you acquire the necessary knowledge, skills, and safety practices for your position.

On-the-job training. During your employment, we will provide training on job-specific knowledge, professional skills, rules and regulations, operational processes, and safety practices. This training aims to enrich and update your professional knowledge, enhance your operational proficiency, and enable you to learn and improve while actively performing your duties. You will be exposed to new theories, knowledge, and skills necessary for each position.

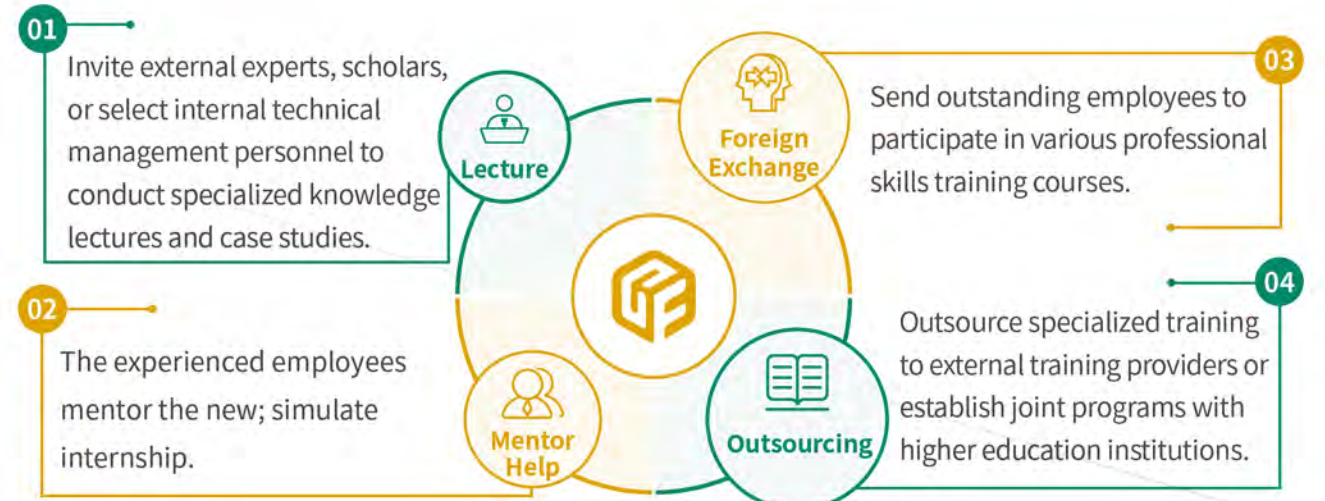
Rotational practical training. If you are general management staff or an ordinary employee, when there are internal transfer opportunities, we will provide job rotation training to help you acquire necessary theoretical knowledge and professional skills so as to meet the requirements of the new position .

Special equipment and special work training. If you engage in special work, you will be required to undergo specialized technical training as mandated by the relevant authorities. Upon successful assessment, you will obtain an operating qualification certificate and be eligible for the designated position.

Professional technical training. We provide training to enhance the professional and technical skills of our existing technical personnel and mid-to-senior-level managers.

Employee self-study training. We encourage and support you to utilize your spare time for professional qualifications, educational degrees, and relevant training. However, this should not interfere with your primary job responsibilities.

Training Method





Compensation and Benefits

Our salary levels are competitive within the industry and for the same positions. Internal salary levels are determined based on the impact of positions on company development goals, contribution value, and responsibilities. We establish fair and reasonable job grades and develop corresponding salary structures, with favours given to frontline positions.

Additionally, our salary management is closely tied to performance assessment. Salaries are linked to job performance, allowing for flexible adjustments and continuously motivating individuals to unleash their potential and fully utilize their abilities.



Compensation System



Benefits System

Our benefits system includes social insurance, employee medical check-ups, employee accommodation (on mine site), meal subsidies, holiday benefits, centralized vacations, travel expense reimbursement, employee assistance funds, team-building activities, and sports and fitness facilities.

Every year, we regularly organize a variety of engaging activities for employees. In addition to celebrating traditional holidays of the respective country, we arrange team-building activities such as sports events and choir competitions. These activities deepen mutual understanding, foster a collective consciousness, alleviate work fatigue, and enhance our cohesion and unity.



Employee Activities

Honor and Incentive

Honor Selection

Each year, we use a combination of self-recommendation and company recommendations to select outstanding individuals and excellent collective units throughout the company based on various criteria. We honor those who highly embrace our cultural values, demonstrate dedication and responsibility in their work, fearlessly tackle challenges, break through barriers, continuously learn, and rapidly grow. These top performers are recognized with honors and awarded medals, trophies, and certificates during the annual work summary and commendation ceremony.

Advanced and Excellent Individual

The awards include Performance Excellence Award (outstanding achievements in performance, efficiency, and cost control), Engineering Craftsman Award (excellent completion quality and speed in infrastructure and technical overhaul projects), Exploration and Reserves Increase Award (adequate investment in exploration, fast progress, and significant exploration results), and Safety Model Award (effective safety measures, hazard elimination, and risk prevention).

Advanced Team

Furthermore, we have awards for Excellent Striving Teams (outstanding performance, team collaboration, and strong execution; proactive innovation, Best Performance Units (significant performance contributions, unity, top efficiency, and strong innovation capabilities), and Outstanding Advanced Work Crews (outstanding work performance, team unity and collaboration, and remarkable completion of various tasks).

Innovation Rewards

In the process of safe production and operation management, in order to solve problems and achieve goals, we will give innovation rewards to all valuable improvement measures, optimization methods, creative activities and rationalization suggestions that can produce lasting effects and influences in terms of "ensuring safety, promoting production, reducing and controlling costs, and efficient management".

Business Innovation

Innovation in business methods, procedures, measures, channels, etc.

Management Innovation

Using modern scientific management theory, drawing on the successful management experience of domestic and foreign enterprises, we will produce practical management innovation results in corporate system reform, culture and system construction, management operation mode and method, etc.

Technical Innovation

Improvements, enhancements, inventions, and creative solutions resulting from research and development in safety technology, environmental monitoring, production processes, operational methods, process improvements, equipment enhancements, information technology, and technical renovation projects, utilizing new knowledge, materials, technologies, and processes.

Rationalization Suggestions



We encourage everyone to contribute constructive and actionable improvement methods and measures in any aspect of company operations and management. This includes small inventions, good practices, and suggestions to improve work efficiency, as well as methods and measures for energy conservation, cost reduction, revenue increase, and expense control. We welcome any suggestions that benefit company improvement.

We have established a dedicated evaluation organization to comprehensively assess your innovative behaviors based on criteria such as innovativeness, effectiveness, standardization, and generalizability. Substantial rewards, commendations, and inclusion in the annual performance evaluation are given to innovations and suggestions that are successfully implemented and yield practical results.



Stock Ownership Plan

To fully mobilize employees' sense of responsibility towards the company, attract and retain excellent management talents and core staff, and further enhance employee cohesion and the company's development vitality, we have implemented an employee shareholding plan in stages and batches.

In accordance with relevant laws and regulations, we reasonably determine the

scope and scale of employee participation in shareholding. This long-term incentive mechanism will continue to be promoted, and we will increase the proportion of frontline key personnel holding shares. This will achieve the shared benefits between workers and owners, allowing more people to benefit from the development of Chifeng Gold.

Chapter 5: Staff Care

“ We adhere to the concept of sustainable development and place great emphasis on employee care. Employees are our greatest wealth and resource. We attract more people to join us through our unique corporate culture and advanced management philosophy, striving to become the preferred employer in the minds of many and working towards creating more income and happiness for our employees. ”



Create Harmony

A harmonious production and operating environment is crucial for establishing and maintaining a high-performance organization.

Here, we promote informatization to improve and strengthen communication efficiency. We break hierarchical barriers and encourage everyone to proactively establish collaborative relationships based on tasks. We foster an atmosphere of teamwork and strong collective pride, emphasizing mutual trust, mutual respect, efficient collaboration, and sincere communication.

Respect Human Rights

We pay close attention to and fulfill the human rights responsibilities that the company needs to undertake, including responsibilities towards employees, local residents where the company operates, individuals in the company's supply chain, and other stakeholders with various connections to the company. We recognize and adhere to internationally recognized human rights standards and guiding principles:

United Nations: *Universal Declaration of Human Rights*

United Nations: *Guiding Principles on Business Enterprises and Human Rights*

International Labour Organization: *Declaration on Basic Principles and Rights at Work*

No Child Labor

We strictly adhere to international conventions and relevant laws and regulations of the host country. During the recruitment and onboarding process, we verify the identity information of applicants to prevent the use of child labor from the source. We also require contractors, suppliers, and other relevant stakeholders to eliminate this practice. If any cases of mistakenly employing child labor are discovered, immediate cessation of their work will be implemented, and the Human Resources Department will be promptly notified for appropriate support actions.

Aid and Assist

We care about the well-being of our employees and have established a dedicated Employee Assistance Fund. The fund is raised through fund returns, union funds, and executive donations. Following assistance criteria, we strive to solve work and life challenges for eligible employees, ensuring that all employees have income, access to medical care, and enjoy assistance in times of need. This enhances employees' sense of belonging to the company and allows them to experience the company's care and warmth.

Unhindered Communication

Dispute Appeal

We focus on fair labor relations to ensure that your complaints within any subsidiary or department are handled fairly, justly, and in line with our values and principles. We also protect the information of whistleblowers and complainants.

Before filing a complaint, it is important to communicate with your immediate supervisor and provide specific details in written form or through other means such as phone calls. Once the investigation confirms the validity of the complaint, we will handle it promptly and appropriately according to the internal procedures of the respective subsidiary or department, or through the labor union process. If you believe the outcome is unfair, you can escalate the complaint to higher-level leadership or directly to the headquarters' Human Resources Department for further investigation and resolution.

Generally, daily disputes between departments are resolved by the departments themselves, while appeals within subsidiaries are initially handled by each subsidiary following their respective processes. If a resolution cannot be reached, the appeal will be escalated to higher levels for further consideration.

Supervision and Reporting

We have established a sound compliance management system, barrier-free compliance supervision and reporting channels, effectively prevented and punished various violations of laws and regulations, encouraged employees to participate in the company's operation and governance, and ensured the sustainable and healthy development of the company.

You have the right to report any suspicious activities involving fraud, coercion, bribery, or any other improper or non-compliant behavior that violates our compliance management system. You can report such matters to the Compliance Management Department through letters, emails, phone calls, or face-to-face complaints. The Compliance Management Department will verify and handle the reported issues accordingly. Depending on the level of compliance risks involved, rewards may be provided.

Report Email

grievance@cfgold.com

Chapter 6: Exit Mechanism

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We adhere to the principle of "openness and fairness, survival of the fittest" and have established and improved our exit mechanism. We continuously enhance the skills and capabilities of our employees, promote talent mobility and exchange, and optimize our personnel structure.

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Suspension and Demotion

Suspension without Pay

If you are an front-line employee and your immediate supervisor believes that you are not suitable for your current position and there are no other suitable positions available for you, we shall either terminate the employment or provide the option of suspension without pay procedure.

The Human Resources Department will conduct a face-to-face interview with you and your immediate supervisor to communicate the reasons for the suspension, identify the existing problems, suggest improvement directions and measures, and determine the duration of the suspension.

During the suspension period, you can search for suitable positions within the company while enhancing your learning and improving your qualifications. If a suitable position is found, the Human Resources Department will negotiate with you and the receiving department, and follow the relevant regulations for hierarchical approval. Once approved, you will be transferred to the new

position, and your salary will be determined based on the new position and job level.

If, after the suspension period, you still have not found a suitable position, we will terminate your employment contract and complete the termination procedures.

Demotion and Salary Reduction

If you are management personnel at or above superintendent level and have been determined to be demoted and have a salary reduction due to an unsatisfactory annual performance evaluation, the Human Resources Department will draft a demotion and downgrade implementation plan based on recommendations. Once approved by the supervising leader, it will be executed.

The Human Resources Department is responsible for handling the relevant procedures for job adjustment on your behalf and carrying out job appointments and salary adjustments.

Resignation and Retirement

Voluntary Resignation

If you voluntarily resign, you should communicate with your immediate supervisor in advance and then submit a written resignation letter detailing the reasons for your resignation. In the resignation letter, you should also pledge to maintain the confidentiality of company trade secrets. We reserve the right to hold you legally responsible if any leakage of company secrets causes harm to the company's interests. Finally, with the approval of the department, the Human Resources Department will handle the relevant procedures for your departure.

Statutory Retirement

According to the laws and regulations of the country of operation, if you meet the statutory retirement conditions, the Human Resources Department will handle the retirement procedures and terminate the employment contract on your behalf. They will also assist you in preparing the retirement documents as required by the social security agency and ensure a smooth transition to retirement.

Company Dismissal

If you violate our relevant rules and regulations or the terms of the employment contract, we may dismiss you, terminate the employment contract in advance, and handle the departure procedures without providing any financial compensation. If you meet the conditions for economic compensation, we will provide you with the corresponding economic compensation in accordance with the relevant regulations of the country of operation.

If you are dismissed, in principle, you will not be rehired by any subsidiary within five years. If rehiring is deemed necessary, the subsidiary must explain the situation to the headquarters' Human Resources Department, fully recover any compensation already paid, and obtain approval before proceeding with reemployment.

Handling Separation Formalities

All departing employees are required to complete the necessary procedures at the Human Resources Department before their departure. Only after fulfilling the requirements can they leave the company.

Employees who leave without completing the required procedures will be subject to legal consequences and may be required to compensate for any economic losses, depending on the circumstances.

Separation Procedures



Concluding Remarks

This handbook provides an overview of our core values, business philosophy, vision and goals, highlighting our cultural confidence and recognition on the path of internationalization. It also serves as a work guide and action plan for every employee working in the company. We encourage you to read this handbook thoroughly and if you have any questions, feel free to consult your immediate supervisor or the Human Resources Department. As mentioned earlier, we value your valuable feedback and suggestions.

For any inadequacies in the rules and regulations mentioned in this handbook, please refer to the relevant laws and regulations of the country and other company policies. In case of any updates or revisions, we will provide the latest revised edition and take back the old handbooks to avoid confusion.

Please note that this handbook is an internal document of the company, so please keep it in a proper place. If it is accidentally lost, please promptly apply for a replacement from the Human Resources Department. It is essential to return this handbook to the Human Resources Department when leaving the company.

Lastly, we hope this handbook can help you quickly integrate into the Chifeng Gold family and contribute to your personal progress and growth. However, the most important factor is your personal efforts and diligence. If you shine, we will create brilliance together.

Please keep up with your good efforts!