

多元化、平等与包容性政策

Diversity, Equity & Inclusion Policy

1 总则 General

迈瑞致力于鼓励多元化、平等与包容性，消除歧视。我们的目标是让我们的员工真正代表社会和我们客户的各阶层，让每一位员工感受到被尊重，并激发员工尽全力投入工作。

Mindray is committed to encouraging diversity, equity, and inclusion among our workforce and eliminating unlawful discrimination. The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

1.1 文件目的 Purpose

1.1.1 为了持续营造开放交流的工作环境、促进和加强公司的机会平等、零歧视和集团各公司所有人员的多元化和包容性，充分激发员工的创新性与活力，制定本政策。

The purpose of this Policy is to continuously create an open and communication-friendly work environment that facilitates and strengthens equal opportunity, non-discrimination, diversity and inclusion for all individuals within Mindray Group, and fully stimulate the innovation and vitality of employees.

1.1.2 不对受保护的特征进行歧视：

- 年龄
- 残疾
- 变性
- 婚姻或民事伴侣关系
- 怀孕和生育
- 种族（包括肤色、国籍、种族或民族血统）
- 宗教或信仰
- 性别
- 性取向
- 其他受保护的特征

迈瑞也反对合作伙伴、客户或公众对受保护的特征歧视。

Not unlawfully discriminate protected characteristics of

- age
- disability
- gender reassignment
- marriage or civil partnership
- pregnancy and maternity

- race (including colour, nationality, and ethnic or national origin)
- religion or belief
- sex
- sexual orientation
- and other individual characteristics

Mindray is also against unlawful discrimination on the basis of protected characteristics from partners, customers or the public.

- 1.1.3 反对和避免一切形式的歧视。这包括薪酬和福利、雇佣条款和条件、处理投诉和纪律、解雇、裁员、育儿假、要求弹性工作，以及选择就业、晋升、培训或其他发展机会。

Oppose and avoid all forms of unlawful discrimination. This includes pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, paternity leave, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

1.2 适用范围 Application Scope

适用于迈瑞集团所有员工（含实习生、兼职及外包员工）。

Applies to all employees including interns, part-time and outsourced employees within Mindray Group.

1.3 术语定义 Terms and Definitions

- 1.3.1 多元化：指公司员工构成多样化，包括但不限于，在个人特质（如性别、年龄、性取向、种族、肤色、宗教/信仰及其他业务所在地获法律认可的特质）以及职业特征（如教育背景、擅长技能、工作经验、思维模式等）上的差异程度。

Diversity: refers to the diversity of the Company's staff composition, including but not limited to the degree of difference in personal characteristics (such as gender, age, sexual orientation, race, skin color, religion/belief and other characteristics recognized by the law in the place where the business is operated) and professional characteristics (such as educational background, skills, work experience, thinking mode, etc.).

- 1.3.2 平等：指公司对所有员工一视同仁，致力于识别和消除障碍，以保证员工在获取资源方面没有差异，为员工实现公平待遇和平等发展机会提供保障。

Equity: refers to the Company treating everyone the same, and the Company is committed to identifying and removing the barriers that create disparities in the access to the resources and means, and the achievement of fair treatment and equal opportunities to thrive.

- 1.3.3 包容性：指公司员工在遵守公司制度和规范的前提下，即便在上述方面属于少数群体或弱势群体，仍可以平等地被团队接纳和欢迎，尊重和支持，并拥有公平的机会和回报。

Inclusion: on the premise of complying with the Company's policies and norms, even if employees belong to minority or vulnerable groups in the above aspects, they can still be accepted and welcomed by the team equally, respected and supported fully, and have fair opportunities and returns.

2 细则 Detailed Provisions

2.1 职责和权限 Department Responsibilities

2.1.1 明确由人力资源中心总经理统筹管理多元化事务，监督并促进以下工作：

- a. 筹划和实施多元化项目；
- b. 支持多样化、平等和包容性战略；
- c. 管理员工歧视和骚扰的申诉及投诉；
- d. 解决集团代表性不足的群体面临的多样性问题；
- e. 推动多样化、平等和包容性文化建设，监督培训和信息宣传。

The General Manager of Human Resources Center will coordinate and manage diversity affairs, supervising and promoting the following work:

- a. Crafting and implementing diversity programs;
- b. Supporting diversity, equity and inclusion strategies;
- c. Managing employee discrimination and harassment complaints;
- d. Addressing issues of diversity that the underrepresented groups face in the Group;
- e. Developing culture of diversity, equality and inclusion, monitor training and information

dissemination

2.1.2 人力资源部门负责制定及发布本政策，适时修订，监测本政策以及任何支持性行动计划在实践中的运作情况，并考虑采取行动解决相关问题。

The Human Resources Department is responsible for establishment, release, timely revision of this Policy, monitoring and assessing how the Policy and any supporting action plan working in practice, and considering taking action to address any issues.

2.1.2 业务部门的经理和员工应依据本政策，在日常工作中持续推动、贯彻执行。

Managers and employees in business departments are responsible for the promotion and implementation of this Policy during their day-to-day activities.

2.2 理念 Corporate Philosophy

基于公司核心价值观，尊重和支持发挥团队、个人的价值，促进多元化与包容性的发展。

Based on the Company's core values, respect and give full support to develop the values of the team and individuals to promote the development of diversity and inclusion.

公司需要灵活应对日益多样、更加复杂的业务环境，不断满足全球客户的需求，力争实现可持续发展，公司尊重并实践多元化与包容性，发挥员工各自的优势，通过团队协作不断创造价值。

The Company needs to respond flexibly to the increasingly diverse and more complex business environment, constantly meet the needs of global customers, and strive to achieve sustainable development. The Company respects and encourages diversity and inclusion, gives full access to the respective advantages of employees, and continuously creates value through teamwork.

2.3 拓展多元化人才发挥价值的机会

Expand Opportunities for Diversified Talents to Exert their Value

- 2.3.1 审核所有正式和非正式的雇佣/雇佣惯例和程序，以确保它们是公平的，并帮助识别优秀人才。
Review all formal and informal employment/hiring practices and procedures to ensure they are fair and help to identify excellent talents.
- 2.3.2 录用全球化人才，培养、晋升可承担公司经营重任的人才。
Employ global talents, cultivate and promote talents who can undertake the critical task of the Company's operation.
- 2.3.3 适当考虑促进具有受保护特征的人和没有受保护特征的人之间机会平等的必要性。
Have due regard to the need to advance equity of opportunity between people who share protected characteristics and those who do not.
- 2.3.4 避免、消除因个体受保护特征而形成的歧视或偏见。
Avoid and eliminate discrimination or prejudice caused by individual specific characteristics.
- 2.3.5 寻找来自各种背景的优秀人才加入我们的队伍。
Source and engage diverse backgrounds in order to enrich our teams.
- 2.3.6 为所有员工提供培训、发展和进步的机会，包括资质支持、内部学习和领导力培训，帮助和鼓励他们充分激发自己的潜能，以便充分利用其才能和资源，使公司的效率最大化。
Provide all staff with opportunities of training, development and progress, such as qualification support, internal learning and leadership training. Help and encourage staff to develop their full potential, so that their talents and resources can be fully utilized to maximize the efficiency of the organization.
- 2.3.7 根据员工工作表现做决定。
Make decisions concerning staff being based on merit.

2.4 培养各级管理人员的包容性

Cultivate the Sense of Inclusion of Managers at All Levels

- 2.4.1 确保团队成员能够在团队讨论中畅所欲言。
Ensure that team members can speak freely in team discussions.
- 2.4.2 给予团队成员提出新颖想法的合适空间。
Give team members the right space to put forward novel ideas.
- 2.4.3 倾听团队成员的建议并给予反馈。
Listen to team members' suggestions and give feedback.
- 2.4.4 为团队成员提供具体的、有建设性的建议。
Provide specific and constructive suggestions to team members.
- 2.4.5 分享团队的成功经历和成员荣誉。
Share the team's successful experience and honors won by team members.
- 2.4.6 鼓励授权团队成员，使之在一定范围内有自主决定权。

Encourage the authorization of team members to make their own decisions within the parameters of their role.

2.5 提供多元化群体支持网络

Provide Diversified Group Support Network

2.5.1 提供员工内部论坛交流平台。

Provide staff with communication platform like internal forum.

2.5.2 开展多种形式的沟通会。

Carry out various forms of communication meetings.

2.5.3 考虑不同国家的风俗设计相应的福利政策。

Consider the customs of different countries and design corresponding welfare policies.

2.5.4 结合当地情况开展“家属开放日”活动。

Carry out "Open Day" program for employees and family members based on local circumstances.

2.5.5 结合市场及当地情况提供外部身心健康咨询机构的专业服务。

Provide professional services carried out by external physical and mental health consulting institutions based on market prevalence and local circumstances.

2.6 规范促进多元化与包容性的措施

Regulate the Measures to Improve Diversity and Inclusion

2.6.1 创造一个没有欺凌、骚扰、伤害和歧视的工作环境，让所有人拥有尊严和感到被尊重，承认和重视所有员工的个体差异和各自贡献。

Create a working environment free of bullying, harassment, victimization and discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognized and valued.

2.6.2 为特定人群的员工提供必要的设施及政策支持。

Provide necessary facilities and policies support for specific staff.

2.7 遵循工作场所机会均等原则

Implement the principle of equal opportunity in the workplace

2.7.1 在晋升、职业发展和薪酬确认的过程中认可每一项为完成工作所需的知识和技能，并考虑机会均等、不歧视、尊重多样性的标准。

Value all knowledge and skills as required to perform a job during evaluating the promotion, professional development and remuneration. Standards of equal opportunity, non-discrimination and respect for diversity shall be taken into account.

2.7.2 根据候选人的知识和能力，选择优秀的专业人员。

Choose the best professionals based on the knowledge and abilities of the candidates.

2.7.3 防范歧视性工资差异，确保员工在公司、工作组和工作岗位相适宜。

Prevent discriminatory salary differences and ensure appropriate integration of professionals within

the Company, workgroup and position.

2.7.4 确保对所有员工进行适当工作所需的知识和技能类培训。

Ensure that education and training are provided for all professionals concerning the knowledge and skills required for the proper performance of the work.

2.7.5 促进公司内的性别平等，遵守各国家/地区的法律规定和最佳国际实践，维护一个没有骚扰的工作环境，确保申诉渠道灵活有效。

Promote gender equity within the Company, comply with applicable law in each country/region and follow the best international practices, maintain a working environment free of harassment, and ensure the establishment of agile and effective grievance channels.

2.7.6 促进透明的沟通，消除任何违反平等机会的行为。

Promote transparent communication and eliminate any actions contrary to equal opportunity.

2.8 设置符合集团合规要求及东道国法律规定的纪律处分和投诉程序

Set up disciplinary and complaints procedures in accordance with the Group compliance requirements and the laws and regulations of the host country

2.8.1 制定关于工作场所多元化与包容性的投诉规定。认真对待有关同事、客户、供应商、访客、公众和任何其他人在公司工作活动过程中的欺凌、骚扰、伤害和歧视的投诉。

Formulate the provisions of making complaints of diversity and inclusion in the workplace. Take complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the Company's work activities seriously.

2.8.2 同事、客户、供应商、访客、公众和任何他人，如在工作活动过程中遭遇欺凌、骚扰、伤害和歧视，或发现他人遭遇上述情况，均可通过正式或非正式的程序联系直线经理或人力资源部门投诉。

Any fellow employees, customers, suppliers, visitors, the public and any others who were bullied, harassed, victimized, discriminated in the course of the Company's work activities, or found anyone else experience the above situation, can make complaints to their line manager or Human Resources Department formally or informally.

2.8.3 人力资源部门将协同相关部门开展调查，并依据公司的政策、制度以及集团分支机构所在东道国/地区的法律规定进行处理。公司将为进行投诉或者举报的员工提供保护，且不允许任何针对投诉或者举报或参加调查行动的任何人的报复行为。

The Human Resources Department, in collaboration with relevant Departments, will investigate and deal with the complaints based on the Company's policies, rules and regulations and the laws and regulations of the host country/region. The Company will provide protection to any employee who makes a complaint or report, and will not allow any retaliation against anyone who makes such complaints or reports or participates in an investigation.

3. 附则 **Supplementary Provisions**

3.1 文件冲突与规避：其他文件如有与本政策规定相同内容的，以本政策要求为最终要求。

Conflict and Circumventions: If other documents have the same content as specified in this Policy, the requirements of this Policy shall be taken as final.

3.2 文件解释：就该文件的理解或执行有差异的，由员工关系部负责解释。

Interpretation: The Employees Relations Department has the right of interpretation in case of any difference in the understanding or execution of the document.

3.3 文件生效：本文件自 2022 年 9 月 1 日起生效。

Effectiveness: This document shall take effect from September 1st, 2022.