

Employee Suggestion and Feedback Policy

Inspiring Employee Innovation and Driving Continuous Improvement

I. Purpose

This policy is designed to build a culture of innovation and improvement with participation from all employees, encouraging every employee to draw on their role-specific experience and propose improvement suggestions in technology, management, processes, and other areas. Through rationalization proposal activities, the policy aims to achieve three core objectives:

Empower Employees: Tap into employee wisdom, cultivate improvement-oriented talent, and enhance the overall capabilities of individuals and the organization.

Optimize Operations: Continuously reduce costs, improve product quality, optimize work processes, and strengthen production safety and labor protection.

Build Alignment: Enhance cross-departmental communication and collaboration, create a positive, open, and mutually supportive work atmosphere, and strengthen employees' sense of participation and organizational cohesion.

II. Proposal Acceptance Guidelines

The company accepts constructive proposals in the following areas:

- Substantive improvements in technological innovation and work methods

- Effective savings in raw materials and energy, and improved utilization efficiency
- Optimization of production processes, inspection, statistics, and calculation methods
- Improvements to materials storage and transportation, production safety, labor protection, and related processes
- Functional improvements to tools, equipment, and instruments
- Introduction and management innovation of scientific management methods and modern approaches.
- Any other feasible solutions that help reduce costs, improve efficiency, and promote work rationalization.

To ensure the quality of proposals, the following items are outside the scope of acceptance:

- Vague ideas without specific implementation plans
- Personal grievances or emotionally driven complaints
- Direct requests concerning wages, welfare, or benefits
- Personnel appointments and removals
- Deficiencies that have already been identified by external inspections as requiring mandatory corrective action

III. Review and Incentive System

The company has established a tiered review mechanism to ensure that every proposal receives a professional and impartial evaluation. For

proposals that are adopted and produce positive results, the company will provide public recognition and monetary rewards:

- **Daily Incentives:** Regularly commend the proposers and implementers of outstanding proposals.
- **Annual Honors:** Select recipients of "Golden Idea Award" each year, and grant honors and corresponding levels of bonuses for proposals with significant innovative value and economic benefits.
- **Diversified Rewards:** organizations at all levels may, based on actual circumstances, use flexible methods such as points and instant rewards to promptly recognize employees' active contributions.

The company believes that every employee is a source of improvement. This policy will continue to drive the organization toward greater efficiency and excellence.