

China, 21 June 2023

Amendment to China Employee Handbook

Dear All,

As part of internal review of policies and guidelines, we reviewed the current travel policy specified in the Item 19.6.1 and 19.6.3 of China Employee Handbook for Shanghai entities and would like to clarify the relevant amendments as follows:

19.6.1

Rail travel must be booked in Economy Class/Class II.

19.6.3

Laundry costs for business travel will be provided if the business travel lasts for more than 5 consecutive working days with the standard as follow:

- a. Domestic: Less than RMB 300 per 5 consecutive working days with receipts for reimbursement;
- b. Overseas: Capped at USD 65 or EUR 50 per 5 consecutive working days with receipts for reimbursement;

Pls feel free to advise via internal communication channels for further clarifications.

Cordially,

HR Operations APAP