

Corporate Social Responsibility Program

HITOP FURNITURE MANUFACTURING LIMITED

I. Introduction

As a furniture manufacturer, we are deeply aware that the development of an enterprise is closely related to society and the environment. We are committed to fulfilling corporate social responsibility and incorporating social and environmental factors into our business philosophy and practices to contribute to sustainable development.

II. Responsibility to Employees

1. Health and Safety Assurance

- (1) Establish and improve the safety production system to provide employees with a safe working environment. In the furniture production workshop, equip sufficient and effective fire-fighting equipment, ventilation systems, and protective facilities such as dust masks, goggles, and earplugs to prevent possible hazards such as fires, dust pollution, and noise damage.
- (2) Regularly organize health check-ups for employees, including but not limited to lung examinations (considering possible inhalation of wood dust) and hearing examinations (for noisy environments), and promptly detect and handle employees'

health problems.

2. Fair and Reasonable Compensation and Benefits

- (1) Develop a fair and reasonable compensation system. Determine salary levels based on employees' skill levels, work intensity, and performance to ensure that employees' labor is fairly rewarded.
- (2) Provide comprehensive benefits, including statutory five social insurances and one housing fund, paid annual leave, sick leave, maternity leave, and additional festival benefits. At the same time, establish a comfortable canteen and provide two meals a day to meet employees' living needs.

3. Employee Training and Development

- (1) Provide comprehensive induction training for new employees, including furniture production processes, safety operation specifications, and quality standards, so that they can quickly adapt to the working environment. Regularly conduct skill improvement training and career development planning guidance to encourage employees to continuously improve their professional capabilities. For example, organize carpentry skills training and design software training to create conditions for employees' promotion and transformation.
- (2) Regularly organize fire safety knowledge training and drills.

III. Responsibility to Consumers

1. Product Quality Assurance

- (1) Establish a strict quality control system and strictly control every link from raw material procurement to production and processing to finished product inspection. Conduct strict screening of raw materials such as wood, panels, and hardware accessories to ensure that they meet environmental protection and quality standards.
- (2) In the production process, produce in accordance with international and domestic furniture quality standards and strictly control quality indicators such as dimensional accuracy, structural strength, and surface treatment. Conduct comprehensive inspections of each finished furniture product to ensure that consumers purchase reliable and durable products.

2. Consumer Rights Protection

- (1) Provide true, accurate, and complete product information, including product materials, sizes, functions, usage methods, and maintenance suggestions, to help consumers make informed purchase decisions.
- (2) Establish a perfect after-sales service system and promptly handle consumers' inquiries, complaints, and maintenance

needs. For products with quality problems, provide free repair, replacement, or return services to protect consumers' legitimate rights and interests.

IV. Responsibility to the Environment

1. Raw Material Procurement and Sustainability

- (1) In terms of raw material procurement, give priority to choosing panels from sustainably managed forests (FSC-certified). Reduce damage to virgin forest resources.
- (2) Actively explore the use of environmentally friendly panels and use all E0 and E1 grade panels to reduce the release of harmful substances such as formaldehyde.
- (3) For the transportation of raw materials, optimize transportation routes and methods to improve transportation efficiency and reduce energy consumption and exhaust emissions during transportation.

2. Energy Conservation and Emission Reduction in Production

- (1) Conduct energy-saving renovations on furniture production equipment and adopt advanced energy-saving technologies and equipment such as energy-saving motors and frequency conversion speed regulation systems to reduce power consumption during production.

- (2) Strengthen waste management in the production process, conduct classified collection and reuse of scraps such as panel edges, and improve resource utilization.
- (3) Cooperate with environmental protection recycling companies and regularly recycle the waste generated during production for the production of biomass energy to reduce waste emissions.

3. Environmental Protection Design and Packaging of Products

- (1) In the product design stage, consider the disassemblability and recyclability of products to facilitate recycling after the end of the product's service life. Use environmentally friendly coatings and adhesives to reduce emissions of volatile organic compounds (VOCs).
- (2) For product packaging, choose degradable and recyclable packaging materials such as paper packaging and reusable plastic cushioning materials to avoid excessive packaging and reduce the impact of packaging waste on the environment.

V. Responsibility to the Community and Society

1. Community Development Support

- (1) Actively participate in community construction and

development and establish good communication and cooperation relationships with the community. Provide financial or material support for community public facility construction, such as donating furniture for community activity centers, libraries, and other places.

(2) Organize employees to participate in community volunteer activities such as community cleaning, greening and beautification, and caring for vulnerable groups to contribute to community development.

2. Fulfillment of Social Responsibilities and Public Welfare Activities

(1) Pay taxes in accordance with the law and contribute to the economic development of the country and local areas. Actively respond to the government's call and participate in social public welfare undertakings. For example, in the event of natural disasters, donate furniture or funds for disaster reconstruction and rescue work.

(2) Pay attention to social hot issues, such as education and development issues in poverty-stricken areas. Through cooperation with public welfare organizations, carry out targeted assistance activities, such as donating desks, chairs and other learning furniture for poor schools to improve educational conditions.

VI. Conclusion

We will continue to work hard to continuously improve and enhance our level of fulfilling corporate social responsibility. We will actively respond to various challenges. While pursuing corporate economic benefits, we will create greater value for employees, consumers, the environment, and society to achieve harmonious coexistence and sustainable development between enterprises and society.