

# 《Code of Ethics》

## HITOP FURNITURE MANUFACTURING LIMITED

### I. General Provisions

This code of ethics is designed to clarify the company's values and behavioral guidelines, and ensure that all employees of the company adhere to the principles of integrity, respect, responsibility, and excellence in their work, and contribute to the company's sustainable development and social progress.

### II. Core Values

#### 1. Integrity:

Be honest and trustworthy, and match words with actions. In interactions with customers, partners, colleagues, and the public, maintain authenticity, reliability, and transparency.

#### 2. Respect:

Respect the rights, dignity, and individuality of others. Treat everyone equally regardless of race, gender, age, religious belief, sexual orientation, etc.

#### 3. Responsibility:

Be responsible for one's own actions and fulfill one's due obligations to the company, customers, and society. Actively

perform job duties and strive to create value.

4. Excellence\*\*: Pursue excellent quality and performance. Continuously learn, innovate, and improve to enhance work efficiency and quality.

### III. Behavioral Guidelines

#### 1. Professional Ethics

- Comply with laws and regulations: Strictly abide by national laws, regulations, and the company's rules and regulations, and do not engage in any illegal or irregular activities.

- Be honest and self-disciplined: Refuse to accept bribes, kickbacks, or other improper benefits. Do not use one's position for personal gain or for the benefit of others.

- Keep confidential: Strictly keep the company's trade secrets, customer information, and other sensitive data confidential. Do not disclose company secrets to any unauthorized persons.

- Avoid conflicts of interest: Avoid conflicts of interest between personal interests and company interests at work. In case of a conflict of interest, report it to the company in a timely manner and take appropriate measures.

#### 2. Work Attitude

- Be dedicated and love one's job: Love one's work and perform

one's duties. Strive to improve work skills and professional levels and contribute to the company's development.

- Teamwork: Actively cooperate with colleagues and support and help each other. Jointly complete the company's goals and tasks.

- Be innovative and enterprising: Have the courage to innovate and dare to try new methods and ideas. Continuously challenge oneself and pursue excellent work performance.

- Customer first: Focus on customers and pay attention to customer needs. Provide high-quality products and services to meet customer expectations.

### 3. Social Responsibility

- Environmental protection: Actively take measures to reduce the company's impact on the environment. Promote green office practices, save resources, and protect the environment.

- Public welfare activities: Actively participate in social public welfare activities and care about vulnerable groups. Contribute to the harmonious development of society.

- Industry norms: Comply with industry norms and professional ethics and maintain a good image of the industry. Do not engage in unfair competition and promote the healthy development of the market.

## IV. Supervision and Enforcement

1. The company will establish a sound supervision mechanism to supervise and inspect the behavior of employees.
2. Employees should consciously abide by this code of ethics. In case of violation, corresponding disciplinary actions will be taken according to the severity of the circumstances.
3. The company encourages employees to report violations of the code of ethics. Whistleblowers will be protected and rewarded.

#### V. Revision and Improvement

This code of ethics will be revised and improved according to changes in national laws and regulations, the company's development, and actual needs.

#### VI. Supplementary Provisions

This code of ethics shall take effect as of the date of issuance and shall be interpreted by the company's management.