



Jiangsu Zhongtian Technology Co., Ltd. Heat-resistant Conductor Factory	Handbook of Social Responsibility Management	Document code ZTTHRC-W01-ZL-001
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In order to establish, implement and improve the factory, To ensure that the operation of the factory conforms to laws and regulatory standards, and to continuously improve the factory's operation and management. After a study, it is decided to appoint Zhou Huansheng as the factory health and safety management representative, who shall perform the following duties in addition to his own:

- 1.
- 1.Responsible for the development and promotion of factory safety and health procedures and systems.
- 2.
- 2.Regularly audit the factory's safety and health performance, provide regular safety and hygiene training.
- 3.
- 3.Ensure factory

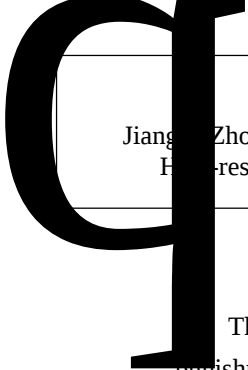
We hereby appoint Pan peibin, Shen Jie and Liu Shenghua as health and safety officers of Jiang Zhongtian Technology Co., Ltd., responsible for the health and safety of all employees of Jiang Zhongtian Technology Co., Ltd. Their main responsibilities are:

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There must be no discrimination in the employment of workers and decisions on hiring, pay, benefits, punishment and dismissal should be based solely on the individual's ability to work.

8. Safe and healthy work environment

Relay is to ensure that workers have a safe and healthy working environment and do not

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With the development of economic globalization, especially in the past two decades, European and American multinationals have shifted their production bases of labor-intensive products to developing countries and regions with lower labor costs. Establish a "global purchase, global sales" business model, greatly reduced costs, access to great development. At present, more than 95 percent of labor-intensive products in the European and American markets are produced by developing countries.

In the past ten years, more and more people in developed countries in Europe and the United States have realized the close relationship between labor standards and trade. Consumers are increasingly concerned about labour issues. They are asking more and more questions about the conditions under which products are manufactured. They want to know whether the products they are buying are produced by child or forced labor and whether the factories that produce them observe basic labour standards. They also asked multinationals to take further action to monitor labour conditions in overseas contract factories.

In this campaign, non-governmental organizations, such as trade unions, labour organizations, consumer associations, human rights organizations, religious organizations and university students' organizations have played a key role, They demand that TNCs, particularly in the consumer goods sector, take practical action to ensure that their suppliers (factories) in developing countries comply with local labour regulations and safeguard workers' fundamental rights. Some non-governmental organizations will also send representatives to visit these factories to investigate the labour problems in the factories and then submit their findings to the presidents of the multinational companies concerned for answers. Some reports of major incidents will even be widely disseminated in the news media, resulting in great pressure.

Ten years ago, most multinationals used to assume no social responsibility under the pretext that these factories were not owned or managed by them; With the increasing social awareness of the general public and the increasing protest actions, some non-governmental organizations often hold large demonstrations to boycott the products of some transnational companies that use child labor or sweatshops, Obstructing the business activities of companies, storming their office buildings and even damaging or destroying their shops, causing huge economic losses and serious damage to their brand image. As a result, stock prices of some companies fell and even top managers were forced to resign.

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At present, almost all multinationals are aware of their social responsibilities to global

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07

Management of manuals

7.1

The establishment, implementation and maintenance of a documented management system is conducive to the continuous achievement of good social responsibility performance. A complete set of management system documents includes three levels, namely, management manuals, procedures and operating documents and records.

7.2

The management manual is designed to clarify corporate social responsibility policies, basic principles and basic procedures for the factory formulates the procedure document, the operation document and the concrete implementation provides the guidance, ensures the factory policy stability.

7.3

The CSR Manager's Representative is responsible for establishing, implementing and maintaining this manual and continuously improving the management system of the factory. In order to meet the expectations and responsibility of the factory and

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Implementing the ISO / 26000 Social Responsibility Guide, the factory is increasingly aware of the increasing demand for socially responsible behaviour and its benefits, and is committed to sustainable development including health and social welfare. On July 1, 2013, Zhongtian Technology's Corporate Social Responsibility Report 2012 was released.

2013 9 24 2012-2013

On September 24, 2013, the 2012-2013 annual list of China Communications Industry List was officially released at the Beijing International Information and Communication Exhibition, Zhongtian Technology was awarded the China Communications Industry Annual Corporate Social Responsibility Award, one of only two winning units in the

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9.1

The factory and all management recognize that compliance with international labour standards and the protection of labour rights are essential conditions for a responsible factory and are expected of stakeholders such as consumers, customers, the public and governments.

9.2

The factory undertakes to comply with national labor laws and regulations, comply with internationally recognized labor standards, as well as other applicable industry standards and international conventions, and continuously improve working conditions and employee welfare. Like quality management, social responsibility management is also an organic part of the factory's daily operation. Fulfilling social responsibility is a necessary condition for the factory to provide good products to meet customer needs.

9.3

The factory appoints top managers to be responsible for social responsibility management, establishes, implements and maintains a good social responsibility system and extends this requirement to suppliers .

9.4 factory statement:

9.4.1

The use of child and forced labour is prohibited and no supplier or subcontractor using child or forced labour will be accepted.

9.4.2

Respect for workers' freedom and prohibition of forced labour in any form.

9.4.3

Provide safe and hygienic working and living conditions to ensure the safety and health of employees.

9.4.4

Promote co-operation between employers and employees and respect the right to freedom of association and collective bargaining.

9.4.5

Provide an equal and fair work environment and prohibit any form of discrimination.

9.4.6

Respect the basic human rights of employees and prohibit any form of degrading behavior.

9.4.7

Arrange production plan reasonably, arrange workers' working time and rest.

9.4.8

Provide reasonable wages and benefits that meet at least the workers' basic needs.

cooperation, and gradually push people and contractors improve their performance.

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Establish the **social responsibilities** of the factory to help the factory develop, maintain and strengthen the **factory's** policies and procedures and to certify **to** the customer or the certification authority that the plant's policies, procedures and procedures are in compliance.

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3.6

3.6 Definition of int -

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4.1.2

4.1.2 Companies establish, document, maintain policies and procedures for saving child labour, effectively communicate these policies and procedures to employees and other interest groups, and provide adequate support to enable child workers to receive school education until they are older than children.

4.1.3

146

4.1.3 Companies establish, document, maintain policies and procedures for promoting education for children and young workers, and effectively communicate these policies and procedures to employees and other interest groups.Children under these policies and procedures must conform to Article 146 of the International Labor Organization's Recommendations, while adolescents are of age under local compulsory education laws or are in school.Policies and procedures should include specific measures to ensure that no child or adolescent workers are employed during school hours, and that the combined daily traffic (round-trip places of work and schools), school and work hours for child and adolescent workers should not exceed 10 hours.

4.1.4

4.1.4 factory not expose children or adolescent workers to any hazardous, unsafe or unhealthy conditions inside or outside the working environment.

4.2.1

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4.2.1 Companies not use or support forced and compulsory labour as defined in International Labor Organization Convention No. 29, nor shall they require employees to pay a deposit or mortgage identity card at the beginning of employment.

4.2.2

4.2.2 Companies and organizations providing labor to companies not withhold part of the workers'wages, benefits, property or certificates in order to force employees to continue working in the factory.

4.3.3

4.3.3 Employees are entitled to leave the workplace after completing standard working hours.Employees are free to terminate the employment contract after giving reasonable notice to the factory.

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4.3.1 The factory shall ensure that all employees have a sufficient understanding of the general hazards of the general industry and any specific hazards, the factory provide safe and healthy working environment, and take effective measures to minimize the potential hazards of the working environment under possible conditions in order to avoid the health hazards at work or due to work-related or work place accidents.

4.3.2

4.3.2 The factory designate a high-level representative to provide a healthy and safe working environment for all employees and to implement the health and safety provisions of this Standard.

4.3.3

4.3.3 Companies regularly provide employees with effective health and safety guidance, including on-site and professional work guidance, if necessary. Recurrent guidance should be given to employees who are new to, transferred to, and in the place where the accident occurred.

4.3.4

4.3.4 The factory establish a mechanism for detecting, preventing and responding to potential threats that may endanger the health and safety of any employee. The factory shall keep written records of all accidents occurring in its workplace, domicile under its jurisdiction and property.

4.3.5

4.3.5 factory provide employee with appropriate personal protective equipment at their own expense. When an employee is injured at work, the factory provide first aid and assist the worker in obtaining follow-up treatment. For pregnant and expectant mothers, the factory should assess all risks and ensure that reasonable measures are taken to eliminate or reduce their health and safety risks.

4.3.6

4.3.6 The factory provides dormitories for employees, ensure that the dormitory equipment is clean, safe and can meet the basic needs of employees.

4.3.7

4.3.7 The factory provide all employees with clean toilets, potable water and, if necessary, hygienic facilities for food storage.

4.3.8

4.3.8 The factory ensure that the dormitory facilities provided to employees are clean, safe and meet their basic needs.

4.3.-

4.4.2 When the right to freely organize trade unions and collective bargaining is legally restricted, companies assist employees in adopting similar methods to achieve the goal of independent and free combination and negotiation.

4.4.3 In

4.4.3 Companies ensure that trade union representatives are not discriminated against and have access to trade union members in the working environment.

4.5.1

members of the union

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4.5.1 Matters such as employment, compensation, training opportunities, promotion, dismissal and other matters shall not be used to support any act of discrimination based on union membership.

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industrial standards;In any case, no Employees can often be required to work more than 48 hours a week and be provided with at least one of them every seven days A day's rest.

4.7.2 ()

4.7.2 Companies ensure that each employee's overtime work (more than 48 hours a week) does not exceed 12 hours a week.Unless in special and shomn

pages for the purpose of the above, or by check to the withdrawal of employee.

4.8

4.8 All overtime allowance shall be paid in accordance with the provisions of the State. If the overtime allowance is not paid in accordance with the provisions of the State, the overtime allowance shall be determined according to the minimum rate of general industry standard.

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4.9.4 The highest management periodically review the factory's policies, procedures and results of their implementation to check their adequacy, appropriateness and continuity in accordance with the provisions of this Standard and other regulatory requirements signed by the factory. If necessary, the system should be amended and improved. Representatives of workers shall participate in management review.

Planning and Implementation

4.9.5

4.9.5 The factory ensure that the provisions of this Standard are unde

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factory policies and the requirements of this standard;

4.9.6 SA8000

4.9.6 Companies refer to the SA8000 Guide for explanations and explanations related to standard provisions. Monitoring of suppliers and subordinate suppliers

4.9.7

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4.9.7 The factory keep appropriate records of the commitment of suppliers (subsuppliers, if circumstances permit) to social responsibility, including, but not limited to, contractual agreements and/or written commitments of these organizations:

a)

A) Comply with all the provisions of this standard and have the same requirements for subordinate suppliers;

b)

B) Participate in supervisory activities at the request of the factory;

c)

C) Identify root causes and promptly implement corrective and preventive actions to resolve any inconsistencies with the provisions of this Standard;

d)

D) To inform the factory in a timely and complete manner of any relevant business relations with other suppliers, subcontractors and subcontractors.

4.9.8

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4.9.8 The factory establish, maintain, and document appropriate procedures in writing, taking into account its ability and commitment to meet the requirements of this Standard when evaluating and selecting suppliers (subsuppliers, if circumstances permit).

4.9.9

4.9.9 The factory endeavour to ensure that suppliers meet the requirements of this Standard within their control and influence.

4.9.10

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4.9.10 factory provide a confidential means for all employees to report violations of this standard to factory management and worker representatives. When employees and other stakeholders question whether the factory complies with factory policies and/or with the provisions of this Standard, the factory investigate, process and respond to the fact that employees not be punished, dismissed or discriminated against if they provide information on whether the factory complies with this Standard.

4.9.11

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4.9.11 If any violation of the factory's policies and/or the provisions of this Standard is identified, the factory identify the root cause and, in light of its nature and severity, allocate appropriate resources to implement corrective and preventive measures in a timely manner.

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4.9.12 The factory establish and maintain appropriate procedures to regularly provide data and information to all stakeholders regarding the factory's requirements and compliance in the implementation of this Standard, which shall include, but are not limited to, the results of management

4.9.1