



Yuexiu Real Estate Investment Trust Employee Rights Protection Policy

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Introduction

Yuexiu Real Estate Investment Trust (“Yuexiu REIT” or the “Trust”) and Yuexiu REIT Asset Management Limited (the “Manager”), as professional real estate investment trust asset management institutions, place a high priority on employee rights protection and are committed to ensuring that the rights of all employees of the Trust and the Manager, as well as those of employees of partners and suppliers, are fully protected in the course of conducting business with the Trust.

Policy Scope

This policy applies to all business activities of Yuexiu REIT and the Manager, and provides guidance to its suppliers and business partners, encouraging them to adopt and comply with the principles for the protection of employee rights set forth in this policy.

Policy and Practice

Yuexiu REIT and the Manager adhere to relevant international standards, including the Universal Declaration of Human Rights, the United Nations Guiding Principles on Business and Human Rights, and the International Labor Organization (ILO) Standards and other relevant national laws, and are committed to achieving:

Labor Compliance

1. Strictly comply with national laws and regulations as well as international standards; resolutely prohibit the use of child labor; ensure that no one under the age of 18 is employed in any form of work; and take necessary measures to ensure that no form of child labor or hazardous work exists in our business practices.
2. Strongly oppose and prohibit the use of any form of forced labor, including prison labor, indentured labor, bonded labor or slave labor. Participation in any form of human trafficking is prohibited.
3. Strictly complying with relevant laws and regulations during the recruitment and employment process to ensure that all employees are employed on a voluntary basis and in a fair and free environment.

Diversity and Inclusion

Create an equitable and supportive work environment for all employees and prohibit any discrimination, violence, intimidation, threats, harassment, or other conduct that violates labor laws based on age, gender, sexual orientation, family status, disability, race or ethnicity, nationality, religion, or political views in the areas of hiring, compensation, promotion, or training.

Compensation and Benefits

1. Offer competitive compensation packages, employee benefits, and training programs to recruit, retain, and develop talent; regularly monitor the gender pay gap to achieve equal pay for equal work.
2. In accordance with national laws and local government regulations, pay employees their wages in full and on time, provide a living wage, social insurance, and various benefits; care for employees' physical and mental well-being and organize a wide variety of employee welfare activities; comply with laws and regulations regarding working hours and leave, strive to avoid or minimize overtime work, and help employees achieve a work-life balance.

Health and Safety

Provide a safe and healthy work environment for all employees, comply with applicable safety regulations, eliminate known safety hazards, take appropriate measures to prevent potential safety hazards, and continuously improve existing health and safety management system, striving to achieve the goal of zero injuries.

Training and Development

1. Provide systematic internal and external training, personal development plans, external educational resources, and training subsidies to foster a corporate culture of continuous learning and provide comprehensive support for employees' career development and skill enhancement.
2. Establish a standardized employee performance evaluation system, closely link performance evaluations to employee career development, and foster a culture of open and transparent two-way communication.

Freedom of association and open communication

1. Uphold the freedom of association and the right to collective bargaining, and respect employees' rights and freedoms to join, form, or refrain from joining labor unions in accordance with the law; if employees join a legally recognized labor union, we are committed to engaging in constructive dialogue and collective bargaining with the union or employee representatives.
2. Ensure that employees have equal rights through a streamlined reporting mechanism. Employees can file reports anonymously or under their real names through various channels. We handle all reports fairly and in accordance with the law, and we protect whistleblowers.

Human rights due diligence process

Where applicable, conduct human rights due diligence processes to identify and assess potential impacts and risks related to respect for human rights. The human rights due diligence process consists of the following steps: (1) identifying human rights risks associated with our business; (2) identifying human rights issues and susceptible groups (e.g., own employees, women, children, migrant workers, local communities, etc.); (3) assessing the severity of human rights risks and issues associated with our business; (4) adopting appropriate controls to mitigate or eliminate the potential impacts and risks; and (5) regularly monitoring, reporting on and improving our human rights due diligence process.

Reporting and Review

The Manager's Board of Directors is responsible for managing and overseeing matters related to the Yuexiu REIT's employee rights protection management, discussing and reviewing relevant risks and opportunities annually, and updating this policy as appropriate at least once every three years to ensure it aligns with the latest developments in related employee right issues. The Manager's Sustainability Working Group is responsible for implementing this Employee Rights Protection Policy, and related practices and initiatives will be disclosed on the Trust's website and in its sustainability report.