

# Sunny Optical Technology

## Guide to Reporting Corruption, Rewards and Protection Methods

Produced and edited by the Audit Department

## Chapter 1 General Provisions

1. In order to clarify the reporting channels, precautions for reporting, whistleblower protection system, reward and punishment measures and other matters, Sunny Optical Technology (Group) Co., Ltd. specially formulated this guideline.

2. The guideline applies to Sunny Optical Technology (Group) Company Limited and its wholly-owned(holding) subsidiaries and offices (collectively, the "Company").

## Chapter 2 Scope of Reporting Acceptance

The scope of reporting acceptance mainly includes but not limited to:

- Accepting various forms of commercial bribery (such as kickbacks, gifts and entertainment, etc.)
- Bribing other persons or companies
- Commercial benefits transfer between employees and their relatives and friends
- Taking advantage of position to embezzle company property
- Misappropriation of company property

- Theft of company property
- Fictitious payment
- False reimbursement
- Forgery of relevant accounting and payment

vouchers

- Commercial secrets infringement
- Other types of corruption that infringe upon the interests of the Group

### Chapter 3 Reporting Channels

The Company has set up a variety of reporting channels as follows, each of which is in the charge of the designated staff of the audit department. The whistleblower can choose any of them to report.

1. Reporting hotline: 0086-574-62550607

2. E-mail: [audit@sunnyoptical.com](mailto:audit@sunnyoptical.com)

3. Mailing address: The Audit Department, No. 66-68, Fengle Road, Yuyao, Zhejiang, China; Postal code: 315400

4. Email of the Audit Committee:

[auditcommittee@sunnyoptical.com](mailto:auditcommittee@sunnyoptical.com)

5. Wechat official account: scan the QR code below or search “Lianjie Shunyu(廉洁舜宇)” in Wechat, follow

the account and click the reporting button “我要举报”.



## Chapter 4 Guide to Reporting Corruption

1. The Company will give priority to real-name reports, and anonymous reports need to be supported by necessary evidence.

2. Once the report is accepted, the Company's designated personnel of the audit department will contact the whistleblower within 24 hours.

3. If the report is verified as false one, or even maliciously slander, the Company has the right to pursue the legal responsibility of the whistleblower.

## Chapter 5 Rewards of Reporting

1. For reporting rewards, it is limited to real-name reporting in principle.

2. For individual reports or reports from cooperative units, once the relevant fraud cases are

verified and the Company's economic losses are recovered, the whistleblower can be rewarded 5%-10% of the amount involved in the case.

3. The reward will be issued in cash after the approval of the chairman of the Company.

4. If two or more whistleblowers report jointly, they will be rewarded as the same report.

## **Chapter 6 Protection Method of Reporting**

1. The Company has formulated strict confidentiality measures and procedures to keep the information of whistleblowers confidential, especially those related to personal privacy, as well as relevant information provided.

2. In principle, the report information should only be held by designated personnel in the audit department. Except for reporting to the chairman of the Group or the general manager of a subsidiary, it should not be leaked or disseminated to other personnel. The content of the report can only be disclosed to the personnel assisting the investigation after the approval of the chairman or the general manager.

3. Personnel at all levels of the Company must take appropriate attitude towards the whistleblower and the report in accordance with the law. No personnel may retaliate against the whistleblower under any pretext. Those that cause adverse effects or serious consequences will be treated in accordance with internal regulations, and those involving violations of administrative laws and regulations will be transferred to relevant departments according to law.

4. The Company will make every effort to protect the personal and property safety of the whistleblower, and take various protective measures according to the whistleblower's opinion. In the event of a crime, the Company will assist the whistleblower to pursue the legal responsibility of the corresponding person.

## **Chapter 7 Supplementary Provisions**

1. The guideline will be implemented from the date of promulgation.

2. The audit department is responsible for interpretation and revision of the guideline.