



高景太阳能股份有限公司 Gokin Solar Co., Ltd.

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Gokin Solar Co., Ltd.

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企业简介

Company Introduction

高景太阳能股份有限公司（简称“高景太阳能”）聚焦光伏绿色能源，成立于 2019 年 7 月 3 日，主要开展大尺寸硅棒、硅片、组件的研发，制造及销售一体化业务。

Gokin Solar Co., Ltd. (referred to as "Gokin Solar") focuses on photovoltaic green energy. It was established on July 3, 2019 and mainly engages in the integrated business of research, development, manufacturing and sales of large - size silicon rods, silicon wafers and components.

公司总部位于珠海横琴自贸区，下设珠海金湾 50GW 大尺寸单晶硅片、青海西宁 50GW 单晶硅棒、四川宜宾 50GW 单晶硅棒及 30GW 单晶硅片、广州花都 16GW 光伏组件四大生产基地，销售办公室位于江苏苏州。

The company's headquarters is located in the Hengqin Free Trade Zone of Zhuhai. It has four production bases, namely the 50GW large - size monocrystalline silicon wafer production base in Jinwan, Zhuhai, the 50GW monocrystalline silicon rod production base in Xining, Qinghai, the 50GW monocrystalline silicon rod and 30GW monocrystalline silicon wafer production base in Yibin, Sichuan, and the 16GW photovoltaic component production base in Huadu, Guangzhou. Its sales office is located in Suzhou, Jiangsu.

高景太阳能在大尺寸硅片、光伏组件研发制造方面掌握多项核心技术，运用数字化与智能化制造平台，为客户提供以 210MM 为主的高效大尺寸硅片（P&N 性）产品，发展前沿的组件产品，并积极协同上下游产业链，与供应商、客户互惠互赢发展，致力于成为全球光伏硅片领域的标杆企业。

Gokin Solar has mastered a number of core technologies in the research, development and manufacturing of large - size silicon wafers and photovoltaic components. By using digital and intelligent manufacturing platforms, it provides customers with high - efficiency large - size silicon wafer (P&N type) products mainly of 210MM, develops advanced component products, and actively collaborates with the upstream and downstream industrial chains to achieve mutual benefit and win - win development with suppliers and customers. It is committed to becoming a benchmark enterprise in the global photovoltaic silicon wafer field.

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秉承“高山仰止，景行行止”的企业精神，坚持共创、简明、至臻、奇正、成就的核心价值观，高景太阳能以“让太阳能为人类带来更大的福祉”为使命，专注产品与产品价值，带动光伏新能源生产链集聚，助力中国绿色经济发展，为全球能源结构改变，改善人类生存环境贡献力量。

Adhering to the enterprise spirit of "Looking up to the lofty and following the great", and adhering to the core values of co - creation, simplicity, perfection, integrity and achievement, Gokin Solar takes "Bringing greater well - being to humanity with solar energy" as its mission. It focuses on products and product values, drives the agglomeration of the photovoltaic new energy production chain, helps the development of China's green economy, and contributes to the transformation of the global energy structure and the improvement of the human living environment.

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颁布令

Promulgation Order

为贯彻本公司的社会责任方针，完善社会责任管理体系，本公司根据《SA8000:2014 社会责任国际标准》的要求，结合行业特点和公司实际情况制定了《社会责任管理手册》。

In order to implement the company's social responsibility policy and improve the social responsibility management system, in accordance with the requirements of the SA8000:2014 Social Responsibility International Standard, and combined with the industry characteristics and the actual situation of the company, this company has developed the "Social Responsibility Management Manual".

《社会责任管理手册》是本公司建立、维护、保持和持续改进社会责任管理系统，实行国家相关法律法规和地方政府相关政策的管理方案；是为监控本公司社会责任管理体系有效实施而建立的；是本公司自觉选择遵守 SA8000 标准及其它相关社会法律法规、准则，改善公司作业环境、劳动条件，加强劳动保护、维护员工权益，勇于承担社会责任并付于实践的指导性文件，是一切社会责任管理活动必须遵循的纲领性文件。

The "Social Responsibility Management Manual" is a management plan for the company to establish, maintain, sustain and continuously improve the social responsibility management system, and to implement relevant national laws, regulations and local government policies. It is established to monitor the effective implementation of the company's social responsibility management system. It is a guiding document for the company to consciously choose to abide by the SA8000 standard and other relevant social laws, regulations and guidelines, improve the company's working environment and labor conditions, strengthen labor protection, safeguard employees' rights and interests, and take social responsibilities in practice. It is a programmatic document that all social responsibility management activities must follow.

本公司《社会责任管理手册》（GKM-SA-2026，A3 版）现批准发布，于发布之日起实施。

This company's "Social Responsibility Management Manual" (GKM - SA - 2026, Version A3) is now approved and released, and will be implemented as of the release date.

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最高管理者：徐志群

Top-level Manager: Xu Zhiquan

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SA8000社会责任管理体系管理者代表任命书

Appointment Letter of the Management Representative of the SA8000 Social Responsibility Management System

为了贯彻执行 SA8000:2014 社会责任标准，确保公司运作符合国家法律法规、国际公约、相关方要求和 SA8000 行为准则，持续改善公司社会责任表现，特任命：

In order to implement the SA8000:2014 social responsibility standard, ensure that the company's operations comply with national laws and regulations, international conventions, requirements of relevant parties and the SA8000 code of conduct, and continuously improve the company's social responsibility performance, it is hereby appointed that:

文娜 同志为高景太阳能股份有限公司及子公司 SA8000 社会责任管理体系管理者代表。

Ms. Wen NA is appointed as the management representative of the SA8000 social responsibility management system of Gokin Solar Co., Ltd. and its subsidiaries.

子公司含广东金湾高景太阳能科技有限公司、青海高景太阳能科技有限公司、四川高景太阳能科技有限公司、广州高景太阳能科技有限公司。

The subsidiaries include Guangdong Jinwan Gokin Solar Technology Co., Ltd., Qinghai Gokin Solar Technology Co., Ltd., Sichuan Gokin Solar Technology Co., Ltd. and Guangzhou Gokin Solar Technology Co., Ltd.

管理者代表除履行本身岗位职责外，还具有以下职责：

In addition to performing her own job responsibilities, the management representative also has the following responsibilities:

1、负责对外代表本公司联络与协商 SA8000 社会责任管理体系相关的内外沟通事宜。

1、 Be responsible for representing the company in external liaison and negotiation on internal and external communication matters related to the SA8000 social responsibility management system.

2、负责 SA8000 社会责任管理体系的有效执行，并组织管理评审。

2、 Be responsible for the effective implementation of the SA8000 social responsibility management system and organize management reviews.

3、确保 SA8000 方针、目标及整个 SA8000 社会责任管理体系能得到全体人员的参与和理解。

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- 2、Ensure that the SA8000 policy, objectives and the entire SA8000 social responsibility management system can be participated in and understood by all personnel.
- 4、负责内部审核小组的编成与督导执行，并拟定审核计划，确保整个管理体系有效运行，并持续改进。
- 4、Be responsible for the formation and supervision of the internal audit team, and draw up an audit plan to ensure the effective operation of the entire management system and its continuous improvement.
- 5、定期向最高管理层报告 SA8000 社会责任管理体系的实施绩效。
- 5、Regularly report the implementation performance of the SA8000 social responsibility management system to the top - level management.

最高管理者：徐志群

Top-level Manager: Xu Zhiqun

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SA8000管理委员会员工代表任命书

Letter of Appointment for Employee Representative of the SA8000 Management Committee

为维护本公司所有员工的人权，使他们得到应有的尊重和尊严，特任命：

To safeguard the human rights of all employees in the company and ensure they receive due respect and dignity, it is hereby appointed that:

张 迁 同志为高景太阳能股份有限公司及广东金湾高景太阳能科技有限公司的 SA8000 管理委员会员工代表。

Mr. Zhang Qian is appointed as the employee representative of the SA8000 management committee of Gokin Solar Co., Ltd. and Guangdong Jinwan Gokin Solar Technology Co., Ltd.

张文钊 同志为青海高景太阳能科技有限公司的 SA8000 管理委员会员工代表。

Mr. Zhang Wenzhao is appointed as the employee representative of the SA8000 management committee of Qinghai Gokin Solar Technology Co., Ltd.

刘玉节 同志为四川高景太阳能科技有限公司的 SA8000 管理委员会员工代表。

Ms. Liu Yujie is appointed as the employee representative of the SA8000 management committee of Sichuan Gokin Solar Technology Co., Ltd.

崔坤鹏 同志为广州高景太阳能科技有限公司的 SA8000 管理委员会员工代表。

Mr. Cui Kunpeng is appointed as the employee representative of the SA8000 management committee of Guangzhou Gokin Solar Technology Co., Ltd.

SA8000 管理委员会员工代表除履行本身岗位职责外，还具有以下职责：

In addition to performing their own job responsibilities, the employee representatives of the SA8000 management committee also have the following responsibilities:

1、保障员工自由选择职业的权利；在公司内部不使用强迫、抵债或用契约束缚的劳工，或者是非自愿的监狱劳工。所有工作应当是自愿的，并且员工在合理通知的情况下拥有自由离职的权利。不得要求员工上交政府颁发的身份证、护照或工作许可证给企业或劳动中介机构作为雇用的条件。

1、Guarantee employees' right to freely choose their occupations. Do not use forced, bonded or indentured labor, or involuntary prison labor within the company. All work should be voluntary, and employees should have the right to leave their jobs freely upon reasonable notice. Do not require employees to hand over their government - issued ID cards, passports or work permits to the

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enterprise or labor intermediary agencies as a condition of employment.

2、确认并评估紧急情况和事件，以及通过实施应急方案和应变程序来将其影响降到最低；制定程序和体系来预防、管理、跟踪和报告职业伤害与疾病。

2、Identify and assess emergency situations and incidents, and minimize their impacts by implementing emergency plans and contingency procedures. Develop procedures and systems to prevent, manage, track and report occupational injuries and diseases.

3、鉴别、评定并控制由化学、生物以及物理因素给员工带来的影响。通过工程技术和管理手段控制危险源过度暴露。当无法通过这些方法有效控制危险源时，为保护员工健康建立和运行适当的个人防护装备方案。鉴别、评估并控制从事高体力劳动工作给员工带来的影响。

3、Identify, evaluate and control the impacts of chemical, biological and physical factors on employees. Control the excessive exposure to hazards through engineering and management means. When these methods cannot effectively control hazards, establish and operate an appropriate personal protective equipment program to protect employees' health. Identify, evaluate and control the impacts of high - physical - labor work on employees.

4、对生产设备和其它机器作危险性评估。为对工人能造成伤害的机械提供物理防护装置、联动装置以及屏障，并正确地进行维护。

4、Conduct risk assessments on production equipment and other machines. Provide physical protection devices, interlocking devices and barriers for machines that can cause harm to workers, and properly maintain them.

5、为员工提供干净的卫生间设施、饮用水、清洁的食物预备存储设施和用餐用具。员工宿舍保持干净、安全，并提供适当的紧急出口、洗浴热水、充足的供暖和通风以及合理的出入方便的私人空间。

5、Provide employees with clean toilet facilities, drinking water, clean food storage facilities and tableware. Keep employees' dormitories clean, safe, and provide appropriate emergency exits, hot water for bathing, adequate heating and ventilation, and reasonable private space for easy access.

最高管理者：徐志群

Top-level Manager: Xu Zhiquan

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SA8000管理委员会环境健康安全代表任命书

Appointment Letter of the Environmental, Health and Safety Representative of the SA8000 Management Committee

为维护本公司所有员工的人权，使他们得到应有的尊重和尊严，特任命：

To safeguard the human rights of all employees in the company and ensure they receive due respect and dignity, it is hereby appointed that:

马伟萍 同志为高景太阳能股份有限公司、广东金湾高景太阳能科技有限公司、青海高景太阳能科技有限公司的 SA8000 管理委员会环境健康安全代表。

Ms. Ma Weiping is appointed as the environmental, health and safety representative of the SA8000 management committee of Gokin Solar Co., Ltd.; Guangdong Jinwan Gokin Solar Technology Co., Ltd and Qinghai Gokin Solar Technology Co., Ltd.

姜军 同志为广州高景太阳能科技有限公司的 SA8000 管理委员会环境健康安全代表。

Mr. Jiangjun is appointed as the environmental, health and safety representative of the SA8000 management committee of Guangzhou Gokin Solar Technology Co., Ltd.

Mr. Jiang Jun is appointed as the environmental, health and safety representative of the SA8000 management committee of Sichuan Gokin Solar Technology Co., Ltd.

张振忠 同志为四川高景太阳能科技有限公司的 SA8000 管理委员会环境健康安全代表。

Mr. Zhang Zhenzhong is appointed as the environmental, health and safety representative of the SA8000 management committee of Sichuan Gokin Solar Technology Co., Ltd.

SA8000 管理委员会环境健康安全代表除履行本身岗位职责外，还具有以下职责：

In addition to performing their own job responsibilities, the environmental, health and safety representatives of the SA8000 management committee also have the following responsibilities:

1、办理所有必需的环境许可证、批准文书和登记证，进行维护并适时更新；遵守许可证和报告的要求。

1、Handle all necessary environmental permits, approval documents and registration certificates, maintain and update them in a timely manner; comply with the requirements of permits and reports.

2、预防污染和节约资源，在源头上或通过实践减少和消除所有类型的耗费。

2、Prevent pollution and save resources, and reduce and eliminate all types of consumption at the source or through practice.

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3、识别和控制释放到环境中会造成危险的化学物质及其他物质，确保这些物质得到安全的处理、运输、存储、使用、回收或重用和处置。

3、Identify and control chemical substances and other substances released into the environment that may cause hazards, and ensure the safe handling, transportation, storage, use, recycling, reuse and disposal of these substances.

4、废水和固体废物在排放或处置之前按照要求进行分类、监控、控制和处理。

4、Classify, monitor, control and treat wastewater and solid waste before discharge or disposal as required.

5、空气排放物在排放之前按要求辨别、监控、控制和处理。

5、Identify, monitor, control and treat air emissions before discharge as required.

6、遵守所有关于禁止或限制特定物质（包括有关再生和处置的标识）的适用法律法规和客户要求。

6、Comply with all applicable laws, regulations and customer requirements regarding the prohibition or restriction of specific substances (including markings related to recycling and disposal).

7、通过正确的设计、工程技术和管理控制、预防保养、安全操作程序和持续性的安全知识培训去控制员工在工作场所会遇到的潜在危险。为有需要的岗位员工提供适当的、保养良好的个人防护装备。

7、Control potential hazards that employees may encounter in the workplace through proper design, engineering and management control, preventive maintenance, safe operating procedures and continuous safety knowledge training. Provide appropriate and well - maintained personal protective equipment for employees in necessary positions.

8、确认并评估紧急情况和事件，以及通过实施应急方案和应变程序来将其影响降到最低。

8、Identify and assess emergency situations and incidents, and minimize their impacts by implementing emergency plans and contingency procedures.

9、制定程序和体系来预防、管理、跟踪和报告职业伤害与疾病。

9、Develop procedures and systems to prevent, manage, track and report occupational injuries and diseases.

10、鉴别、评定并控制由化学、生物以及物理因素给员工带来的影响。通过工程技术和管

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理手段控制危险源过度暴露。当无法通过这些方法有效控制危险源时，为保护员工健康建立和运行适当的个人防护装备方案。

10、Identify, evaluate and control the impacts of chemical, biological and physical factors on employees. Control the excessive exposure to hazards through engineering and management means. When these methods cannot effectively control hazards, establish and operate an appropriate personal protective equipment program to protect employees' health.

11、鉴别、评估并控制从事高体力劳动工作给员工带来的影响。

11、Identify, evaluate and control the impacts of high - physical - labor work on employees.

12、对生产设备和其它机器作危险性评估。为对工人能造成伤害的机械提供物理防护装置、联动装置以及屏障，并正确地进行维护。

12、Conduct risk assessments on production equipment and other machines. Provide physical protection devices, interlocking devices and barriers for machines that can cause harm to workers, and properly maintain them.

13、为员工提供干净的卫生间设施、饮用水、清洁的食物预备存储设施和用餐用具。员工宿舍保持干净、安全，并提供适当的紧急出口、洗浴热水、充足的供暖和通风以及合理的出入方便的私人空间。

13、Provide employees with clean toilet facilities, drinking water, clean food storage facilities and tableware. Keep employees' dormitories clean, safe, and provide appropriate emergency exits, hot water for bathing, adequate heating and ventilation, and reasonable private space for easy access.

最高管理者：徐志群

Top-level Manager: Xu Zhiqun

时 间：2026/07/20

Date: 2026/07/20

高景太阳能股份有限公司

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SA8000管理委员会商业道德代表任命书

Appointment Letter of the Business Ethics Representative of the SA8000 Management Committee

为维护公司的商业信誉, 保证公司遵循较高标准的道德要求, 以使公司在市场上获取成功, 特任命:

To maintain the company's business reputation, ensure that the company adheres to high - standard ethical requirements, and enable the company to achieve success in the market, it is hereby appointed that:

马秀玲 同志为高景太阳能股份有限公司及子公司 SA8000 管理委员会商业道德代表。

Ms.Ma Xiuling is appointed as the business ethics representative of the SA8000 management committee of Gokin Solar Co., Ltd. and its subsidiaries.

子公司含广东金湾高景太阳能科技有限公司、青海高景太阳能科技有限公司、四川高景太阳能科技有限公司、广州高景太阳能科技有限公司。

The subsidiaries include Guangdong Jinwan Gokin Solar Technology Co., Ltd., Qinghai Gokin Solar Technology Co., Ltd., Sichuan Gokin Solar Technology Co., Ltd. and Guangzhou Gokin Solar Technology Co., Ltd.

SA8000 管理委员会商业道德代表除履行本身岗位职责外, 还具有以下职责:

In addition to performing his own job responsibilities, the business ethics representative of the SA8000 management committee also has the following responsibilities:

1、禁止任何及所有形式的贪污、敲诈勒索和挪用公款等行为, 推行监控和强化程序以确保符合廉洁经营的要求。

1、Prohibit all forms of embezzlement, extortion, misappropriation of public funds, etc., and implement monitoring and strengthening procedures to ensure compliance with the requirements of honest operation.

2、禁止提供或接受贿赂或其他形式的不正当收益。

2、Prohibit the provision or acceptance of bribes or other forms of improper benefits.

3、依照适用的法律法规和主要的行业惯例, 公开有关商业活动、组织结构、财务状况和绩效的信息。

3、Disclose information on business activities, organizational structure, financial status and

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Gokin Solar Co., Ltd.

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performance in accordance with applicable laws, regulations and major industry practices.

4、尊重知识产权；妥善保护技术和生产经验的转让过程中涉及的知识产权。

4、Respect intellectual property rights; properly protect intellectual property rights involved in the transfer of technology and production experience.

5、制定公平交易、广告和竞争的标准，实施保护客户信息的措施。

5、Develop standards for fair trade, advertising and competition, and implement measures to protect customer information.

6、保护供应商和员工检举者并确保其身份的机密性。

6、Protect suppliers and employee whistleblowers and ensure the confidentiality of their identities.

最高管理者：徐志群

Top-level Manager: Xu Zhiquan

时 间：2026/07/20

Date: 2026/07/20

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SA8000社会责任绩效管理委员会主任任命书

Appointment Letter of the Director of the SA8000 Social Responsibility Performance Management Committee

为了维护 SA8000 社会责任体系正常有效运行，特任命：

To maintain the normal and effective operation of the SA8000 social responsibility system, it is hereby appointed that:

文娜 同志为高景太阳能股份有限公司及广东金湾高景太阳能科技有限公司、四川高景太阳能科技有限公司、青海高景太阳能科技有限公司、广州高景太阳能科技有限公司的 SA8000 社会责任绩效管理委员会主任。

Ms. Wen Na is appointed as the director of the SA8000 Social Responsibility Performance Management Committee of Gokin Solar Co., Ltd., Guangdong Jinwan Gokin Solar Technology Co., Ltd., Sichuan Gokin Solar Technology Co., Ltd., Qinghai Gokin Solar Technology Co., Ltd, Guangzhou Gokin Solar Technology Co., Ltd.

SA8000 社会责任绩效管理委员会主任除履行本身岗位职责外，还具有以下职责：

In addition to fulfilling their regular job responsibilities, the directors of the SA8000 Social Responsibility Performance Management Committee also have the following duties:

1、定期组织社会绩效管理委员会每年进行一次书面风险评估，对实际的或潜在的不符合标准要求方面进行识别并按优先顺序处理。应就发现的危险情况为高层管理人员提供推荐解决方案，并按危险严重程度确定优先顺序。

1、Regularly organize the Social Performance Management Committee to conduct a written risk assessment once a year. Identify and prioritize actual or potential non-compliance with standard requirements. Provide recommended solutions to senior management for the identified hazardous situations and determine the order of priority according to the severity of the risks.

2、有效地监督工作场所的活动：遵守社会责任体系标准；实施行动有效解决由社会责任绩效委员会识别出的危险；对于系统的有效实施以达到组织的政策和 SA8000 等标准的要求。

2、Effectively supervise workplace activities to ensure compliance with social responsibility system standards. Take actions to effectively address the hazards identified by the Social Responsibility Performance Committee and ensure the effective implementation of the system to meet the organization's policies and the requirements of standards such as SA8000.

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3、组织社会绩效委员会成员从利益相关方或其它的受监督的活动中搜集信息权利，定期与其他部门研究、定义、分析和解决任何导致产生 SA8000 标准的不符合项。

3、Organize members of the Social Performance Committee to collect information from relevant stakeholders or other supervised activities. Regularly collaborate with other departments to study, define, analyze, and resolve any issues that lead to non - compliance with the SA8000 standard.

4、协助常规的内部审计，并为高层管理人员撰写关于达到 SA8000 标准时采取的执行方案和方案成效的报告，报告应包括纠正和预防行动方案的记录。

4、Assist in regular internal audits and prepare reports for senior management on the implementation plans and their effectiveness in meeting the SA8000 standard. The reports should include records of corrective and preventive action plans.

5、定期（每半年）举行会议，检查进展并确定有潜力的措施以加强本标准的实施。

5、Hold meetings regularly (semi - annually) to review progress and identify potential measures to enhance the implementation of this standard.

6、应维持记录，包括大事件记录，至少应列出不符合 SA8000 标准之处，其根本原因，和采取的纠正和预防行动以及实施效果。

6、Maintain records, including major event records. At a minimum, list the areas non - compliant with the SA8000 standard, their root causes, the corrective and preventive actions taken, and the implementation effects.

7、参加公司社会责任管理体系管理评审会议，参与对体系进行评议，做好相关重要事项的记录，并对会议评审改进与实施情况的效果监督。

7、Participate in the company's social responsibility management system management review meetings, contribute to the evaluation of the system, keep records of relevant important matters, and monitor the effectiveness of the improvement and implementation of the meeting review.

最高管理者：徐志群

Top-level Manager: Xu Zhiquan

时 间：2026/07/20

Date: 2026/07/20

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手册的管理

Management of the Manual

社会责任管理体系文件，由管理手册，程序文件和各类制度、管理方案、工作指引文件及记录等三层书面文件化组成。管理手册明确公司社会责任政策、基本原则与程序，为制定与实施程序文件、作业指导和管理方案奠定基础，提供指导性纲领。

The social responsibility management system documents are composed of three - level written documents: the management manual, procedure documents, and various systems, management plans, work instruction documents, and records. The management manual defines the company's social responsibility policy, basic principles, and procedures, laying the foundation for the formulation and implementation of procedure documents, operation instructions, and management plans and providing a guiding framework.

手册由管理者代表授权相关人员编制，管理者代表审核，最高管理者批准。体系管理部负责修订、发放、回收等管理。手册正本由 DCC 文控中心保存，手册的复印件分“受控”和“非受控”两种形式发放，发放时需登记。持有“非受控”版本手册者，则得不到相应的更改版本。

“受控”手册持有者要妥善保管手册，不得复制、涂改、外传、丢失，未经最高管理者批准不得外借，调离本公司时，必须将本手册交还。

The manual is compiled by relevant personnel authorized by the management representative, reviewed by the management representative, and approved by the top - level manager. The System Management Department is responsible for its revision, distribution, retrieval, and other management tasks. The original copy of the manual is stored in the DCC Document Control Center. The photocopies of the manual are distributed in two forms: "controlled" and "uncontrolled", and registration is required during distribution. Those who hold the "uncontrolled" version of the manual will not receive the corresponding updated version. Holders of the "controlled" manual should keep it properly and are not allowed to copy, alter, disclose, lose it, or lend it without the approval of the top - level manager. When leaving the company, they must return this manual.

“受控”手册的范围为：本公司部门负责人以上人员，以及第三方认证机构等，“非受控”手册主要是本公司的顾客和相关方等。

The scope of the "controlled" manual includes personnel above the department - head level in the company and third - party certification agencies, etc. The "uncontrolled" manual is mainly for the company's customers and relevant parties.

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本公司经营环境、产品结构、管理制度、职业健康安全发生较大变化时，或因法规、标准等依据性文件有了重大更改时，则对本手册进行修订或者换版。新版本发放时，旧版本即行作废，旧“受控”手册应立即回收处理。

When significant changes occur in the company's operating environment, product structure, management system, or occupational health and safety, or when there are major revisions to relevant laws, regulations, and standards, this manual will be revised or re - issued. When a new version is issued, the old version will become invalid immediately, and the old "controlled" manuals should be retrieved and disposed of promptly.

本手册通过体系审核和管理评审，验证其符合性和适用性，同时验证 SA8000 社会责任管理体系的有效性以及是否达到规定的社会责任管理目标。

This manual is verified for its compliance and applicability through system audits and management reviews. At the same time, the effectiveness of the SA8000 social responsibility management system and whether it meets the specified social responsibility management objectives are also verified.

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1 前言 Foreword

1.1 概述 Overview

社会责任管理手册是我公司建立、维护、保持和持续改进社会责任管理系统，实行国家相关法律法规和地方政府相关政策的管理方案；是为监控我公司社会责任管理体系（含职业健康安全管理）有效实施而建立的；是自觉选择遵守 SA8000 等标准及其它相关社会责任法律法规、准则，改善本公司作业环境、劳动条件，加强劳动保护、维护员工权益，勇于承担社会责任并付于实践的指导性文件。

The Social Responsibility Management Manual is a management plan for our company to establish, maintain, sustain, and continuously improve the social responsibility management system and implement relevant national laws, regulations, and local government policies. It is established to monitor the effective implementation of our company's social responsibility management system (including occupational health and safety management). It is a guiding document for our company to consciously abide by standards such as SA8000 and other relevant social responsibility laws, regulations, and guidelines, improve the company's working environment and labor conditions, strengthen labor protection, safeguard employees' rights and interests, and take social responsibilities in practice.

社会责任管理手册是依据国家的劳动和社会保障、健康安全、职业卫生、环境保护等方面的法律法规和相关标准规范，以及 SA8000 标准等要求编制的。手册不受产品与公司规模限制，具有普遍性和适用性。社会发展和国际社会的要求日趋完善，推行社会责任管理体系，能改善公司与员工及相关利益方的关系，规范公司管理，全面推进公司向前发展，提高企业形象及声誉，增强员工的向心力、凝聚力和公司的竞争力。

The Social Responsibility Management Manual is compiled based on national laws, regulations, and relevant standard specifications in the fields of labor and social security, health and safety, occupational health, and environmental protection, as well as the requirements of the SA8000 standard. The manual is not restricted by products or company size and has universality and applicability. With the continuous improvement of social development and international requirements, implementing the social responsibility management system can improve the

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relationship between the company and its employees and relevant stakeholders, standardize company management, comprehensively promote the company's development, enhance the company's image and reputation, and strengthen employees' sense of unity and the company's competitiveness.

1.2 范围 Scope

社会责任管理手册适用于本公司和公司可以控制或影响范围内的利益相关方（含供应商/分包商、（私营）职业介绍所、下级供应商），对利益相关方应尽职调查，识别风险，并根据本公司的组织能力和资源按优先顺序影响这些实体，以合理努力确保这些实体的重大风险充分解决，或在适当的时间地点有组织进行解决，最终使其达到或符合 SA8000 的标准要求。

The Social Responsibility Management Manual applies to our company and the stakeholders within the scope that the company can control or influence (including suppliers/subcontractors, (private) employment agencies, and lower - level suppliers). Due diligence should be carried out on stakeholders to identify risks, and these entities should be influenced in order of priority according to the company's organizational capabilities and resources. Reasonable efforts should be made to ensure that the major risks of these entities are fully resolved or addressed in an organized manner at the appropriate time and place, and ultimately, they meet or comply with the SA8000 standard requirements.

公司在充分考虑到内外部环境，相关方的要求及公司产品和服务的基础上，确认公司社会责任管理体系的范围为：

Based on a full consideration of the internal and external environment, the requirements of relevant parties, and the company's products and services, the scope of the company's social responsibility management system is confirmed as follows:

1.2.1 太阳能单晶硅片及单晶硅棒设计、制造、销售。

1.2.1 Design, manufacturing, and sales of solar monocrystalline silicon wafers and monocrystalline silicon rods.

涉及场所：

Involved locations:

①高景太阳能股份有限公司

珠海市横琴新区荣澳道 153 号 4 幢二层 B25 单元

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①Gokin Solar Co., Ltd., Office 1102, No. 58 Huajin Street, Hengqin Free Trade Zone,Zhuhai

City, Guangdong Province , China

②广东金湾高景太阳能科技有限公司 珠海市金湾区三灶镇湖滨路 1566 号

②Guangdong Jinwan Gokin Solar Technology Co., Ltd., No. 1566 Hubin Road, Sanzao Town, Jinwan District, Zhuhai City

③青海高景太阳能科技有限公司 青海省西宁市城中区上新庄镇 247 号

③Qinghai Gokin Solar Technology Co., Ltd; No. 247 Shangxinzhuan Town, Chengzhong District, Xining City, Qinghai Province

④四川高景太阳能科技有限公司 宜宾市叙州区高场镇高新社区金润产业园 72 栋 1 楼 12 号

④Sichuan Gokin Solar Technology Co., Ltd.; No. 12, 1st Floor, Building 72, Jinrun Industrial Park, Gaochang Town, Xuzhou District, Yibin City

1.2.2 太阳能组件设计、制造及销售。

1.2.2 Design, manufacturing, and sales of solar components.

涉及场所:

Involved locations:

广州高景太阳能科技有限公司 广州市花都区汽车产业基地合进大道自编 2 号

Guangzhou Gokin Solar Technology Co., Ltd. No. 2, Hejin Avenue, Huadu District Automotive Industry Base, Guangzhou

1.3 社会责任管理体系的建立与实施

1.3 Establishment and Implementation of the Social Responsibility Management System

体系管理部为公司社会责任管理体系的具体组织策划、实施的代表人，负责体系的策划、建立、运行、维护与改进，并向总经理负责。

The System Management Department is the specific organizer and implementer of the company's social responsibility management system. It is responsible for the planning, establishment, operation, maintenance, and improvement of the system and reports to the general manager.

公司社会责任绩效委员会（SPT）协助体系负责人及公司高层管理，负责该体系的策划、

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建立、维护和监督。

The company's Social Responsibility Performance Committee (SPT) assists the system - responsible person and the company's senior management in the planning, establishment, maintenance, and supervision of the system.

体系管理部制定与适时修订本手册，经人事负责人审核，总经理批准后落实，社会责任绩效委员会（SPT）监督实施情况与效果，以确保社会责任管理体系的充分性、适宜性与有效性。

The System Management Department formulates and timely revises this manual. After being reviewed by the person in charge of personnel and approved by the general manager, it is implemented. The Social Responsibility Performance Committee (SPT) supervises the implementation and effect to ensure the adequacy, suitability, and effectiveness of the social responsibility management system.

1.4 适时内部稽核与管理评审

1.4 Timely Internal Audit and Management Review

体系管理部定期或不定期组织相关层次人员进行社会责任管理体系内部稽核与管理评审，公司社会责任绩效委员会（SPT）监督、协助，并对体系的符合性与有效性检讨，采取相关的有效纠正措施进行修正与预防，定期修订本手册，确保其持续有效与适宜。

The System Management Department regularly or irregularly organizes relevant personnel at various levels to conduct internal audits and management reviews of the social responsibility management system. The company's Social Responsibility Performance Committee (SPT) supervises and assists, reviews the compliance and effectiveness of the system, takes relevant effective corrective measures for correction and prevention, and regularly revises this manual to ensure its continuous effectiveness and suitability.

2 方针及社会责任政策

2. Policy and Social Responsibility Policy

2.1 社会责任方针：担当社会责任，创造社会价值。

2.1 Social Responsibility Policy: Assume social responsibilities and create social value.

2.2 质量方针：匠心品质，臻于至善。

2.2 Quality Policy: Craftsmanship quality, striving for perfection.

2.3 环境方针：遵守法律法规，提高环保意识，坚持污染防治，推进节能降耗，实现绿色发

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展。

2.3 Environmental Policy: Comply with laws and regulations, raise environmental awareness, adhere to pollution prevention and control, promote energy conservation and consumption reduction, and achieve green development.

2.4 职业健康安全方针: 安全第一、源头预防, 以人为本、规范管理, 全员参与、持续改进。

2.4 Occupational Health and Safety Policy: Safety first, prevention at the source, people-oriented, standardized management, full participation, and continuous improvement.

2.5 能源方针: 全员参与、遵章守法、持续改善、节能增效。

2.5 Energy Policy: Full participation, compliance with laws and regulations, continuous improvement, energy conservation, and efficiency increase.

2.6 公司社会责任政策

2.6 Company Social Responsibility Policy

公司认为, 自愿选择遵守 SA8000:2014 标准, 郑重承诺提供一个基于 (符合) 联合国人权宣言, 国际劳工组织 (ILO) 和其它国际人权惯例, 劳动定额标准以及中国法律的标准, 尊重并保护所有在公司控制和影响范围内的生产或服务人员, 包括公司及其供应商/分包商, 分包方雇用的员工等, 是一个负责任公司所具备的基本条件, 也是消费者、客户、公众和政府等利益相关的期望, 所以, 本公司政策是:

The company believes that voluntarily choosing to comply with the SA8000:2014 standard, solemnly committing to providing a standard based on (in line with) the United Nations Universal Declaration of Human Rights, International Labour Organization (ILO) and other international human rights practices, labor quota standards, and Chinese laws, and respecting and protecting all production or service personnel within the company's control and influence, including employees hired by the company, its suppliers/subcontractors, and subcontractors, is a basic condition for a responsible company. It also meets the expectations of stakeholders such as consumers, customers, the public, and the government. Therefore, the company's policy is as follows:

——自愿选择遵守 SA8000、联合国人权宣方、国际劳工组织和其它国际人权惯例及其它相关社会责任行为守则, 特别是“SA8000:2014 标准”第二部分“规范性原则及其解释”中列

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示的相关国际指导，努力实现社会责任目标。

—— Voluntarily choose to comply with SA8000, the United Nations Universal Declaration of Human Rights, the International Labour Organization, and other international human rights practices, as well as other relevant social responsibility codes of conduct. In particular, follow the relevant international guidance listed in Part 2 "Normative Principles and Their Explanations" of the "SA8000:2014 standard" and strive to achieve social responsibility goals.

—— 本公司承诺遵守国家 and 地方性的法律法规，本着向社会负责，对公司及公司可以控制和影响所有员工负责的态度，依法依规保障员工权益，确保其基本生活需求得到保证；不断改善生产工作与生活条件，确保员工的健康安全而不懈努力。

—— The company undertakes to abide by national and local laws and regulations. With a sense of responsibility to society and all employees that the company can control and influence, it ensures employees' rights and interests in accordance with laws and regulations, guarantees their basic living needs, and constantly improves production, work, and living conditions to ensure employees' health and safety.

—— 公司制定一系列实施 SA8000 标准和法律法规的政策、程序，涉及到员工的人身权益、人格尊敬、结集自由、工作时间、工资福利、健康安全、环境保护、工作条件改善等诸多事项，形成系统性的规章制度，在实践中依章行事，依规管理，规范公司行为，并不断改善。

—— The company formulates a series of policies and procedures for implementing the SA8000 standard and laws and regulations, covering many aspects such as employees' personal rights and interests, personal respect, freedom of association, working hours, wage benefits, health and safety, environmental protection, and improvement of working conditions. These form a systematic set of rules and regulations. In practice, the company acts and manages in accordance with the regulations, standardizes its behavior, and continuously improves.

—— 禁止使用童工和强迫劳工，不接受任何使用童工或强迫和强制劳动的供应商/分包商，以及下级供应商。

—— Prohibit the use of child labor and forced labor. Do not cooperate with any suppliers/subcontractors or lower - level suppliers/subcontractors that use child labor or forced

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and compulsory labor.

——尊重工人择业自由，禁止交纳押金、有效证件原件等任何形式的强迫和强制劳动，确保员工完全自愿受雇，且不用承担雇佣的任何费用与成本。

——Respect workers' freedom of choice of employment. Prohibit any form of forced and compulsory labor such as paying deposits and submitting original valid certificates. Ensure that employees are fully voluntarily employed and do not bear any employment costs.

——公司为员工健康安全，不断努力改善条件，首先采取措施最大限度消除或降低危害，为员工提供一个安全的、良好的工作、生活环境；所有的车间、仓库等建筑物均符合国家标准，通过建筑质量、消防、环保验收；各车间工序没有巨毒物，没有产生过量粉尘、噪声、水分、烟雾，造成高温，严重污染空气的作业；各工序均按国家规定配置了安全保护设施，劳动保护用品；车间空气，员工饮用水进行检测，以保证员工们的健康。

——The company makes continuous efforts to improve conditions for employees' health and safety. First, it takes measures to minimize or eliminate hazards to provide employees with a safe and good working and living environment. All workshops, warehouses, and other buildings meet national standards and have passed construction quality, fire protection, and environmental protection inspections. There are no highly toxic substances in each workshop process, and no operations that generate excessive dust, noise, moisture, smoke, cause high temperatures, or severely pollute the air. Each process is equipped with safety protection facilities and labor protection supplies in accordance with national regulations. The air in the workshop and employees' drinking water are tested to ensure employees' health.

——推动劳资合作，尊重员工的结社自由和集体谈判权，认真听取或收集员工的诉求。

——Promote labor - management cooperation, respect employees' freedom of association and the right to collective bargaining, and earnestly listen to or collect employees' demands.

——提供平等和公平，没有威吓、谩骂、剥削或性侵行为的工作、生活环境，禁止地域等任何形式歧视、侮辱人格的行为。

——Provide an equal and fair working and living environment free from intimidation, abuse, exploitation, or sexual harassment. Prohibit any form of discrimination and personal humiliation

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based on regions, etc.

——对所有员工予以尊重与尊严，反对任何形式的肉体惩罚与精神或语言上的侮辱。

——Respect and dignify all employees and oppose any form of physical punishment, mental or verbal abuse.

——合理安排生产计划，依据法规适时安排工人的工作时间和休息、休假。

——Reasonably arrange production plans and, in accordance with regulations, timely arrange workers' working hours, rest, and vacations.

——定期提供合理、合法的工资福利，至少满足工人的基本生活需求。

——Regularly provide reasonable and legal wage benefits that at least meet workers' basic living needs.

——建立社会责任管理体系政策、程序与实施文件，设立相关的执行团队与监督机制，定期评审体系适宜性、有效性，采用有效的方法与形式影响利益相关方，持续改进，不断完善。

——Establish social responsibility management system policies, procedures, and implementation documents, set up relevant execution teams and supervision mechanisms, regularly review the suitability and effectiveness of the system, adopt effective methods and forms to influence stakeholders, and continuously improve and perfect.

2.7 持续改善体系

2.7 Continuous Improvement System

2.7.1 本公司执行国家的法律法规及各项社会责任行为守则，在同一行为多项法律法规要求不一样时，采取“选高从严”的标准。

2.7.1 The company enforces national laws, regulations, and various social responsibility codes of conduct. When there are differences in the requirements of multiple laws and regulations for the same behavior, the company adopts the "higher and stricter" standard.

2.7.2 公司建立健全一系列关于员工权益、工资福利待遇、健康安全、工作条件、环境保护等制度与实务，完善社会责任管理体系。

2.7.2 The company establishes and improves a series of systems and practices regarding employees' rights and interests, wage and welfare benefits, health and safety, working conditions,

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and environmental protection to improve the social responsibility management system.

2.7.3 公司的车间、仓库等建筑物都按国家规定的标准建成，通风、采光良好，空间要求符合标准。消除或降低有害因素，使生产作业环境达到健康、环保、无害、舒适标准要求。

2.7.3 The company's workshops, warehouses, and other buildings are constructed in accordance with national standards, with good ventilation and lighting and meeting space requirements. Harmful factors are eliminated or reduced to make the production operation environment meet the standards of health, environmental protection, harmlessness, and comfort.

2.7.4 生产区与生活区消防系统与厂房主体工程同时设计、建造、同时投入使用。通过政府部门的消防验收合格，能保证火灾的预警和发生火灾迅速疏散。为确保员工的生命安全，指定制造部对消防设施进行日常维护（委托有资质的机构进行保养），定期对全厂进行安全检查与督导，防患未然。

2.7.4 The fire - protection systems in the production area and living area are designed, constructed, and put into use simultaneously with the main factory - building project. After passing the fire - protection inspection by relevant government departments, it can ensure fire warning and rapid evacuation in case of a fire. To ensure the safety of employees' lives, the Manufacturing Department is designated to conduct daily maintenance of fire - fighting facilities (entrust a qualified institution for maintenance), and regularly conduct safety inspections and supervision of the whole factory to prevent potential hazards.

2.7.5 对车间现有的洗手间，饮水设施、通风降温设施和节能环保电力、照明等设施进行相关监测、维护和不断改进，做到以人为本，为员工提供安全舒适的生产、生活条件。

2.7.5 Conduct relevant monitoring, maintenance, and continuous improvement of the existing toilet facilities, drinking - water facilities, ventilation and cooling facilities, and energy - saving and environmental - friendly power and lighting facilities in the workshop. Put people first to provide employees with safe and comfortable production and living conditions.

2.7.6 对生产车间的空气、粉尘、噪声、温（湿）度等有害物，建立必要的管理程序，挂牌告知员工，定期检测监控，保留文件化的记录，并要在符合国家相关标准的基础上，再不断改善，采取各种方法降低与消除各种有害因素，为员工创造健康安全工作与生活条件。

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2.7.6 Establish necessary management procedures for harmful substances such as air, dust, noise, temperature (humidity) in the production workshop. Inform employees by posting signs, conduct regular inspections and monitoring, keep documented records, and continuously improve on the basis of meeting national relevant standards. Adopt various methods to reduce and eliminate various harmful factors to create a healthy and safe working and living environment for employees.

2.7.7 生产设备安装安全装置，指定专业人员维护，有效防止安全事故的发生；对新设备、新工艺、新材料要先进行安全识别与评估，事先采取了安全预防措施才投入使用。

2.7.7 Install safety devices on production equipment and assign professional personnel for maintenance to effectively prevent safety accidents. For new equipment, new processes, and new materials, conduct safety identification and assessment first, and take safety preventive measures in advance before putting them into use.

2.7.8 员工的素质与能力是制约公司发展的重要因素。对新员工和调职员工进行入职培训或车间岗前培训，合格后才能上岗，对老员工必须进行重复的操作技能、安全卫生、员工权益与义务等等的培训与再培训，不仅要让员工能熟练地掌握安全操作规程，还能有效地保护自己，维护自身的正当权益。

2.7.8 The quality and ability of employees are important factors restricting the company's development. Provide induction training or pre - job training in the workshop for new employees and transferred employees. Only after passing the training can they take up their posts. For old employees, conduct repeated training on operating skills, safety and hygiene, employees' rights and obligations, etc. Not only should employees be proficient in safety operation procedures, but also be able to effectively protect themselves and safeguard their legitimate rights and interests.

3 术语 Terms

3.1 公司 Company

任何负责实施社会责任标准各项规定的组织或企业整体，包括雇用的所有员工。

Any organization or enterprise as a whole that is responsible for implementing the provisions of the social responsibility standard, including all employed employees.

3.2 员工 Employee

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所有直接或通过分包受雇于公司的男性和女性个体，包括总经理、经理、主任、主管和工人或合同工，如保安员和清洁工人等后勤人员。

All male and female individuals directly or through subcontracting employed by the company, including general managers, managers, directors, supervisors, workers or contract workers, such as security guards and cleaners and other logistics personnel.

3.3 工人 Worker

所有非管理人员。

All non - management personnel.

3.4 供应商/分包商 Supplier/Subcontractor

给公司提供货物或服务的供应链中的实体或个人，其所提供的货物或服务构成公司生产的货物或服务的一部分，或者被用来生产公司货物或服务。

An entity or individual in the supply chain that provides goods or services to the company. The goods or services provided by them form part of the company's produced goods or services or are used to produce the company's goods or services.

3.5 下级供应商 Lower - level Supplier

给供应商提供货物或服务的供应链中的实体或个人，它所提供的货物或服务构成供应商生产的货物或服务的一部分，或者被用来生产公司的货物或服务。

An entity or individual in the supply chain that provides goods or services to the supplier. The goods or services provided by them form part of the supplier's produced goods or services or are used to produce the company's goods or services.

3.6 纠正行动 Corrective Action

消除已发现不符合 SA8000 等标准原因和根本原因的行动，预防发生。

Actions taken to eliminate the causes and root causes of identified non - compliance with standards such as SA8000 to prevent recurrence.

3.7 预防行动 Preventive Action

消除潜在的不符合项的原因和根本原因的行动，预防发生。

Actions taken to eliminate the causes and root causes of potential non - compliance to prevent

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its occurrence.

3.8 利益相关方 Stakeholder

关心公司的活动或社会绩效或受此影响的个人或团体。公司的主要利益相关者可分为四类：雇员及其代表；所有者或股东投资者及代表；客户或消费者；供应商和分包商及其它商业伙伴。

3.9 相关方参与 Stakeholder Engagement

利益相关方，包括但不限于组织、工会、工人、工人组织、供应商、承包商、购买者、消费者、投资者、非政府组织、媒体，以及地方和国家政府官员的参与。

The participation of stakeholders, including but not limited to organizations, trade unions, workers, worker organizations, suppliers, contractors, buyers, consumers, investors, non-governmental organizations, the media, and local and national government officials.

3.10 儿童和童工 Child and Child Labor

儿童是指不满 16 周岁的人；童工是指任何年龄低于 16 周岁的少年所从事的任何劳动。

A child refers to a person under the age of 16; child labor refers to any labor performed by a person under the age of 16.

3.11 救济儿童 Relief for Children

为保障曾从事童工现已经终止工作的儿童的安全、健康、教育和发展而采取的所有必要的支援及行动。

All necessary support and actions taken to ensure the safety, health, education, and development of children who have terminated their work after previously engaging in child labor.

3.12 未成年工 Juvenile Worker

任何年满 16 周岁但不满 18 周岁的工人。

Any worker who is at least 16 years old but less than 18 years old.

3.13 强迫和强制劳动 Forced and Compulsory Labor

个人在任何非自愿性、受惩或报复的威胁下的工作或服务，或作为偿债方法的工作或服务。

Work or services performed by an individual under any involuntary circumstances, under the threat of punishment or retaliation, or as a means of debt repayment.

3.14 家庭工人 Home Worker

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与公司、供应商、下级供应商或分包商有合约，不在公司场所工作的人员，根据雇主要求通过提供产品或服务获得报酬的人，无论由谁提供设备、材料或其它。

A person who has a contract with the company, supplier, lower - level supplier, or subcontractor, does not work at the company's premises, and receives remuneration for providing products or services according to the employer's requirements, regardless of who provides the equipment, materials, or others.

3.15 员工代表 Employee Representative

由普通工人自由选举，就社会责任相关事宜与高级管理层进行沟通的一个或多个工人代表。

One or more worker representatives freely elected by ordinary workers to communicate with senior management on social responsibility - related matters.

3.16 工人组织 Worker Organization

一个由工人自发组成的自愿性协会，目的是促进和捍卫工人权益。

A voluntary association spontaneously formed by workers with the aim of promoting and defending workers' rights and interests.

3.17 社会绩效 Social Performance

公司取得全面且持续符合 SA8000 标准要求和不断提高的成绩。

The company's comprehensive and continuous compliance with SA8000 standard requirements and its continuous improvement achievements.

3.18 集体谈判协议 Collective Bargaining Agreement

由一个或多个雇主与一个或多个工人组织签订的有关劳工谈判的合约，明确规定雇用的条件和条款。

A labor negotiation contract signed by one or more employers and one or more worker organizations, clearly stipulating the employment conditions and terms.

3.19 私营职业介绍所 Private Employment Agency

为劳动市场提供一项或多项服务的一切实体、独立的公共组织，这些服务包括：

Any entity or independent public organization that provides one or more services in the labor market. These services include:

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a)为就业申请提供匹配服务，代理组织不会成为雇佣关系中的任何一方；

a) Providing matching services for employment applications, and the agency does not act as either party in the employment relationship;

b) 雇佣工人目的是让他们为第三方实体可用，所以给他们分配任务并监督这些任务的完成情况。

b) Hiring workers for the use of third - party entities, assigning tasks to them, and supervising the completion of these tasks.

3.20 贩卖人口定义 Definition of Human Trafficking

基于剥削的目的，通过使用威胁、武力、其他形式的强迫或欺骗，进行人员的雇用、调动、窝藏或接收。

The recruitment, transfer, harboring, or receipt of persons through the use of threat, force, other forms of coercion, or deception for the purpose of exploitation.

3.21 生活工资定义 Definition of Living Wage

工人收到的标准工作周期的薪酬应使工人和她/他的家人在其所在地区足以支付基本生活标准。基本生活标准的组成包括食物、水、住房、教育、医疗、交通、服装等基本需求，包括留出资金以备应对突发事件。

The remuneration a worker receives for a standard working period should enable the worker and their family to afford the basic living standards in their area. The basic living standards include basic needs such as food, water, housing, education, medical care, transportation, and clothing, and also include setting aside funds to deal with emergencies.

3.22 风险评估定义 Definition of Risk Assessment

识别健康、安全、组织的劳工政策和实践并为存在的相关风险确定优先处理顺序的程序。

A procedure for identifying health, safety, organizational labor policies and practices, and determining the priority order of existing related risks.

3.23 社会责任管理手册 Social Responsibility Management Manual

公司根据 SA8000 等标准及各客户的社会责任要求，进行综合汇总以选取最高标准，结合公司社会责任实践与目标要求，总概描述公司社会责任管理体系的一系列文件，集中表述公司

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的社会责任承诺与保证的指导性文件。

A series of documents in which the company comprehensively summarizes and selects the highest standards according to SA8000 and other standards and the social responsibility requirements of various customers, combines with the company's social responsibility practices and target requirements, and generally describes the company's social responsibility management system. It is a guiding document that centrally expresses the company's social responsibility commitments and guarantees.

3.24 社会责任政策 Social Responsibility Policy

公司在社会责任方面的最高纲领和行动指南，是公司内部最高管理层的制度之一，也是公司的社会责任承诺和公开声明，反映了公司最高管理层对社会责任的态度。

The company's highest - level guideline and action guide in social responsibility. It is one of the internal systems of the highest - level management of the company and also the company's social responsibility commitment and public statement, reflecting the attitude of the company's highest - level management towards social responsibility.

3.25 程序文件 Procedure Document

根据 SA8000 等标准、各客户的社会责任准则和社会责任手册的要求，结合公司的实际需要，为达到公司社会责任政策和目标所需要的行动对策，描述实际管理体系要素涉及的各个职能部门活动的文件。明确规定各项工作的具体要求、工作方法、操作程序及负责部门及人员等，供职能部门使用。

Based on the requirements of SA8000 and other standards, the social responsibility guidelines of various customers, and the social responsibility manual, and in combination with the actual needs of the company, it is a document that describes the action countermeasures required to achieve the company's social responsibility policy and objectives, and details the activities of various functional departments involved in the actual management system elements. It clearly defines the specific requirements, work methods, operating procedures, responsible departments, and personnel for each task, and is used by functional departments.

3.26 作业文件 Operational Document

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详细的操作性文件，描述了完成某项工作的具体做法。

A detailed operational document that describes the specific methods for completing a certain task.

3.27 表格记录 Form Record

用于描述某一工作实际的条件、过程、和结果的数据和参数，包括工作记录、图表、事件和事故记录、调查与反馈记录等，具有追溯性。

Data and parameters used to describe the actual conditions, processes, and results of a certain work, including work records, charts, event and accident records, investigation and feedback records, etc., with traceability.

3.28 策划 Planning

为实现公司社会责任政策的目标，确保符合国家法规和国际标准，公司需要制定阶段性计划和专项工作计划，如年度计划、培训计划、审核计划等。

To achieve the company's social responsibility policy objectives and ensure compliance with national laws and international standards, the company needs to develop phased plans and special work plans, such as annual plans, training plans, and audit plans.

3.29 资源 Resources

公司为实现社会责任政策，达到社会责任目标所需的人力、物力及财力等。

The human, material, and financial resources required by the company to achieve its social responsibility policy and reach its social responsibility goals.

4 管理职责 Management Responsibilities

4.1 总经理 General Manager

树立尊重人权、守法、博爱之道德典范，对公司的社会责任实施承担最终的责任；负责公司社会责任管理体系方针性策划，为满足社会责任管理体系的正常运作提供的资源保障，以其影响力推动社会责任管理体系持续改善。

Set a moral example of respecting human rights, abiding by laws, and showing fraternity. Assume the ultimate responsibility for the implementation of the company's social responsibility, be responsible for the policy - level planning of the company's social responsibility management system,

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provide resource guarantees for the normal operation of the social responsibility management system, and use their influence to promote the continuous improvement of the social responsibility management system.

4.2 管理代表 Management Representative

4.2.1 负责公司社会责任管理体系的策划、推行与运作工作，确保社会责任管理体系的有效性与适宜性。

4.2.1 Be responsible for the planning, promotion, and operation of the company's social responsibility management system to ensure its effectiveness and suitability.

4.2.2 负责组织制定书面政策，采取有效的形式或方式告知全体员工及其它利益相关方，公司自愿选择遵守 SA8000 等社会责任管理体系标准。

4.2.2 Organize the formulation of written policies, and adopt effective forms or methods to inform all employees and other stakeholders that the company voluntarily chooses to comply with social responsibility management system standards such as SA8000.

4.2.3 负责组织制定并实施社会责任政策、制度、程序等文件，并传达给员工与利益相关方，确保员工的上班时间、工资福利、健康安全等方面合理合标合法，定期评估公司社会责任的运作状况，保持体系良好运行。

4.2.3 Organize the formulation and implementation of social responsibility policies, systems, procedures, and other documents, and communicate them to employees and stakeholders to ensure that employees' working hours, wage benefits, health and safety, etc. are reasonable, compliant, and legal. Regularly evaluate the operation status of the company's social responsibility to maintain the good operation of the system.

4.2.4 负责组织人员记录证明符合且实施 SA8000 等社会责任标准要求，保存这些记录，并把书面或口头总结传达给工人代表。

4.2.4 Organize personnel to record and prove compliance with and implementation of social responsibility standard requirements such as SA8000, keep these records, and convey written or oral summaries to worker representatives.

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4.2.5 负责组建公司体系的社会绩效委员会，授予相关职权，确保其有效使用职能；

4.2.5 Be responsible for establishing the company's Social Performance Committee of the system, grant relevant powers, and ensure its effective functioning.

4.2.6 负责组建工会或促成 SA8000 工人代表选举的进行，定期或不定期接受与工人代表或工会代表的交流与沟通，并组织处理好员工的诉求。

4.2.6 Be responsible for establishing a trade union or facilitating the election of SA8000 worker representatives. Regularly or irregularly communicate with worker representatives or trade union representatives and organize the handling of employees' demands.

4.2.7 负责组织公司为员工和利益相关方建立保密的、不带偏见与歧视的、不会报复的书面申诉程序，可以让有关各方提意见、建议、报告或投诉。并确保不对提出意见、建议、报告或投诉的人员进行惩罚、解雇及歧视。

4.2.7 Organize the company to establish a confidential, unbiased, non - discriminatory, and non - retaliatory written complaint procedure for employees and stakeholders, allowing all relevant parties to submit opinions, suggestions, reports, or complaints. Ensure that those who submit opinions, suggestions, reports, or complaints are not punished, dismissed, or discriminated against.

4.2.8 负责组织建立程序对涉及到工作场所/或不符合标准/或其它的实行政策与程序进行调查、跟进和沟通，并把这些直率地告知员工及利益相关方。

4.2.8 Organize the establishment of procedures to investigate, follow up, and communicate matters related to the workplace, non - compliance with standards, or other implementation policies and procedures, and frankly inform employees and stakeholders of these.

4.2.9 对公司实施 SA8000 等社会责任管理体系的情况及效果，负责组织定期或不定期的内部稽核与管理评审，以便不断地提高改善。

4.2.9 Organize regular or irregular internal audits and management reviews of the implementation and effectiveness of the company's SA8000 and other social responsibility management systems to continuously improve.

4.2.10 组织人员配合做好 SA8000 及其它社会责任管理体系的审核，调配资源，指导、跟进问题的限时纠正和预防，以确保符合标准。

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4.2.10 Organize personnel to cooperate with the audits of SA8000 and other social responsibility management systems, allocate resources, guide, and follow up the timely correction and prevention of problems to ensure compliance with standards.

4.2.11 负责组织按风险评估结果编制全体员工的培训计划，以及定期测定培训效果。

4.2.11 Organize the preparation of training plans for all employees according to the results of risk assessments and regularly measure the training effectiveness.

4.2.12 组织公司相关部门及人员建立供应商/分包商、私营职业介绍所、下级供应商的管理程序，并做好对其的尽职调查、沟通、评估等工作给予指导，确保公司可控或影响范围的生产服务工人（含家庭工人）的权益得到保障。

4.2.12 Organize relevant departments and personnel of the company to establish management procedures for suppliers/subcontractors, private employment agencies, and lower - level suppliers, and provide guidance on due diligence, communication, and evaluation to ensure the protection of the rights and interests of production and service workers (including home workers) within the company's controllable or influential scope.

4.3 社会责任绩效委员会（SPT）Social Responsibility Performance Committee (SPT)

4.3.1 定期每年进行一次书面风险评估，对实际的或潜在的不符合标准要求方面进行识别并按优先顺序处理。应就发现的危险情况为高层管理人员提供推荐解决方案，并按危险严重程度确定优先顺序。

4.3.1 Conduct a written risk assessment once a year, identify actual or potential non - compliance with standard requirements, and handle them in order of priority. Provide recommended solutions to senior management for identified hazardous situations and determine the priority order according to the severity of the risks.

4.3.2 有效地监督工作场所的活动：

4.3.2 Effectively supervise workplace activities:

(1)遵守社会责任体系标准；

(1)Comply with social responsibility system standards;

(2)实施行动有效解决由社会责任绩效委员会识别出的危险；

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(2)Take actions to effectively address the hazards identified by the Social Responsibility Performance Committee;

(3)对于系统的有效实施以达到组织的政策和 SA8000 等标准的要求。

(3)Ensure the effective implementation of the system to meet the organization's policies and SA8000 and other standard requirements.

4.3.3 从利益相关方或其它的受监督的活动中搜集信息的权利。社会责任绩效委员会还应与其他部门研究、定义、分析和解决任何导致产生 SA8000 标准的不符合项。SPT 的风险评估应基于这些收集的信息，统计的数据与各利益方的意见。

4.3.3 Have the right to collect information from stakeholders or other supervised activities. The Social Responsibility Performance Committee should also work with other departments to study, define, analyze, and resolve any issues that lead to non - compliance with the SA8000 standard. The SPT's risk assessment should be based on the collected information, statistical data, and the opinions of various stakeholders.

4.3.4 协助常规的一年一次的内部审核，并为高层管理人员撰写关于达到 SA8000 标准时采取的执行方案和方案成效的报告，报告应包括纠正和预防行动方案的记录。

4.3.4 Assist in the regular annual internal audit and prepare reports for senior management on the implementation plans and their effectiveness in meeting the SA8000 standard. The reports should include records of corrective and preventive action plans.

4.3.5 定期（每半年）举行会议，检查进展并确定有潜力的措施以加强本标准的实施。

4.3.5 Hold meetings regularly (semi - annually) to review progress and identify potential measures to enhance the implementation of this standard.

4.3.6 应维持记录，包括大事件记录，至少应列出不符合 SA8000 标准之处，其根本原因，和采取的纠正和预防行动以及实施效果。

4.3.6 Maintain records, including major event records. At least list areas non - compliant with the SA8000 standard, their root causes, the corrective and preventive actions taken, and the implementation effects.

4.3.7 参加公司社会责任管理体系管理评审会议，参与对体系进行评议，做好相关重要事

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项的记录，并对会议评审改进与实施情况的效果监督。

4.3.7 Participate in the company's social responsibility management system management review meetings, contribute to the evaluation of the system, keep records of relevant important matters, and monitor the effectiveness of the improvement and implementation of the meeting review.

4.4 生产经理 Production Manager

4.4.1 负责落实公司制定的一系列社会责任管理体系的方针、政策、程序、作业文件等，确保体系横向到边，纵下到底，得到全面的贯彻实施。

4.4.1 Be responsible for implementing a series of social responsibility management system policies, procedures, and operating documents formulated by the company to ensure comprehensive implementation of the system.

4.4.2 负责合理安排生产计划，严格控制工作时间，确保员工上班时间符合法律法规要求。

4.4.2 Reasonably arrange production plans, strictly control working hours, and ensure that employees' working hours comply with laws and regulations.

4.4.3 负责做好车间管理人员有关反对强迫与强制劳动、歧视、惩戒、人员贩卖等政策、标准培训教育工作，并贯彻到工作实处，尊重员工、引导员工遵规守法，树立文明、和谐、尊重、平等的车间管理新风尚。

4.4.3 Carry out training and education for workshop management personnel on policies and standards against forced and compulsory labor, discrimination, punishment, human trafficking, etc., and implement them in work. Respect employees, guide them to abide by laws and regulations, and establish a new workshop management style featuring civilization, harmony, respect, and equality.

4.4.4 树立首先从源头上消除或降低生产车间有毒、有害因素，其次再考虑采取有效的个人防护措施的健康安全的理念，提供一个环保、健康、安全的工作环境。

4.4.4 Establish the concept of first eliminating or reducing toxic and harmful factors in the production workshop from the source and then considering taking effective personal protective measures to provide an environmentally - friendly, healthy, and safe working environment.

4.4.5 负责组织人员辨识车间危险有害因素，对新材料新工艺新产品都要事先进行有害因素的识别评估，对可能带来的潜在风险要充分辨别，采取相应的防范措施。

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4.4.5 Organize personnel to identify hazardous and harmful factors in the workshop. Conduct identification and assessment of harmful factors in new materials, new processes, and new products in advance, fully identify potential risks, and take corresponding preventive measures.

4.4.6 负责组织车间有计划有针对性对生产工人与基层管理人员进行有关权益、健康安全、劳动技能等内容培训与重复培训；对新进员工、转岗员工、发生意外事故的在场员工等有针对性地进行培训。

4.4.6 Organize the workshop to conduct targeted training and repeated training for production workers and grassroots management personnel on rights and interests, health and safety, labor skills, etc. Provide targeted training for new employees, transferred employees, and employees present at accident sites.

4.5 职能部门 Functional Departments

各职能部门根据部门职责，协助管理代表及相关高层管人员，建立和维护社会责任管理体系，推动、维护和协调社会责任管理体系的有效实施；其具体职责与要求，除了以下几个方面外，在每一具体的程序文件中加以界定与描述：

Each functional department, in accordance with its departmental responsibilities, assists the management representative and relevant senior management personnel in establishing and maintaining the social responsibility management system, and promotes, maintains, and coordinates the effective implementation of the social responsibility management system. Except for the following aspects, its specific responsibilities and requirements are defined and described in each specific procedure document:

4.5.1 负责制定并执行公司人力资源管理程序和各项人事行政制度，包括员工招聘，员工的入厂、岗前、安全卫生等培训。

4.5.1 Be responsible for formulating and implementing the company's human resources management procedures and various personnel administrative systems, including employee recruitment, pre - employment training, safety and hygiene training, etc.

4.5.2 负责制定和推行公司健康安全程序或制度，定期评估和分析公司健康安全运作总体情况与存在的问题，确保公司健康安全方面符合标准要求与法律法规。

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4.5.2 Be responsible for formulating and promoting the company's health and safety procedures or systems, regularly evaluating and analyzing the overall operation of the company's health and safety and existing problems to ensure that the company meets the standard requirements and laws and regulations in terms of health and safety.

4.5.3 定期组织对各作业场所的各项有毒有害因素，生产区与生活区各项健康安全和生活卫生指标的监测；如饮用水、车间空气、噪声等检测。

4.5.3 Regularly organize the monitoring of various toxic and harmful factors in workplaces, and the health and safety and living hygiene indicators in the production and living areas, such as the testing of drinking water, workshop air, and noise.

4.5.4 根据公司社会责任政策，负责制定公司工资福利制度，确保工资福利合理合法，符合当地法规要求与社会责任标准，使员工至少能获得标准要求的基本生活工资。

4.5.4 According to the company's social responsibility policy, be responsible for formulating the company's wage and welfare system to ensure that wage and welfare are reasonable and legal, meet local regulatory requirements and social responsibility standards, and enable employees to obtain at least the basic living wage required by the standards.

4.5.5 负责制定内部沟通的规则，促进部门之间、上下级之间、工会与管理层之间、工人代表与高层之间的沟通与协调，定期举行工人代表与管理层之间的沟通与诉求会议。

4.5.5 Be responsible for formulating internal communication rules to promote communication and coordination among departments, between superiors and subordinates, between the trade union and management, and between worker representatives and senior management. Regularly hold communication and demand - handling meetings between worker representatives and management.

4.5.6 制定并实施供应商/分包商、职介所、下级供应商的管理规则，尽职对其调查、评估，合理努力促进其问题的改善，影响其员工的利益得到保障。

4.5.6 Formulate and implement management rules for suppliers/subcontractors, employment agencies, and lower - level suppliers. Conduct due diligence, assessment, and make reasonable efforts to promote the improvement of their problems and ensure the protection of the interests of their employees.

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4.5.7 积极配合公司迎接审核公司的审核，并对发生的问题，限时实施纠正行预防行动。

4.5.7 Actively cooperate with the company in responding to audits and implement corrective and preventive actions in a timely manner for any issues that arise.

4.5.8 积极参与体系的内部稽核与管理评审，发现、分析与纠正存在的问题，参与体系的评议，并提出更好地实施、持续改进社会责任管理体系的意见、建议。

4.5.8 Actively participate in the internal audits and management reviews of the system, identify, analyze, and correct existing problems, participate in the evaluation of the system, and put forward suggestions for better implementation and continuous improvement of the social responsibility management system.

4.6 员工代表 Employee Representative

员工代表（或工人代表）由工人们选出，代表员工的利益，可以召见各个部门和各层次的员工，或自身召开相关的会议，同时，有权与公司各管理层探讨解决问题的方法和措施，协助公司解释和推广公司的各项措施。员工代表也有权要求与公司高层领导定期沟通，对公司的各项制度与措施提出意见与建议，公司必须做出回答，特别是关系到员工切身利益的事项或决议，有表决权。

Employee representatives (or worker representatives) are elected by workers to represent the interests of employees. They can summon employees from various departments and levels, or hold relevant meetings themselves. At the same time, they have the right to discuss with the company's management on methods and measures to solve problems and assist the company in explaining and promoting various measures. Employee representatives also have the right to request regular communication with the company's senior leadership, put forward opinions and suggestions on the company's various systems and measures. The company must respond, especially for matters or resolutions related to employees' vital interests, where employee representatives have the right to vote.

5 法律法规收集

5.1 建立并保持程序，收集适用公司的法律法规及其它要求（如客户守则等），并及时更新。

5.1 Establish and maintain procedures to collect applicable laws, regulations, and other

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requirements (such as customer codes of conduct, etc.) for the company, and update them in a timely manner.

5.2 体系管理部负责收集和更新，并发放到公司有关部门。

5.2 The System Management Department is responsible for collecting, updating, and distributing relevant information to relevant departments within the company.

5.3 社会责任绩效委员会应评估法律法规及客户标准等其它要求对公司管理体系的适用性，必要时对公司体系做出适当的修订。

5.3 The Social Responsibility Performance Committee should evaluate the applicability of laws, regulations, and other requirements such as customer standards to the company's management system, and make appropriate revisions to the company's system if necessary.

5.4 控制要点 Control Points

5.4.1 法律法规包括：联合国人权宣言，国际劳工法，国家和地方的法律法规，SA8000 以及各客户或相关利益方的标准及要求，包括公约和守则等；

5.4.1 Laws and regulations include: the United Nations Universal Declaration of Human Rights, international labor laws, national and local laws and regulations, SA8000, as well as the standards and requirements of various customers or relevant stakeholders, including conventions and codes of conduct, etc.

5.4.2 收集并建立法律法规、标准、要求、守则、公约等清单，并及时更新；

5.4.2 Collect and establish lists of laws, regulations, standards, requirements, codes of conduct, conventions, etc., and update them in a timely manner.

5.4.3 定期评估法律法规对公司体系的影响，必要时及时修订公司的政策、程序与措施。

5.4.3 Regularly evaluate the impact of laws and regulations on the company's system, and timely revise the company's policies, procedures, and measures if necessary.

6 目标及相关管理方案 Objectives and Related Management Plans

6.1 根据公司的社会责任方针、政策，以及公司社会责任体系运行具体情况，依据相关标准要求，制定公司社会责任目标或指标，制定目标或指标的控制措施和适当的管理方案，确保目标或指标的实现。

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6.1 Based on the company's social responsibility policy, as well as the specific operation of the company's social responsibility system, and in accordance with relevant standard requirements, formulate the company's social responsibility objectives or indicators, control measures for achieving these objectives or indicators, and appropriate management plans to ensure the realization of the objectives or indicators.

6.2 体系管理部负责分析公司社会责任体系状况，提出公司社会责任目标或指标，以及实现目标或指标的管理方案，制定必要的统计或监督检查要求。

6.2 The System Management Department is responsible for analyzing the situation of the company's social responsibility system, proposing the company's social responsibility objectives or indicators, as well as the management plans for achieving these objectives or indicators, and formulating necessary statistical or supervision and inspection requirements.

6.3 体系管理部及管理代表对人力资源部提出的目标或指标、管理方案及其监督检查要求作出审批；社会责任绩效委员会（SPT）对实施过程与结果的有效性进行监督检查。

6.3 The System Management Department and the management representative review and approve the objectives or indicators, management plans, and their supervision and inspection requirements proposed by the Human Resources Department. The Social Responsibility Performance Committee (SPT) supervises the effectiveness of the implementation process and results.

6.4 各部门根据目标或指标、管理方案和监督检查要求，制定各个部门的行动计划和措施，确保目标或指标的实现。

6.4 Each department formulates its own action plans and measures according to the objectives or indicators, management plans, and supervision and inspection requirements to ensure the realization of the objectives or indicators.

6.5 控制要点 Control Points

6.5.1 目标或指标的制定要依据公司社会责任政策，法律法规及其它要求，客户和有关利益相关方的要求或期望，公司的发展战略和生产经营实际情况确定。

6.5.1 The formulation of objectives or indicators should be based on the company's social responsibility policy, laws and regulations, other requirements, the requirements or expectations of

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customers and relevant stakeholders, and the company's development strategy and actual production and operation situation.

6.5.2 体系管理部应定期统计、分析公司目标或指标的实现情况，一般每年修订一次，确保公司社会责任体系持续改进。

6.5.2 The System Management Department should regularly count and analyze the achievement of the company's objectives or indicators, and generally revise them once a year to ensure the continuous improvement of the company's social responsibility system.

6.5.3 管理方案应考虑公司生产经营实际情况，正确处理好需要与可能，以及支持的人力物力和时间资源的保障。

6.5.3 Management plans should take into account the company's actual production and operation situation, and properly handle the relationship between needs and possibilities, as well as the guarantee of human, material, and time resources.

6.5.4 目标或指标应由总经理批准，以保证公司高层的足够重视与需要。

6.5.4 Objectives or indicators should be approved by the general manager to ensure sufficient attention and requirements from the company's senior management.

6.5.5 必要时，总经理可以将目标或指标及管理方案提交给社会责任绩效委员会讨论或评估后再颁布实行。

6.5.5 If necessary, the general manager can submit the objectives or indicators and management plans to the Social Responsibility Performance Committee for discussion or evaluation before promulgation and implementation.

6.6 社会责任目标及指标 Social Responsibility Objectives and Indicators

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表 1 社会责任目标及指标表

Table 1 Social Responsibility Objectives and Indicators Table

序号 Serial Number	目标 Objective	目标值 Target Value	责任部门 Responsible Department	统计说明 Statistical Description
1	童工误用人数 Number of child labor misemployment cases	全年为 0 0 for the whole year	HRBP	实际调查、人事档案核对，经及与政府相关部门核查，逐一累计。 Conduct actual investigations, check personnel files, and verify with relevant government departments, and accumulate them one by one.
2	工人正班工资额 Regular - shift wage amount of workers	法定满勤工人正班工资额 100%≥政府规定的最低工资标准。 The regular - shift wage amount of full - attendance workers 100% ≥ the minimum wage standard stipulated by the government	HRBP	1.每周上满 5 天 40 小时班; 2.月上满法定的正常班者。 1. Work 5 days a week, 40 hours a week; 2. Work the full normal shift in a month.
3	工伤/意外事故（500 元以上） Number of work - related injuries/accidents (above 500 yuan)	全年不超过 5 起 No more than 5 cases in a year	EHS	事故包括工伤未遂事故。 Including near - miss work - related injury accidents.
4	轻微工伤/意外事故（500 元以下） Number of minor work - related injuries/accidents (below 500 yuan)	全年受伤人数不超过 5 人次 No more than 5 injured persons in a year	EHS	以需送医院包扎、治疗为起点，逐一累计。 Starting from the need for hospital dressing and treatment, accumulate them one by one.

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5	供应商现场评估率 On - site assessment rate of suppliers	对供应商每年现场评估率不低于 5% The annual on - site assessment rate of suppliers is not less than 5%	供应商管理 Supplier Management	目标=现实评估供应商/全体合格供应商 ×100% Target = (Actual number of assessed suppliers / Total number of qualified suppliers) × 100%
6	工人每月加班时间 Monthly overtime hours of workers	工人每月加班不超过 36 小时 Workers' monthly overtime does not exceed 36 hours	HRBP	目标=每月累计加班工时 Target = Monthly cumulative overtime hours

说明：1、本 SA8000 目标于 2026 年 01 月 01 日起实施进行统计监控。
2、负责统计部门，每月初将上月数据统计并发给体系管理部汇总。

Instructions: 1.These SA8000 objectives shall be implemented and subject to statistical monitoring starting from January 1, 2026.
2.The responsible statistical department shall summarize the data of the previous month at the beginning of each month and send it to the System Management Department for aggregation.

受控文件

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7 童工与未成年工 Child Labor and Juvenile Workers

7.1 建立并维护公司禁止使用童工，保护未成年工的政策和程序，确保公司活动符合国际劳工法、国家法规和 SA8000 等标准要求。

7.1 Establish and maintain the company's policies and procedures for prohibiting the use of child labor and protecting juvenile workers to ensure that the company's activities comply with international labor laws, national regulations, and SA8000 and other standard requirements.

7.2 人力资源部负责建立并维护禁止使用童工，保护未成年工及救济童工的政策和程序。

7.2 The Human Resources Department is responsible for establishing and maintaining the policies and procedures for prohibiting the use of child labor, protecting juvenile workers, and providing relief to child laborers.

7.3 控制要点 Control Points

7.3.1 绝对禁止使用童工，坚决反对任何变相使用的行为，不与任何故意使用童工的供应商或分包商以及下级供应商或分包商合作。

7.3.1 Absolutely prohibit the use of child labor, firmly oppose any disguised use, and do not cooperate with any suppliers, subcontractors, lower - level suppliers, or subcontractors that deliberately use child labor.

7.3.2 必须采取有效的方法鉴别员工的真实年龄，确保招工时入职的员工达到 16 周岁以上，防止因员工提供虚假年龄文件而误招。

7.3.2 Adopt effective methods to verify the true age of employees to ensure that employees recruited are over 16 years old and prevent misrecruitment due to employees providing false age documents.

7.3.3 根据国家法律要求，建立未成年工档案，安排上岗前和每半年定期体检，不安排未成年工从事任何可能危害身体健康和安全的工作，以及上晚班。

7.3.3 In accordance with national legal requirements, establish files for juvenile workers, arrange pre - employment and semi - annual regular physical examinations, and do not assign juvenile workers to any work that may endanger their physical health and safety, nor arrange night shifts for them.

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7.3.4 必须建立并保持完整的员工人事档案，包括入职日期、出生年月、教育经历、工作经历、家庭地址、紧急联络办法等。

7.3.4 It is necessary to establish and maintain complete employee personnel files, including employment date, date of birth, educational experience, work experience, home address, emergency contact methods, etc.

7.3.5 建立和维持救济童工程序，一旦发现童工，必须立即停止其工作，并报告人力资源部；安排其身体健康检查，如果该童工身体健康，则安排专人将其送到其监护人身边，公司负责全部费用；如果需要治疗，公司应负担全部的费用直到痊愈；必要时公司必须提供足够的经济支持其完成义务教育、身体治疗至康复和生活基本保证等费用，并可根据其家庭状况安排其家庭成年成员到公司就业，以缓解其家庭经济困难。

7.3.5 Establish and maintain a relief procedure for child laborers. Once child labor is discovered, immediately stop the child's work and report it to the Human Resources Department. Arrange a physical examination for the child. If the child is in good health, arrange for a special person to send the child to their guardian, and the company will bear all the costs. If treatment is required, the company shall bear all the costs until recovery. If necessary, the company must provide sufficient financial support for the child to complete compulsory education, physical treatment to recovery, and basic living guarantees, etc. The company can also arrange for adult family members of the child to be employed by the company according to the family situation to ease the family's financial difficulties.

7.3.6 公司可以使用未成年工（即满 16 周岁，不满 18 周岁），但受强制教育法规的限制，只可以在上课时间以外的时间工作。在任何情况下，未成年工每天的上课、工作、交通等所有时间不可以超过 10 小时，且每天工作时间不能超过 8 小时，同时，未成年工不可以安排晚上上班或从事有毒有害或超过三级以上重体力的工作，以及国家规定的其它限制未成年工的工种。

7.3.6 The company can employ juvenile workers (i.e., those who are 16 years old but less than 18 years old), but restricted by compulsory education laws and regulations, they can only work outside of school hours. In any case, the total time of a juvenile worker's school, work, and transportation in a day shall not exceed 10 hours, and the daily working hours shall not exceed 8

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hours. At the same time, juvenile workers shall not be arranged to work night shifts, engage in toxic or harmful work, or perform heavy physical work above grade three, as well as other types of work restricted for juvenile workers stipulated by the state.

8 强迫或强制性劳动 Forced or Compulsory Labor

8.1 建立并维护禁止强迫和强制劳动的政策，保障员工人身自由，确保公司活动符合国家法律法规和 SA8000 及各利益相关方的标准与要求。

8.1 Establish and maintain a policy of prohibiting forced and compulsory labor, safeguard employees' personal freedom, and ensure that the company's activities comply with national laws and regulations, SA8000, and the standards and requirements of various stakeholders.

8.2 人力资源部负责制定和实施公司禁止强迫和强制劳动的政策或程序，定期调查评估程序的执行效果。

8.2 The Human Resources Department is responsible for formulating and implementing the company's policy or procedure for prohibiting forced and compulsory labor and regularly investigating and evaluating the implementation effect of the procedure.

8.3 控制要点 Control Points

8.3.1 尊重员工自由权利，包括雇佣自由、辞工自由，加班自由及行动自由。

8.3.1 Respect employees' freedom rights, including freedom of employment, freedom to resign, freedom to work overtime, and freedom of movement.

8.3.2 禁止使用任何形式的强迫劳工，包括囚工、契约劳工、抵债劳工。

8.3.2 Prohibit the use of any form of forced labor, including convict labor, bonded labor, and debt - bondage labor.

8.3.3 公司应确保工人入职本公司不用承担雇用的任何费用与花销。

8.3.3 The company should ensure that workers do not bear any employment costs when joining the company.

8.3.4 不得扣留员工的部分工资、福利、财产、身份证及其它证件，以迫使员工在公司继续进行工作。

8.3.4 Do not withhold part of employees' wages, benefits, property, identity cards, or other

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certificates to force employees to continue working in the company.

8.3.5 不得强行要求员工加班加点工作，员工上完标准工作时间后可以自行离开工场，不需要请假。

8.3.5 Do not force employees to work overtime. Employees can leave the workplace on their own after the standard working hours without the need to ask for leave.

8.3.6 员工提出离职，必须在一个工资支付期内办理，若特殊情况经商议应立即办理。

8.3.6 When an employee resigns, the procedures must be completed within one wage - payment period. In special cases, it should be processed immediately through negotiation.

8.3.7 公司不可以与任何涉及或参与人口贩卖的中介机构来往，拒绝与任何通过贩卖人员的机构往来，拒绝与任何非法中介获得员工。

8.3.7 The company shall not have any dealings with any intermediary agencies involved in or participating in human trafficking, refuse to cooperate with any agencies that traffic in people, and refuse to obtain employees through illegal intermediaries.

8.3.8 公司拟订的劳动合同和劳动纪律必须经过与员工代表的协商同意。

8.3.8 The company's labor contracts and labor discipline must be negotiated and agreed upon with employee representatives.

9 健康与安全 Health and Safety

9.1 公司建立并维持公司健康安全和环境保护的政策或程序，提供健康、安全、环保的厂房、机器设备和工作环境，尽可能地按其严重程度先后顺序，有计划地从根本上消除或降低各种有毒有害因素，确保公司生产区和生活区域环境符合法律法规、SA8000 等标准要求以及相关利益方的行为规则，保障员工的健康安全。

9.1 The company establishes and maintains policies or procedures for health, safety, and environmental protection, provides healthy, safe, and environmentally - friendly factories, machinery and equipment, and working environments. As much as possible, in the order of the severity of hazards, systematically eliminate or reduce various toxic and harmful factors from the root to ensure that the company's production and living areas meet the requirements of laws, regulations, SA8000, and other standards, as well as the behavioral rules of relevant stakeholders, and protect employees'

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health and safety.

9.2 公司组成健康安全委员会（即 EHS，含环境保护，下同），由管理代表担任主任和公司 EHS 代表，负责提供健康安全的工作环境，落实有关健康与安全各项规定；各部门、车间负责人、员工代表为组织成员，定期召开健康安全会议，策划、研究和总结、制定与落实有关健康安全方面的事项、要求与计划，并及时传达给全体员工。

9.2 The company forms a Health and Safety Committee (i.e., EHS, including environmental protection, the same below), with the management representative serving as the director and the company's EHS representatives. It is responsible for providing a healthy and safe working environment and implementing various regulations related to health and safety. The heads of various departments and workshops, as well as employee representatives, are members of the organization. Regular health and safety meetings are held to plan, study, summarize, formulate, and implement matters, requirements, and plans related to health and safety, and promptly convey them to all employees.

9.3 公司安全主任与安全管理人员负责制定并推行公司健康安全与环保计划，定期检查，检测及评估公司健康安全与环境状况，确保公司的健康安全政策行之有效。

9.3 The company's safety director and safety management personnel are responsible for formulating and implementing the company's health, safety, and environmental protection plans, regularly inspecting, testing, and evaluating the company's health, safety, and environmental conditions to ensure the effectiveness of the company's health and safety policy.

9.4 公司社会责任绩效委员会对工作场所的健康安全进行识别、评估、检查、监督，参与政策制定，参加有关健康安全会议，参与发生的事故调查、分析与处理。

9.4 The company's Social Responsibility Performance Committee identifies, evaluates, inspects, and supervises the health and safety of the workplace, participates in policy - making, attends relevant health and safety meetings, and participates in the investigation, analysis, and handling of accidents.

9.5 控制要点 Control Points

9.5.1 公司出于对光伏行业有关健康安全知识的具体情况了解，最大限度地降低或消除危

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害隐患，尽可能地降低车间的有害物，减小碎料车间的噪声与粉尘，采取隔声、通风、局部抽排等方式，提供并维护健康安全的工作环境。

9.5.1 With an understanding of the specific health and safety knowledge in the Photovoltaic industry, the company minimizes or eliminates potential hazards to the greatest extent possible, reduces harmful substances in the workshop, and decreases the noise and dust in the crushing workshop. It adopts measures such as sound insulation, ventilation, and local exhaust to provide and maintain a healthy and safe working environment.

9.5.2 聘请有资质健康安全方面的机构与人士（安全、消防、急救和医疗等）负责健康安全方面的检测与评估，对工作环境与相关特种设备、饮用水定期检查或检测，为员工提供一个健康安全的环境。

9.5.2 Hire qualified institutions and professionals in the field of health and safety (such as safety, fire protection, first - aid, and medical) to be responsible for the testing and evaluation of health and safety. Regularly inspect or test the working environment, relevant special equipment, and drinking water to provide employees with a healthy and safe environment.

9.5.3 对公司所有的工作场所及工作岗位或工种进行全部评估。辨识出哪些工作场所、岗位禁用孕妇与哺乳期母亲之外，其它所有场所、岗位或工种存在或潜在的健康安全风险，以及这些风险的严重程度和采取的防范措施均应识别，消除存在的或潜在的危险有害因素，预防意外事故。

9.5.3 Conduct a comprehensive assessment of all workplaces, job positions, and types of work in the company. Identify workplaces and positions where pregnant women and lactating mothers are prohibited, as well as the existing or potential health and safety risks in other workplaces, positions, or types of work. Also, identify the severity of these risks and the preventive measures taken to eliminate the existing or potential hazardous factors and prevent accidents.

9.5.4 做好工作环境或场地，岗位或工种，设备或工用具相关健康安全警示标识，有害物的告知等安全标识、警示工作。

9.5.4 Do a good job in health and safety warning signs related to the working environment or site, job positions or types of work, equipment or tools, and the notification of harmful substances.

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9.5.5 经评估出需要使用个人防护用品的场所或岗位，必须免费为员工提供足够的符合国家标准个人保护用品，并定期更换。

9.5.5 For workplaces or positions where personal protective equipment is required after assessment, the company must provide employees with sufficient personal protective equipment that meets national standards free of charge and replace it regularly.

9.5.6 员工必须进行健康安全培训，包括入职培训、岗前培训调岗培训、重复培训和发生事故的现场有关人员与当事人等培训，以及根据需要的其它培训。

9.5.6 Employees must receive health and safety training, including induction training, pre - job training, transfer training, repeated training, and training for relevant personnel and the parties involved at the accident site, as well as other necessary training.

9.5.7 定期安排急救、灭火、疏散逃生演习。

9.5.7 Regularly arrange first - aid, fire - fighting, and evacuation drills.

9.5.8 建立快捷的应急预案、事故报告和调查制度，鼓励员工报告事故和揭示危险因素。

9.5.8 Establish a rapid emergency response plan, accident reporting, and investigation system to encourage employees to report accidents and expose potential hazards.

9.5.9 提供健康安全的生活福利设施，以及卫生达标的饮用水、清洁的厕所和洗手的设施，满足员工基本需求。

9.5.9 Provide healthy and safe living welfare facilities, as well as hygienic drinking water, clean toilets, and hand - washing facilities to meet the basic needs of employees.

9.5.10 如果发生事故必须查清原因，坚持“四不放过”。

9.5.10 If an accident occurs, it is necessary to find out the cause and adhere to the "Four Must - Not Let Go" principle.

9.5.11 对受伤员工或生病员工提供急救与后续治疗的保障。

9.5.11 Provide first - aid and follow - up treatment guarantees for injured or ill employees.

9.5.12 对未成年工、孕妇和哺乳期女工进行必要的工作岗位风险评估，进行重点保护。

9.5.12 Conduct necessary job - position risk assessments for juvenile workers, pregnant women, and lactating female workers and provide key protection.

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9.5.13 任何员工有权立即离开即将发生严重危险的工作岗位，不需公司或上司准许。

9.5.13 Any employee has the right to immediately leave a workplace where serious danger is about to occur without the permission of the company or their supervisor.

10 自由结社与集体谈判权利 Freedom of Association and the Right to Collective Bargain

10.1 建立并维持公司自由结社与集体谈判的政策或程序，尊重员工自由结社、参加工会和集体谈判的权利，建立并保持有效的申诉和投诉程序，确保公司活动符合法律法规及相关社会责任体系的标准要求。

10.1 Establish and maintain the company's policies or procedures regarding freedom of association and the right to collective bargaining. Respect employees' rights to freedom of association, to join trade unions, and to collective bargaining. Establish and maintain effective complaint and appeal procedures to ensure that the company's activities comply with laws, regulations, and relevant social responsibility system standards.

10.2 人力资源部负责建立并维护有效的申诉和投诉程序，并协助员工组建工会，支持员工选举员工代表和集体谈判的建立、运行或管理，并为工会与员工代表的活动提供场所与相关便利条件，而不以任何方式干扰或介入其活动。

10.2 The Human Resources Department is responsible for establishing and maintaining effective complaint and appeal procedures, assisting employees in forming trade unions, supporting employees in electing employee representatives and the establishment, operation, or management of collective bargaining, and providing venues and relevant facilities for the activities of trade unions and employee representatives without interfering in their activities in any way.

10.3 公司保证任何参与和组织工人的工会成员、员工代表和员工不会因为作为工会成员或参与工会活动而受到歧视、骚扰、胁迫或报复，员工代表可以在工作地点与其所代表的员工保持接触。

10.3 The company ensures that any trade union members, employee representatives, and employees who participate in and organize workers will not be discriminated against, harassed, coerced, or retaliated against for being trade union members or participating in trade union activities. Employee representatives can maintain contact with the employees they represent at the workplace.

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10.4 控制要点 Control Points

10.4.1 为工会或员工代表的选举产生及其各项活动提供必要的资源。

10.4.1 Provide necessary resources for the election and activities of trade unions or employee representatives.

10.4.2 支持工会或员工代表独立开展活动而不受到任何歧视或打击报复。

10.4.2 Support the independent activities of trade unions or employee representatives without any discrimination or retaliation.

10.4.3 告知员工可以按自己的意愿自由参与自己选择的组织。

10.4.3 Inform employees that they can freely participate in the organizations of their own choice according to their wishes.

10.4.4 任何情况下，员工代表都不应被视为是工会代表的替代，员工代表可以独立进行活动，员工代表可以参加工会，得到工会认可。

10.4.4 Under no circumstances should employee representatives be regarded as a substitute for trade union representatives. Employee representatives can carry out independent activities, and they can join trade unions and be recognized by trade unions.

10.4.5 公司应确保员工代表有权就社会责任相关事宜作出表达促进与管理层之间沟通，并把这种沟通视为是社会责任的关键组成部分。

10.4.5 The company should ensure that employee representatives have the right to express their opinions on social - responsibility - related matters, promote communication with management, and regard this communication as a key part of social responsibility.

10.4.6 建立并维持申诉和投诉的程序，调查和处理员工的意见与投诉，并将结果通报给员工代表，但属于影响到个人隐私或需要保密的除外。

10.4.6 Establish and maintain complaint and appeal procedures, investigate and handle employees' opinions and complaints, and report the results to employee representatives, except for those involving personal privacy or requiring confidentiality.

10.4.7 建立并维持与员工代表定期对话的制度，至少每季度进行一次对话，必要时可以召开临时会议。

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10.4.7 Establish and maintain a regular dialogue system with employee representatives, conduct dialogue at least once a quarter, and hold ad - hoc meetings if necessary.

11 禁止歧视

11.1 制定并维持禁止歧视的程序，确保相关法律法规及各种社会责任体系标准的有效性。

11.1 Develop and maintain procedures for prohibiting discrimination to ensure the effectiveness of relevant laws, regulations, and various social responsibility system standards.

11.2 人力资源部负责制定和推行公司禁止歧视的政策，与员工代表调查有关歧视方面的投诉并及时采取纠正措施。

11.2 The Human Resources Department is responsible for formulating and implementing the company's anti - discrimination policy, investigating discrimination - related complaints with employee representatives, and taking timely corrective measures.

11.3 控制要点 Control Points

11.3.1 禁止一切形式的歧视行为，公司在聘用、培训机会、工资报酬、工作分配、升迁、解聘退休等事务上，不涉及或支持任何基于种族、民族或社会出身、社会阶层、国籍、血统、宗教、身体残疾、性别、性别取向、年龄、家庭责任、使用语言、婚姻状况、工会会员、政见等各种身份或政治关系以及地域的歧视行为。

11.3.1 Prohibit all forms of discrimination. In matters such as employment, training opportunities, wage remuneration, work assignment, promotion, dismissal, and retirement, the company shall not involve or support any discrimination based on race, ethnicity or social origin, social class, nationality, bloodline, religion, physical disability, gender, sexual orientation, age, family responsibilities, language use, marital status, trade union membership, political views, and other identities or political relationships, as well as regions.

11.3.2 公司不可干扰员工行使遵奉信仰和风俗的权利，员工涉及种族、民族或社会出身、地域、社会阶层、国籍、血统、宗教、身体残疾、性别、性别取向、年龄、家庭责任、使用语言、婚姻状况、工会会员、政见等各种身份或政治关系信条、规范或要求的权力不得受到干扰或以各种方式进行歧视。

11.3.2 The company shall not interfere with employees' rights to practice their beliefs and

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customs. Employees' rights related to race, ethnicity or social origin, region, social class, nationality, bloodline, religion, physical disability, gender, sexual orientation, age, family responsibilities, language use, marital status, trade union membership, political views, and other identity - or political - relationship - related beliefs, norms, or requirements shall not be interfered with or discriminated against in any way.

11.3.3 公司严禁任何形式歧视女工，特别是歧视孕妇；公司任何时候不得要求员工做孕检或童贞测试。

11.3.3 The company strictly prohibits any form of discrimination against female workers, especially pregnant women. The company shall never require employees to undergo pregnancy tests or virginity tests.

11.3.4 禁止在工作、住所或其它公司范围内进行任何形式的威胁、虐待、剥削行为，以及强迫性的性骚扰行为发生，包括姿势、语言和身体的接触。

11.3.4 Prohibit any form of threat, abuse, exploitation, or forced sexual harassment in the workplace, place of residence, or other company - related areas, including postures, language, and physical contact.

11.3.5 公司面向社会、公开招聘、全面考核，择优录取，签订劳动合同，不能存在以上规定任何歧视行为。

11.3.5 The company recruits employees publicly, conducts comprehensive assessments, and selects the best candidates. When signing labor contracts, there should be no discrimination as stipulated above.

11.3.6 公司建立员工申诉与投诉机制，发现有歧视行为，可以采取多渠道多方式分别向总经理及管理代表、员工代表或工会、社会绩效委员会成员等投诉，情况严重的可以直接报警或公开抗议，公司一定会采取相关措施及时纠正。

11.3.6 The company establishes an employee complaint and appeal mechanism. If discrimination is discovered, employees can file complaints through multiple channels and methods to the general manager, management representatives, employee representatives or trade unions, members of the Social Performance Committee, etc. In serious cases, they can directly report to the

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police or publicly protest. The company will definitely take relevant measures to correct it in a timely manner.

11.3.7 公司人力资源部应建立相关机制发现有歧视行为，要及时采取纠正措施，并做好相关记录可以追溯该事件。

11.3.7 The Human Resources Department of the company should establish a relevant mechanism to discover discrimination, take timely corrective measures, and keep relevant records for traceability of the incident.

12 惩罚措施 Punishment Measures

12.1 建立并保持合理合法的惩戒性措施，确保公司的奖励和惩戒制度符合法律法规、SA8000等标准要求与各利益相关方的社会责任准则，给所有员工尊严与尊重。

12.1 Establish and maintain reasonable and legal disciplinary measures to ensure that the company's reward and punishment system complies with laws, regulations, SA8000 standards, and the social responsibility guidelines of various stakeholders, and to give all employees dignity and respect.

12.2 人力资源部制定和执行公司惩戒性措施的政策，负责调查员工投诉并及时进行必要的纠正行动，并经总经理批准。

12.2 The Human Resources Department formulates and enforces the company's disciplinary measures policy, is responsible for investigating employee complaints and taking necessary corrective actions in a timely manner, and these need to be approved by the general manager.

12.3 控制要点 Control Points

12.3.1 根据法律法规制定合理的惩戒性措施，旨在警示、教育和帮助违反劳动纪律人员。

12.3.1 Develop reasonable disciplinary measures in accordance with laws and regulations, aiming to warn, educate, and assist employees who violate labor discipline.

12.3.2 禁止任何形式的惩罚行为，包括体罚、恐吓、辱骂、罚款及其它任何形式的精神或肉体上胁迫，语言上的侮辱。

12.3.2 Prohibit any form of punishment, including physical punishment, intimidation, abuse, fines, and any other form of mental or physical coercion, as well as verbal insults.

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12.3.3 公司的劳动合同与劳动纪律等涉及员工切身利益的制度及事项应征求员工或员工代表的意见，经员工代表会议表决通过，并报当地政府部门审核备案。

12.3.3 The company's labor contracts, labor discipline, and other systems and matters related to employees' vital interests should seek the opinions of employees or employee representatives, be voted on and passed by the employee representative meeting, and be reported to the local government department for review and filing.

12.3.4 服务于公司的保安人员应当经公安部门培训并领取上岗证，负责维持员工正常生产秩序，保护员工生命安全和公司财产安全，不得打骂员工，不得强迫搜身或限制员工自由，不得使用惩戒措施，有紧急事件应当报警。

12.3.4 Security personnel serving the company should be trained by the public security department and obtain work permits. They are responsible for maintaining the normal production order of employees, protecting the safety of employees' lives and the company's property. They shall not abuse or beat employees, force employees to be searched or restrict their freedom, or use disciplinary measures. In case of emergencies, they should call the police.

12.3.5 公司惩戒性措施包括口头警告、严重警告、记过、记大过和解除劳动合同等，都应书面通知到本人，并事先经过相关部门或人员进行取证调查，查清事实，经人力资源部论证，公司领导层讨论通过，征得员工代表意见表决，允许本人申辩，综合相关方意见后再定论。

12.3.5 The company's disciplinary measures include oral warnings, serious warnings, demerits, major demerits, and termination of labor contracts. These should be notified to the individuals in writing. Prior to this, relevant departments or personnel should conduct evidence - gathering investigations, clarify the facts, and after being demonstrated by the Human Resources Department, discussed and passed by the company's leadership, and voted on with the consent of employee representatives, and allowing the individual to defend themselves, a final decision should be made by synthesizing the opinions of relevant parties.

12.3.6 员工发现有不当的处罚行为，员工可以向公司任何级别的管理人员投诉。

12.3.6 If employees find improper punishment, they can file complaints with managers at any level of the company.

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13 工作时间 Working Hours

13.1 建立并维护合理的工作时间和休息休假的政策和程序，根据国家相关法律法规安排工作时间，保证逐步达到当地法规要求和 SA8000 标准，以及行业标准和各相关客户的社会责任准则要求。

13.1 Establish and maintain reasonable working hours and rest and vacation policies and procedures. Arrange working hours in accordance with relevant national laws and regulations, and gradually meet the requirements of local regulations, SA8000 standards, industry standards, and the social responsibility guidelines of various relevant customers.

13.2 人力资源部负责制定和推行公司工作和休息时间的政策或程序，严格执行考勤制度。

13.2 The Human Resources Department is responsible for formulating and promoting the company's working and rest time policies or procedures and strictly implementing the attendance system.

13.3 总经理必须促成生产、计划部门根据公司工作时间和休息休假时间政策，制定生产计划，合理安排工人的上班时间与休息休假时间。

13.3 The general manager must facilitate the production and planning departments to formulate production plans according to the company's working hours and rest and vacation time policies, and reasonably arrange workers' working hours and rest and vacation time.

13.4 控制要点 Control Points

13.4.1 制定工作时间政策应依据劳动法和 SA8000 以及各相关利益方的社会责任标准要求，并确保员工身心健康，严格执行考勤制度。

13.4.1 Formulate working - hour policies based on labor laws, SA8000, and the social responsibility standards of various relevant stakeholders, and ensure the physical and mental health of employees while strictly implementing the attendance system.

13.4.2 公司执行每天工作 8 小时，每周正常工作 5 天，保持每周至少休息一天的工作制度；安排工人加班必须先征得员工或员工代表同意，延长工作时间每天不超过 3 小时，周总加班时间或月累计加班不得超过法定标准或依法获得综合计时批文的要求。需要延长加班时间的，必须向人力资源部申请备案。

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13.4.2 The company implements an 8 - hour workday and a 5 - day workweek, with at least one day off per week. When arranging overtime for workers, it is necessary to obtain the consent of employees or employee representatives in advance. The extended working hours per day shall not exceed 3 hours, and the total weekly overtime or monthly cumulative overtime shall not exceed the legal standard or the requirements of the comprehensive working - hour approval document obtained according to law. If it is necessary to extend overtime, an application must be filed with the Human Resources Department for the record.

13.4.3 严格禁止未成年工加班，不得安排孕妇加班，员工自愿加班，禁止强迫员工加班。

13.4.3 Strictly prohibit overtime for juvenile workers and do not arrange overtime for pregnant women. Overtime should be voluntary for employees, and forced overtime is prohibited.

13.4.4 特殊情况下需要延长加班时间时，必须经员工代表会议通过，得到当地人社局书面同意。

13.4.4 In special cases where it is necessary to extend overtime, it must be passed by the employee representative meeting and obtain the written consent of the local Human Resources and Social Security Bureau.

13.4.5 如果公司与员工代表通过自由谈判达成了集体协议，那么允许公司的平均工作时间涵盖适当的休息时间，以满足该周期内生产业务需要。

13.4.5 If the company and employee representatives reach a collective agreement through free negotiation, the company's average working hours can cover appropriate rest time to meet the production and business needs within the cycle.

13.4.6 严格执行考勤制度，员工的工作时间应有完整记录，包括上班時間、下班時間和所有的加班時間。

13.4.6 Strictly implement the attendance system. Employees' working hours should be completely recorded, including working hours, off - duty hours, and all overtime hours.

14 工资薪酬 Wages and Salaries

14.1 建立并维持合理的工资报酬、福利政策和程序，根据劳动法的要求制定工资报酬和福利标准，保证公司员工工资福利至少达到当地法规和 SA8000 标准要求，以及行业标准和各相

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关方客户的社会责任标准要求，以满足员工符合当地基本生活需求的工资。

14.1 Establish and maintain reasonable wage and welfare policies and procedures. Develop wage and welfare standards in accordance with the requirements of the Labor Law to ensure that the company's employees' wages and benefits meet at least the requirements of local regulations, SA8000 standards, industry standards, and the social responsibility standards of various relevant customers, so as to meet the employees' wages that meet the local basic living needs.

14.2 人力资源部制定并实施公司工资报酬和福利政策，财务部负责核实并发放工资报酬和福利。

14.2 The Human Resources Department formulates and implements the company's wage and welfare policies, and the Finance Department is responsible for verifying and disbursing wages and benefits.

14.3 控制要点 Control Points

14.3.1 工资分配原则：

14.3.1 Wage Distribution Principles:

(1) 遵守法律，按劳分配，同工同酬，逐步提高；

(1) Comply with laws, distribute wages according to work, ensure equal pay for equal work, and gradually increase;

(2) 依法提供社会保险，依法纳税；

(2) Provide social insurance in accordance with the law and pay taxes in accordance with the law;

(3) 标准工作时间内，至少支付符合当地基本生活需求的最低标准工资，足以满足员工的基本生活需求。

(3) During the standard working hours, pay at least the minimum standard wage that meets the local basic living needs, which is sufficient to meet the basic living needs of employees.

14.3.2 工资支付制度：

14.3.2 Wage Payment System:

(1) 以法定货币支付，不得以实物或其它有价证券支付工资；

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(1) Pay in legal tender and shall not pay wages in kind or other negotiable securities;

(2) 按月在约定的日期支付，不得无故拖欠工资，确实有困难不能按时支付的要与员工协商，并报人力资源社会保障部门批准；

(2) Pay monthly on the agreed date and shall not default on wages without justifiable reasons.

If it is really difficult to pay on time, it is necessary to negotiate with employees and obtain the approval of the human resources and social security department;

(3) 员工的工资包括正班工资、各种加班工资、休假工资、各种津贴与补贴的总和。不得克扣员工工资，不得采用扣减工资的方式惩罚员工；

(3) Employees' wages include the sum of regular - shift wages, various overtime wages, vacation wages, and various allowances and subsidies. Do not deduct employees' wages, and do not use wage deductions as a means of punishing employees;

(4) 工资应支付员工本人，除非员工书面授权他人代领；

(4) Wages should be paid to the employees themselves, unless the employees authorize others to receive them in writing;

(5) 员工依法参加社会活动期间，应依法支付工资；

(5) Pay employees in accordance with the law during their participation in social activities;

(6) 加班工资应按劳动法规定的标准支付；

(6) Overtime wages should be paid in accordance with the standards specified in the Labor Law;

(7) 员工根据劳动法享受有带薪年假及其它法定的休假，如女工的带薪产假等；员工的带薪年假可以根据员工本人实际情况调整休息；

(7) Employees enjoy paid annual leave and other legal vacations in accordance with the Labor Law, such as paid maternity leave for female workers. Employees' paid annual leave can be adjusted according to their actual situation;

(8) 不是员工本人造成停工的应发停工（待料）工资。

(8) Pay shutdown (waiting - for - materials) wages if the shutdown is not caused by the employees themselves.

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14.3.3 工资计算:

14.3.3 Wage Calculation:

(1) 公司应与员工签订劳动合同; 明确工资标准与计算方法; 不得采取连续的短期限合约、虚假的学徒工制度等方式以规避对员工所应尽的义务;

(1) The company should sign labor contracts with employees, clearly define wage standards and calculation methods, and shall not adopt means such as consecutive short - term contracts or false apprenticeship systems to evade its obligations to employees;

(2) 工资的计算方法变化时, 应书面通知员工, 并进行张贴, 员工可以随时咨询工资的计算方法。无论如何变动计算方法, 均应更符合员工利益;

(2) When the wage calculation method changes, the employees should be notified in writing and the notice should be posted. Employees can inquire about the wage calculation method at any time. No matter how the calculation method is changed, it should be more in line with the interests of employees;

(3) 工资发放员工能获得一张清楚列明工资组成部分的工资清单;

(3) When wages are paid, employees should receive a payslip that clearly lists the components of their wages;

(4) 工资签收单应列明工资的组成, 工作时间或完成的任务, 并至少保存一年。

(4) The wage receipt should list the composition of the wages, working hours, or tasks completed, and should be kept for at least one year.

15 管理系统 Management System

15.1 政策、程序和记录 Policies, Procedures, and Records

15.1.1 政策 Policies

(1) 本条款以本手册“2.6”相关要求与规定为准, 并补充以下内容。

(1) This clause is subject to the relevant requirements and regulations in "2.6" of this manual, with the following additional content.

(2) 公司制定书面的社会责任与劳动条件政策, 承诺自觉选择遵守 SA8000 等标准, 其内容至少包括以下几个方面:

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(2) The company formulates written social responsibility and labor condition policies, committing to voluntarily comply with standards such as SA8000. Its content shall include at least the following aspects:

- a、选择遵守 SA8000 等标准要求;
a. Choose to comply with the requirements of SA8000 and other standards;
- b、遵守国际人权宣言、国际劳工法及其它国际人权惯例;
b. Abide by the Universal Declaration of Human Rights, international labor laws, and other international human rights practices;
- c、遵守国家及其它适用法律法规, 以及客户的守则与公司签置的规章要求。
c. Comply with national and other applicable laws and regulations, as well as customer codes of conduct and the company's signed regulations.

(3) 采取有效的措施, 对 SA8000 等标准和公司的政策有效地传达、实施、维护记录, 并以明白易懂的语言张贴或列示于工作场所等处, 供员工随时查阅。

(3) Take effective measures to effectively communicate, implement, maintain records of SA8000 and other standards and the company's policies, and post or display them in an understandable language in the workplace and other places for employees to consult at any time.

15.1.2 程序及记录 Procedures and Records

(1) 根据 SA8000 等标准, 法律法规、客户的有关行为守则等要求, 以及本手册规定的条款为准, 公司建立并保持文件管理程序, 作业文件或管理方案得到有效控制, 确保文件的时效性与正确的实施, 充分地、有效地形成系统化、规范化的社会责任管理体系, 并促使该体系在实施、维护、评审中不断改进与完善。

(1) Based on the requirements of SA8000 and other standards, laws and regulations, relevant customer codes of conduct, and the provisions of this manual, the company establishes and maintains a document management procedure to effectively control operation documents or management plans, ensure the timeliness and correct implementation of documents, fully and effectively form a systematic and standardized social responsibility management system, and continuously improve and perfect this system during implementation, maintenance, and review.

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(2) 建立并保持体系实施过程的记录管理程序，确保所有社会责任活动保留适当的记录，以及相关记录的统一性与规范性，真实反映体系过程中的具体情况，便于进行内部检查、总结与改进。

(2) Establish and maintain a record management procedure for the implementation process of the system to ensure that all social responsibility activities retain appropriate records, and the unity and standardization of relevant records, truly reflecting the specific situation in the system process, facilitating internal inspection, summary, and improvement.

(3) 公司应该把建立与保持的文件化的社会责任管理体系手册、政策、程序、作业文件或管理方案等，采取适当的方形传达给全体员工，以书面形式分享给客户、供应商、分包商、职介公司和下级供应商。

(3) The company should communicate the established and maintained documented social responsibility management system manuals, policies, procedures, operation documents, or management plans to all employees in an appropriate manner and share them in writing with customers, suppliers, subcontractors, employment agencies, and lower - level suppliers.

(4) 公司应把证明社会责任管理体系有效性的相关记录，以及体系实施过程中的检查、总结等相关信息，以合理的方式传达给员工代表或员工。

(4) The company should communicate the relevant records demonstrating the effectiveness of the social responsibility management system and the inspection, summary, and other relevant information during the system implementation process to employee representatives or employees in a reasonable manner.

(5) 体系管理部负责建立和维持公司社会责任的文件、记录体系，并负责社会责任手册、程序文件，以及必要的行动记录的管理。

(5) The System Management Department is responsible for establishing and maintaining the company's social responsibility document and record system and managing social responsibility manuals, procedure documents, and necessary action records.

(6) 公司各职能部门和生产车间各负其责，做好各自的有关公司员工人事劳动保障、健康安全管理、技能考核、生产管理、质量过程控制、考勤工资福利等方面的记录，以及记录

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的标识、收集、编目、查阅、归档、贮存、保管和处理。

(6) Each functional department and production workshop of the company is responsible for keeping records related to the company's employee personnel labor security, health and safety management, skill assessment, production management, quality process control, attendance, wages, and benefits, as well as the identification, collection, cataloging, access, archiving, storage, custody, and disposal of records.

(7) 文件评审由总经理或管理代表统一组织；体系其它支持性文件和记录由有关部门负责进行管理。

(7) Document reviews are uniformly organized by the general manager or management representative; other supporting documents and records of the system are managed by relevant departments.

15.1.3 控制要点 Control Points

(1) 总经理及管理代表应组织相关部门及人员对公司的 SA8000 标准、政策、程序等社会责任实施结果，每年至少进行一次管理评审，以便不断提高与改善。

(1) The general manager and management representative should organize relevant departments and personnel to conduct at least one management review of the implementation results of the company's SA8000 standards, policies, procedures, and other social responsibilities each year to continuously improve and enhance them.

(2) 受控文件的范围：

(2) Scope of Controlled Documents:

a、有关社会责任的法律、法规、政府批文、国际标准、行为守则和客户要求；

a. Laws, regulations, government approvals, international standards, codes of conduct, and customer requirements related to social responsibility;

b、社会责任手册；

b. Social responsibility manuals;

c、社会责任管理体系程序文件；

c. Social responsibility management system procedure documents;

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d、作业文件和记录由 ISO9001 质量管理体系受控和不在此受控范围的支持文件，可不受控，但必须经相关职能部门经理级以上人员批准，才能生效。

d. Operation documents and records that are controlled by the ISO9001 quality management system and supporting documents not within this controlled scope can be uncontrolled, but must be approved by relevant functional department managers or above to take effect.

(3) 文件的批准和颁布：

(3) Approval and Promulgation of Documents:

a、社会责任手册由总经理批准颁布；

a. The social responsibility manual is approved and promulgated by the general manager;

b、体系程序文件由管理代表批准颁布；

b. System procedure documents are approved and promulgated by the management representative;

c、其它文件，视公司职权范围由相关人员批准后生效；

c. Other documents take effect after being approved by relevant personnel according to the company's authority;

d、外来文件，由收到的部门将原件送文管部存档受控后复印使用。

d. For external documents, the receiving department shall send the original to the document management department for filing and control, and then make copies for use.

(4) 文件的管理：

(4) Document Management:

a、文件应有固定安全的场所和指定的部门管理，防止文件损毁或失控；

a. Documents should be managed in a fixed and secure place by a designated department to prevent document damage or loss of control;

b、所有文件都应定期评审，必要时予以修订并由批准发布人重新批准发布；

b. All documents should be regularly reviewed, and if necessary, revised and re - approved and issued by the original approval issuer;

c、凡对体系的有效运行具有关键性作用的车间、部门、以及员工宿舍等场所，都应展示

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相关文件的有效版本，以供员工随时可以阅读；

c. Effective versions of relevant documents should be displayed in workshops, departments, and employee dormitories that play a key role in the effective operation of the system for employees to read at any time;

d、失效文件或损毁文件应及时撤回，并更换为有效版本。

d. Invalid or damaged documents should be promptly withdrawn and replaced with effective versions.

(5) 文件的修订和更改：

(5) Document Revision and Change:

a、文件的更改需要重新进行审核、批准；

a. Document changes need to be re-reviewed and approved;

b、当文件经过修改后，应重新确定版本或版次；

b. When a document is revised, its version or edition should be re-determined;

c、法律法规、标准、客户的要求变更时，公司的社会责任政策调整时，文件适时修订。

c. Documents should be revised in a timely manner when there are changes in laws, regulations, standards, customer requirements, or when the company's social responsibility policy is adjusted.

(6) 文件的评审：

(6) Document Review:

a、管理评审或内部审核可以同时文件进行评审，以确保文件的持续有效适用；必要时可以单独评审，如当文件经过大范围或大幅度修订时；

a. Management reviews or internal audits can review documents simultaneously to ensure their continued effectiveness and applicability. Separate reviews may be conducted when necessary, such as when a document undergoes extensive or significant revisions;

b、文件的评审由原批准人、主导使用的部门负责人或管理者代表负责组织进行；

b. The review of documents is organized by the original approver, the head of the department that primarily uses the document, or the management representative;

c、文件的评审可以采用轮流传阅审核方式或召开专题评审会议等多种方式进行。

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c. Document reviews can be carried out through various methods, such as circulation for review or by holding special review meetings.

15.2 社会责任绩效团队（SPT） Social Responsibility Performance Team (SPT)

15.2.1 SPT 设立 SPT Establishment

在公司最高管理者的直接领导下，按 SA8000:2014 标准的要求，建立高景太阳能股份有限公司及子公司社会责任管理体系的社会责任绩效委员会（SPT），并由以下人员组成：

Under the direct leadership of the company's top management, in accordance with the requirements of the SA8000:2014 standard, the Social Responsibility Performance Committee (SPT) of the social responsibility management system of Gokin Solar Co., Ltd. and its subsidiaries is established, consisting of the following members:

a、SA8000 员工代表；

a. SA8000 employee representatives;

b、管理层人员；

b. Management personnel;

——对于社会责任管理体系中应服从的责任仅仅归于高层管理人员。

——In the social responsibility management system, the responsibilities to be complied with are solely attributed to senior management personnel.

15.2.2 社会责任绩效委员会的工作任务或职责（详见本手册“4.3”）。

15.2.2 Work Tasks or Responsibilities of the Social Responsibility Performance Committee (See "4.3" of this manual for details).

15.3 风险识别和评估 Risk Identification and Assessment

15.3.1 社会责任绩效委员会（SPT）对公司影响社会责任体系实际存在的或潜在的风险进行辨识与评估，按风险的危害程度或可控性进行分类，提出处理方法与顺序的建议，为促进体系持续改善提供依据。

15.3.1 The Social Responsibility Performance Committee (SPT) identifies and assesses the actual or potential risks affecting the company's social responsibility system, classifies them according to the degree of harm or controllability of the risks, and proposes suggestions on treatment

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methods and priorities, providing a basis for promoting the continuous improvement of the system.

15.3.2 风险识别与评估, SPT 每年至少进行一次, 各车间、部门及相关的人员参与, 并应推荐规避风险的解决方案, 提交给公司管理层审批后, 各相关的部门或车间积极采取相关对策, 分析根本原因, 进行改善与监控。

15.3.2 Risk identification and assessment are carried out by the SPT at least once a year, with the participation of personnel from various workshops, departments, and relevant parties. They should recommend risk - avoidance solutions, submit them to the company's management for approval, and then relevant departments or workshops should actively take corresponding measures, analyze the root causes, and carry out improvement and monitoring.

15.3.3 风险识别与评估, 应采用适当的统计技术, 通过数据的收集、分析, 以及综合利益相关方的意见分析, 汇总得出。

15.3.3 Risk identification and assessment should be conducted by using appropriate statistical techniques, through data collection and analysis, as well as by synthesizing the opinions of stakeholders for summarization.

15.4 监督 Supervision

15.4.1 社会责任绩效委员会 (SPT)、工会及员工代表、员工及相关人员、利益相关方等人员均可以对公司社会责任管理体系实施的进行监督, 但根据 SA8000 标准要求, 监督的方式是通过社会责任绩效委员会的检查、搜集信息、研究分析, 体系内部审核、管理评审等进行的。

15.4.1 The Social Responsibility Performance Committee (SPT), trade unions and employee representatives, employees and related personnel, as well as stakeholders, all have the right to supervise the implementation of the company's social responsibility management system. According to the requirements of the SA8000 standard, this supervision is carried out through means such as inspections by the Social Responsibility Performance Committee, information collection, research and analysis, internal audits of the system, and management reviews.

15.4.2 社会责任绩效委员会 (SPT) 应有效监督公司各层次、各部门与车间, 各岗位的活动要符合以下几个方面:

15.4.2 The Social Responsibility Performance Committee (SPT) should effectively monitor the

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activities at all levels, in all departments, workshops, and positions within the company to ensure compliance in the following aspects:

a、遵守 SA8000 标准及其它社会责任管理体系要求标准;

a. Comply with the SA8000 standard and other requirements of the social responsibility management system;

b、采取有效的措施，确实解决由 SPT 识别出的风险中急待解决的高风险，并持续跟进；

b. Take effective measures to effectively address the high - risk issues identified by the SPT that require immediate resolution and continuously follow up on them;

c、根据社会责任管理体系标准，结合公司政策，有效实施体系要求，并做到不断完善与改进。

c. In line with the social responsibility management system standards and combined with the company's policies, effectively implement the system requirements and continuously improve and optimize the system.

15.4.3 社会责任绩效委员会（SPT）的监督，有权并可以从相关方受监督的活动中搜集信息，与其它部门或人员研究、定义、分析或解决任何可能的不符合问题。

15.4.3 The SPT, during its supervision, has the right to collect information from the supervised activities of relevant parties. It should also collaborate with other departments or personnel to study, define, analyze, and resolve any potential non - compliance issues.

15.4.4 社会责任绩效委员会（SPT）协助做好内部审核，并撰写执行方案及方案成绩的报告，以及纠正和预防措施的报告。

15.4.4 The Social Responsibility Performance Committee (SPT) assists in internal audits and is responsible for writing reports on the implementation plans, their achievements, as well as reports on corrective and preventive measures.

15.4.5 社会责任绩效委员会（SPT）参与体系的管理评审，对体系进行评议，做好相关重要事项的记录，并对会议评审改进与实施情况的效果监督。社会责任绩效委员会（SPT）每半年定期举行一次工作会议，检查工作进展及新的工作潜力，加强体系的进一步完善。

15.4.5 The Social Responsibility Performance Committee (SPT) participates in the management

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review of the system, evaluates the system, keeps records of important related matters, and monitors the effectiveness of the implementation and improvement of the meeting review. The SPT holds regular work meetings every six months to review progress and identify new potential measures for further enhancing the system.

15.5 内部参与和沟通 Internal Participation and Communication

15.5.1 建立和维持对内对外信息沟通程序，确保与所有利益相关方就公司社会责任表现进行适当的信息沟通。

15.5.1 Establish and maintain internal and external information communication procedures to ensure appropriate information exchange with all stakeholders regarding the company's social responsibility performance.

15.5.2 公司记录采取有效的形式或方法让全体员工了解 SA8000 标准的要求，并能就公司的社会责任管理体系的实施情况以日常方式和员工进行沟通。

15.5.2 The company should adopt effective methods to ensure that all employees understand the requirements of the SA8000 standard and maintain daily communication with employees about the implementation of the company's social responsibility management system.

15.5.3 公司各相关职能部门分工协作，对利益相关方的对内对外沟通：

15.5.3 The relevant functional departments of the company should work together to communicate with stakeholders both internally and externally:

(1) 人力资源部负责与员工、工会、当地政府和外部利益相关方（如中介所）的信息沟通；

(1) The Human Resources Department is responsible for information communication with employees, trade unions, local governments, and other external stakeholders (such as employment agencies);

(2) 采购部负责与供应商、分包商及下级供应商的信息沟通；

(2) The Purchasing Department is responsible for information communication with suppliers, subcontractors, and lower - level suppliers;

(3) 客户服务部负责与客户的信息沟通；

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(3) The Customer Service Department is responsible for information communication with customers;

(4) 各职能部门和员工代表应支持和配合对内对外信息沟通。

(4) All functional departments and employee representatives should support and cooperate in internal and external information communication.

15.5.4 控制要点:

15.5.4 Control Points:

(1) 信息沟通可以采用口头或书面形式,也可以采用其他适当的方式,如电话、传真、电子邮件、座谈会、研讨会、新闻发布会、培训,以及宣传单等。

(1) Information communication can be carried out in oral or written form, or through other appropriate means such as telephone, fax, email, symposiums, seminars, press conferences, training sessions, and promotional materials.

(2) 对公司有关质疑、质询和投诉信息,由总经理安排合适人选进行调查,核实情况,分析原因,做出处理决定,然后回复给提出质疑、质询和投诉的人员。

(2) Regarding questions, inquiries, and complaints about the company, the general manager should arrange for an appropriate person to conduct an investigation, verify the situation, analyze the causes, make a handling decision, and then reply to the person who raised the issues.

(3) 对内对外信息沟通均应保存适当的记录和证据,涉及个人隐私和公司商业秘密的,不可泄密,必须提供的,需经当事人或公司总经理或管理代表同意。

(3) Appropriate records and evidence should be retained for internal and external information communication. Information involving personal privacy and company trade secrets should not be disclosed. If it must be provided, the consent of the relevant parties or the company's general manager or management representative is required.

(4) 社会责任绩效委员会有权并可以定期咨询或访问利益相关方,征求他们的意见和建议,通报公司实施 SA8000 标准的进展和效果,提供相关的数据和资料,包括管理评审和监督活动的结果。

(4) The Social Responsibility Performance Committee has the right to and should regularly

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consult or visit stakeholders, solicit their opinions and suggestions, report the progress and effectiveness of the company's implementation of the SA8000 standard, and provide relevant data and materials, including the results of management reviews and supervision activities.

(5) 公司可以根据 SA8000 标准, 要求利益相关方提供合理的资料和取得资料的渠道, 以核实其是否符合 SA8000 标准的要求; 如果合同有进一步的要求, 公司应该透过采购合同的条款, 要求供应商和分包商提供上述安排和渠道。

(5) The company can request stakeholders to provide reasonable materials and channels for obtaining materials in accordance with the SA8000 standard to verify whether they meet the requirements of the SA8000 standard. If there are further requirements in the contract, the company should, through the terms of the purchase contract, require suppliers and subcontractors to provide the above - mentioned arrangements and channels.

(6) 公司在工作场所设立意见箱收集员工意见和投诉, 公司广泛听取各方意见或建议, 员工随时都可以向主管和经理提出问题; 员工代表积极协助收集员工的意见和建议, 不准对提意见、建议或报告、投诉的员工和员工代表进行惩戒或歧视。

(6) The company sets up suggestion boxes in the workplace to collect employees' opinions and complaints. It should widely listen to the opinions and suggestions of all parties. Employees can raise questions to supervisors and managers at any time. Employee representatives should actively assist in collecting employees' opinions and suggestions, and it is prohibited to discipline or discriminate against employees and employee representatives who make suggestions, reports, or complaints.

15.6 投诉管理和解决 Complaint Management and Resolution

15.6.1 建立并维持符合标准要求的投诉和申诉管理程序, 调查和处理员工投诉与申诉, 建立和谐的劳资关系或上下级关系, 应该满足以下几个方面的要求:

15.6.1 Establish and maintain a complaint and appeal management procedure that meets the standard requirements to investigate and handle employee complaints and appeals, and establish a harmonious labor - management or superior - subordinate relationship. The following requirements should be met:

(1) 确保为员工或利益相关方的投诉保密, 不带偏见和不会报复。

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(1) Ensure the confidentiality of complaints from employees or stakeholders, and handle them without prejudice and without retaliation.

(2) 规定处理投诉或申诉的政策和工作程序，如何进行调查、跟进及沟通。并将其处理结果直率地告知给所有员工，或根据要求，提供给利益相关方。

(2) Specify the policies and work procedures for handling complaints or appeals, including how to conduct investigations, follow - ups, and communication. And truthfully inform all employees of the handling results, or provide them to stakeholders as required.

(3) 确保不对任何涉及不符合 SA8000 标准和本公司制度的投诉及申诉进行打击报复、处罚、解雇或其他形式的歧视。

(3) Ensure that there is no retaliation, punishment, dismissal, or other forms of discrimination against any complaints and appeals related to non - compliance with the SA8000 standard and the company's system.

(4) 对于员工提出的投诉经查不属实者，应做好耐心仔细的解释工作，不处罚与歧视。

(4) For complaints raised by employees that are found to be untrue after investigation, careful and patient explanations should be provided, and no punishment or discrimination should be imposed.

15.6.2 公司应对员工或相关利益方的投诉、意见或质疑作为维护社会责任管理体系，自我检查与完善，不断改进的重要鞭策手段，识别根本原因及其性质和严重程度，或配置资源及时纠正并采取预防措施，或调查落实公布其真相消除疑虑。

15.6.2 The company should regard employees' or relevant stakeholders' complaints, opinions, or questions as important incentives for maintaining the social responsibility management system, self - inspection, improvement, and continuous improvement. It should identify the root causes, nature, and severity of the problems, allocate resources in a timely manner for correction and preventive measures, or investigate, verify, and publicize the truth to dispel doubts.

15.6.3 控制要点:

15.6.3 Control Points:

(1) 在公共场所设置意见箱，收集员工意见与建议，是员工投诉的保密渠道之一。

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(1) Setting up suggestion boxes in public places to collect employees' opinions and suggestions is one of the confidential channels for employee complaints.

(2) 鼓励员工代表积极收集员工的意见与建议，向公司反映或在与高层管理者沟通会议时作为提案或诉求提出；并做到有落实与处理。

(2) Encourage employee representatives to actively collect employees' opinions and suggestions, report them to the company, or present them as proposals or demands during communication meetings with senior management; and ensure that they are implemented and addressed.

(3) 对员工的投诉，要识别其根本原因与性质，及时调查、纠正，并采取预防措施，并公布结果与存档。如涉及到个人隐私等保密性的可以不公开，但要存档。

(3)

15.7 外部审核和利益相关方参与 External Audits and Stakeholder Engagement

15.7.1 利益相关方或其代表的审核机构等安排的对本公司社会责任的审核，不管是否事先通知或不通知，公司都应全力配合审核员的审核，并提供必要的方便。

15.7.1 For audits of the company's social responsibility arranged by stakeholders or their representative audit institutions, whether notified in advance or not, the company shall fully cooperate with the auditors and provide necessary convenience.

15.7.2 外面审核员介入公司体系的审核，双方通过沟通与交流确定发现问题的严重程度和出现的频率，以便分析问题产生的根本原因，适时提出纠正与预防的措施。

15.7.2 When external auditors review the company's system, both parties shall determine the severity and frequency of the discovered issues through communication and exchanges, so as to analyze the root causes of the problems and propose corrective and preventive measures in a timely manner.

15.7.3 公司需要利益相关方的监督、参与或意见、建议，也应积极地参与到利益相关方的有关社会责任的实施或要求的活动中去，以持续符合 SA8000 等标准要求。

15.7.3 The company needs the supervision, participation, opinions, and suggestions of stakeholders. It should also actively participate in the activities related to the implementation of

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social responsibility or requirements of stakeholders to continuously meet the requirements of standards such as SA8000.

15.8 纠正和预防措施 Corrective and Preventive Measures

15.8.1 建立并维护纠正和预防行动管理程序，对社会责任管理体系中发生的不符合项，或在风险评估中识别出已存在的风险及时采取纠正措施，对纠正事项防止重复发生或消除潜在风险的所采取的防范措施。

15.8.1 Establish and maintain a corrective and preventive action management procedure. Take timely corrective measures for non - conformities occurring in the social responsibility management system or risks identified in the risk assessment, and take preventive measures to prevent the recurrence of corrective items or eliminate potential risks.

15.8.2 公司应为纠正和预防行动提供足够的资源，社会责任绩效委员会（SPT）应确保这些行动的有效地实施；发生或产生问题的部门负责分析问题的根本原因及确定所采取的纠正和预防行动方案。

15.8.2 The company shall provide sufficient resources for corrective and preventive actions. The Social Responsibility Performance Committee (SPT) shall ensure the effective implementation of these actions. The department where the problem occurs or has occurred is responsible for analyzing the root cause of the problem and determining the corrective and preventive action plan.

15.8.3 公司社会责任绩效委员会（SPT）维护好相关的记录，包括大事件记录，至少应列出不符合 SA8000 标准之处，其根本原因，和采取的纠正和预防行动以及实施效果。

15.8.3 The company's Social Responsibility Performance Committee (SPT) shall maintain relevant records, including major event records. At least, it shall list the non - conformities with the SA8000 standard, their root causes, the corrective and preventive actions taken, and the implementation effects.

15.8.4 控制要点：

15.8.4 Control Points:

（1）在日常监督检查、内审、管理评审、外部审核及利益相关方检查时发现并确认社会责任不符合项后，体系管理部协助相关部门或人员发出不符合项纠正预防措施处理单，SPT 负

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责跟进纠正和预防行动的实施。

(1) After identifying and confirming non - conformities in social responsibility during daily supervision and inspection, internal audits, management reviews, external audits, and stakeholder inspections, the System Management Department shall assist relevant departments or personnel in issuing non - conformity corrective and preventive measure handling sheets. The SPT is responsible for following up on the implementation of corrective and preventive actions.

(2) 任何人一旦发现严重不符合及意外事故时应立即报告所在部门负责人或公司有关的管理人员，重大事故必须立即报告总经理或报警。

(2) Once anyone discovers a serious non - conformity or accident, they shall immediately report it to the person in charge of the department or relevant company management. In case of major accidents, it must be reported to the general manager or the police immediately.

(3) 所有的不符合项都要“按照原因没有查清不放过，问题没有纠正不放过，预防措施没有落实不放过，措施实施的效果没有经检验不放过”（即“四不放过”）的原则进行处理。由体系管理部协助社会责任绩效委员会（SPT）建立相关资料档案。

(3) All non - conformities shall be handled in accordance with the principle of "not letting go until the cause is clarified, the problem is corrected, preventive measures are implemented, and the effectiveness of the measures is verified" (i.e., the "Four Non - Letting - Go" principle). The System Management Department shall assist the Social Responsibility Performance Committee (SPT) in establishing relevant documentation files.

(4) 上述的“不符合项”包含公司健康安全方面的事故或事件。公司应建立并维护紧急事故的应变与调查管理程序，确保应急机制的建立与完善。

(4) The above - mentioned "non - conformities" include accidents or incidents in the company's health and safety aspects. The company shall establish and maintain an emergency incident response and investigation management procedure to ensure the establishment and improvement of the emergency response mechanism.

15.9 培训和能力建设 Training and Competency Building

15.9.1 建立并保持员工培训管理程序，明确员工培训需求，确保员工清楚地懂得公司社会

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责任政策，维护正当的权益和义务；确保员工知道作业场所的危险因素，安全地操作与使用设备，避免发生意外事故；包括但不限于下列的培训方式：

15.9.1 Establish and maintain an employee training management procedure to clarify employees' training needs, ensure that employees clearly understand the company's social responsibility policy, safeguard their legitimate rights and obligations, and are aware of the potential hazards in the workplace, enabling them to operate and use equipment safely to avoid accidents.

Training methods include, but are not limited to, the following:

- a、明确界定各自的职能、责任和职权；
a. Clearly define each person's functions, responsibilities, and authorities;
- b、对新进、调部门或换岗、以及临时员工进行培训；
b. Provide training for new employees, those transferred to different departments or positions, and temporary employees;
- c、对现有员工定期重复进行指导、培训与宣传；
c. Regularly repeat guidance, training, and publicity for existing employees;
- d、持续监督有关活动和成效来检验所实施的体系是否符合公司政策及本标准要求。
d. Continuously monitor relevant activities and their effectiveness to verify whether the implemented system complies with the company's policies and relevant standards.

15.9.2 培训内容至少应包括 SA8000 标准，有关工作时间、工资和福利的法律法规条款规定，公司社会责任管理体系政策、程序，健康安全政策和程序、安全操作规程、劳动保护要求，公司的环保政策及要求，有关信息的咨询渠道等等。

15.9.2 The training content should at least cover the SA8000 standard, legal and regulatory provisions regarding working hours, wages, and benefits, the company's social responsibility management system policies and procedures, health and safety policies and procedures, safety operation procedures, labor protection requirements, the company's environmental protection policies and requirements, and information consultation channels.

15.9.3 公司人力资源部负责确定员工培训需求，制定年度培训计划，各相关部门负责配合实施培训计划，定期测定或调查培训效果。

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15.9.3 The Human Resources Department of the company is responsible for determining employees' training needs, formulating annual training plans, and relevant departments are responsible for cooperating in the implementation of the training plans and regularly measuring or investigating the training effectiveness.

15.9.4 控制要点:

15.9.4 Control Points:

(1) 新员工入厂应进行先培训，后上岗。

(1) New employees should receive training before taking up their posts.

(2) 公司政策或程序发生变更时应安排重新培训。

(2) Re - training should be arranged when the company's policies or procedures change.

(3) 对有毒有害因素的岗位人员要安排专项培训。

(3) Special training should be provided for employees in positions exposed to toxic and harmful factors.

(4) 特种作业人员接受外训，获得资质证书才能上岗。

(4) Special operation personnel should receive external training and obtain qualification certificates before taking up their posts.

(5) 转岗培训，重新上岗培训及在岗重复培训要根据实际情况，及时调整培训计划与内容，提高培训的实用效果。

(5) The training plans and content for transferred employees, re - employed employees, and on - the - job repeated training should be adjusted in a timely manner according to the actual situation to improve the practical effectiveness of the training.

(6) 培训方法应灵活多样，包括课堂教学、研讨会、小组会、板报和广播等形式，可以采用书面和实际操作等方式考核，并记录在案；必要时做好培训效果的调查，根据调查结果，调整培训方法与内容。

(6) The training methods should be diverse, including classroom teaching, seminars, group meetings, bulletin boards, and broadcasts. Assessment can be carried out through written and practical operation methods, and records should be kept. If necessary, conduct investigations on

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training effectiveness and adjust the training methods and content based on the investigation results.

15.10 供应商和分包商的管理 Management of Suppliers and Subcontractors

15.10.1 建立并维持供应商/分包商，私营职业介绍所和下级供应商书面管理程序，对供应商/分包商，私营职业介绍所和下级供应商尽职调查与评估，确保供应商/分包商，私营职业介绍所和下级供应商明确社会责任标准的要求，并逐步改善其行为，达到符合社会责任标准要求。

15.10.1 Establish and maintain written management procedures for suppliers/subcontractors, private employment agencies, and lower - level suppliers. Conduct due - diligence investigations and evaluations on them to ensure that they are aware of the requirements of social responsibility standards and gradually improve their behavior to meet the requirements of social responsibility standards.

15.10.2 采购部负责供应商/分包商、下级供应商就公司 SA8000 等社会责任标准、政策、管理方案要求进行有效的沟通（人力资源部负责职业介绍所的沟通与管理，下同），保留适当的记录，并采取措施要求或协助其进行社会责任管理制度的有效实施，对其进行实地审核评估或书面文件审核评估，对其不符合项可能带来的风险程度进行识别，包括但不限于书面承诺，合理努力确保风险按严重大小顺序限时解决：

15.10.2 The Purchasing Department is responsible for effectively communicating with suppliers/subcontractors and lower - level suppliers regarding the company's SA8000 and other social responsibility standards, policies, and management plan requirements (the Human Resources Department is responsible for the communication and management of employment agencies, the same below), keeping appropriate records, and taking measures to require or assist them in effectively implementing social responsibility management systems. Conduct on - site audit evaluations or written document audit evaluations of them, identify the potential risk levels of their non - compliance items, and through means such as written commitments, make reasonable efforts to ensure that risks are resolved within a specified time limit in the order of severity:

a、承诺遵守社会责任标准及对下级供应商有同样的要求；

a. Commit to complying with social responsibility standards and having the same requirements for lower - level suppliers.

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b、按本公司要求参与社会责任符合性的监督审查活动；

b. Participate in social responsibility compliance supervision and review activities as required by the company.

c、识别根本原因并限时执行纠正与预防行动，解决与本标准规定不符之处；

c. Identify the root causes and implement corrective and preventive actions within the specified time limit to address non - compliance with the standard requirements.

d、及时、完整地通报供应商/分包商，下级供应商所发生重大事项。

d. Timely and comprehensively report major incidents occurring to suppliers/subcontractors and lower - level suppliers.

15.10.3 建立审核活动规则，追踪供应商/分包商、私营职业介绍所、下级供应商对标准要求的实施情况，以及对存在的重大风险的有效解决效果。

15.10.3 Establish rules for audit activities to track the implementation of standard requirements by suppliers/subcontractors, private employment agencies, and lower - level suppliers and the effective resolution of major risks.

15.10.4 当公司接收、处理或经营任何可归类为家庭工人的供应商、分包商或下级供应商的货物或服务，应采取措施保证这些家庭工人享有依照社会责任标准规定其它工人同等且充分的保护。这些措施包括但不限于：

15.10.4 When the company receives, processes, or operates the goods or services of suppliers, subcontractors, or lower - level suppliers that can be classified as home - based workers, it should take measures to ensure that these home - based workers enjoy the same and adequate protection as other workers in accordance with social responsibility standards. These measures include, but are not limited to:

a、订立具法律效力的书面购买合同载明符合社会责任标准要求的最低准则；

a. Enter into a legally binding written purchase contract specifying the minimum criteria that meet social responsibility standard requirements.

b、确保家庭工人及所有与该书面购买合同有关人员理解并能贯彻合同内有关社会责任的要求；

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b. Ensure that home - based workers and all personnel related to the written purchase contract understand and can implement the social responsibility requirements in the contract;

c、在公司场地内保留详细载明有关每个家庭工人身份、其所提供的货物或服务、工作时数等全部详细资料；

c. Keep detailed information on the identity of each home - based worker, the goods or services they provide, working hours, etc. on the company's premises.

d、频繁地进行告知或不告知（突击）的审核，以确保书面合同内的相关要求得以贯彻。

d. Conduct frequent announced or unannounced (surprise) audits to ensure that the relevant requirements in the written contract are implemented.

15.10.5 控制要求：

15.10.5 Control Requirements:

（1）采购部建立供应商、分包商社会责任体系档案，保持供应商、分包商及下级供应商评估结果和改善措施的证据与记录。

（1） The Purchasing Department shall establish a social responsibility system file for suppliers and subcontractors, and keep evidence and records of the assessment results and improvement measures of suppliers, subcontractors, and lower - level suppliers.

（2）人力资源部建立相关职业介绍所社会责任体系档案，保持私营职业介绍所评估结果和改善措施的证据与记录。

（2） The Human Resources Department shall establish a social responsibility system file for relevant employment agencies, and keep evidence and records of the assessment results and improvement measures of private employment agencies.

（3）采购部应根据供应商/分包商、下级供应商的社会责任表现，挑选社会责任表现好而且愿意改善的供应商/分包商，淘汰那些不承诺改善，重大风险因素多，问题频发，在规定的整改期内没有明显改观的供应商/分包商。

（3） The Purchasing Department should select suppliers and subcontractors with good social responsibility performance and a willingness to improve based on the social responsibility performance of suppliers, subcontractors, and lower - level suppliers, and eliminate those that do not

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commit to improvement, have many major risk factors, frequently have problems, and show no obvious improvement within the specified rectification period.

(4) 供应商/分包商、职业介绍所都应签署社会责任承诺书，承诺遵守当地劳动法与社会责任标准，并且每年更新一次。

(4) Suppliers, subcontractors, and employment agencies should sign social responsibility commitment letters, promising to abide by local labor laws and social responsibility standards, and update them annually.

(5) 如果供应商/分包商、下级供应商分包商有使用家庭工人的，请其如实申明或告知本公司，本公司将对其订立特别的合约，并要求提供相关家庭工人的身份、工作时数等详细情况，并跟踪审核，促使相关的社会责任贯彻到家庭工人。

(5) If suppliers, subcontractors, or lower - level suppliers use home - based workers, they should truthfully declare or inform the company. The company will enter into special contracts with them and require them to provide detailed information such as the identity and working hours of relevant home - based workers, and conduct follow - up audits to ensure that relevant social responsibilities are implemented for home - based workers.

(6) 采购部抽查部分主要供应商/分包商每年至少安排一次现场审核，评估其社会责任表现，以及满足社会责任标准要求的能力和承诺，了解其下级供应商的情况，跟进改善措施，并保存审核记录。

(6) The Purchasing Department shall spot - check some major suppliers and subcontractors and arrange at least one on - site audit annually to assess their social responsibility performance, their ability and commitment to meet social responsibility standard requirements, understand the situation of their lower - level suppliers, follow up on improvement measures, and keep audit records.

(7) 采购部应尽力确保供应商/分包商以及在他们控制影响范围内的下级供应商均能落实社会责任标准的各项要求。

(7) The Purchasing Department should make every effort to ensure that suppliers, subcontractors, and lower - level suppliers within their control and influence can implement the requirements of social responsibility standards.

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(8) 发现供应商/分包商、职业介绍所、下级供应商使用童工，强迫劳动或其它严重违反法律法规或社会责任标准现象的，立即停止合作关系。

(8) If suppliers, subcontractors, employment agencies, or lower - level suppliers are found to use child labor, forced labor, or other serious violations of laws, regulations, or social responsibility standards, immediately terminate the cooperation relationship.

16 内部审核与管理评审 Internal Audit and Management Review

16.1 内部审核 Internal Audit

16.1.1 制定并保持定期内部稽核的程序，检查公司社会责任体系运作和实际表现是否符合 SA8000 等标准和法律法规的要求，是否符合公司的社会责任政策，以确保体系能有效运行和持续改善。

16.1.1 Develop and maintain a procedure for regular internal audits to check whether the operation and actual performance of the company's social responsibility system comply with the requirements of standards such as SA8000 and relevant laws and regulations, as well as the company's social responsibility policy, so as to ensure the effective operation and continuous improvement of the system.

16.1.2 管理代表和体系管理部负责组织内审。

16.1.2 The management representative and the System Management Department are responsible for organizing internal audits.

16.1.3 社会责任绩效委员会（SPT）协助内审，制定年度内部审核计划，撰写内审报告，以及内审问题的纠正和预防行动方案记录等。

16.1.3 The Social Responsibility Performance Committee (SPT) assists in internal audits, formulates the annual internal audit plan, writes the internal audit report, and records the corrective and preventive action plans for internal audit issues.

16.1.4 体系管理部 and 人力资源部负责内审计划、内审方案总结、内审问题整改记录等资料的收集与存档。

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16.1.4 The System Management Department and the Human Resources Department are responsible for collecting and archiving materials such as internal audit plans, internal audit summary reports, and internal audit issue rectification records.

16.1.5 控制要点:

16.1.5 Control Points:

(1) 内审每年进行一次。

(1) Conduct internal audits once a year.

(2) 内审计划报公司总经理或管理代表批准。

(2) The internal audit plan shall be reported to the company's general manager or management representative for approval.

(3) 总经理或管理者代表指定审核组长（一般 SPT 成员担任审核组长），由审核组长组织审核小组进行审核。

(3) The general manager or the management representative designates an audit team leader (usually a member of the SPT serves as the audit team leader), and the audit team leader organizes the audit team to conduct the audit.

(4) 审核组长组织审核小组成员编制详细的内审计划与审核检查表，并下发通知给各被审部门。

(4) The audit team leader organizes the members of the audit team to prepare a detailed internal audit plan and audit checklist, and issues a notice to each audited department.

(5) 社会责任绩效委员会（SPT）根据审核结果，组织编写审核报告，经总经理或管理代表签名后，下发不符合项报告。

(5) The Social Responsibility Performance Committee (SPT) prepares the audit report based on the audit results. After being signed by the general manager or the management representative, the non-compliance report is issued.

(6) 发生不符合项的部门，分析其根本原因，制定纠正和预防方案，及时进行改善。

(6) The department where the non-compliance occurs analyzes its root cause, formulates corrective and preventive plans, and promptly makes improvements.

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(7) 社会责任绩效委员会 (SPT) 负责跟进验证纠正预防行动的实施情况及其有效性; 对关闭的要进行记录, 对没有及时完成或实施效果不好的, 提出有效措施限时改善, 并报告总经理或管理代表, 同时再次验证的实施效果达到要求。

(7) The Social Responsibility Performance Committee (SPT) is responsible for following up and verifying the implementation and effectiveness of corrective and preventive actions; record the closed non - compliance items. For those that are not completed in a timely manner or have poor implementation effects, propose effective measures for improvement within a time limit, report to the general manager or the management representative, and verify the implementation effect again until the requirements are met.

16.2 管理评审 Management Review

16.2.1 建立并维护社会责任体系管理评审程序, 总经理代表公司定期对公司的社会责任体系的有效性、适宜性和充分性进行评审, 确保体系的持续符合国家法律法规、SA8000 以及各客户的标准。

16.2.1 Establish and maintain a management review procedure for the social responsibility system. The general manager, on behalf of the company, regularly reviews the effectiveness, suitability, and adequacy of the company's social responsibility system to ensure its continuous compliance with national laws and regulations, SA8000, and the standards of various customers.

16.2.2 总经理为评审会议主席, 或委托总经理代表其行使评审会议主席职权, 负责召集公司管理层成员、各部门或车间负责人、公司社会绩效委员会成员 (其中含一定比例的员工代表) 定期召开评审会议, 对公司 SA8000 体系的方针、政策、手册、程序及其实施效果进行评议。

16.2.2 The general manager serves as the chairman of the review meeting or entrusts the general manager's representative to exercise the functions and powers of the review meeting chairman. The general manager is responsible for convening regular review meetings with company management members, heads of various departments or workshops, and members of the company's Social Responsibility Performance Committee (including a certain proportion of employee representatives) to evaluate the company's SA8000 system's policies, manuals, procedures, and their implementation effects.

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16.2.3 总经理可委托社会绩效委员会成员或体系负责人组织管理评审会议，包括会议议程准备、评审会议记录和整理，以及评审会议决议事项等的公布、传达给员工及利益相关方等事宜。

16.2.3 The general manager may entrust members of the Social Performance Committee or the person in charge of the system to organize the management review meeting, including preparing the meeting agenda, recording and collating the review meeting minutes, and announcing and communicating the resolutions of the review meeting to employees and stakeholders.

16.2.4 人力资源部应收集相关评审资料，比如工伤情况，员工投诉情况，国家的法律法规变化情况等，并进行有效的统计与分析，为管理评审大会提供完整的资料。

16.2.4 The Human Resources Department should collect relevant review materials, such as work - related injury situations, employee complaints, and changes in national laws and regulations, and conduct effective statistics and analysis to provide complete materials for the management review meeting.

16.2.5 采购部应整理对供应商的评估、沟通、考核与跟踪整改与筛选等控制管理情况，以及后续供应商的管理方法与措施，对完善供应商的管理提请评议。

16.2.5 The Purchasing Department should sort out the control management situations of supplier evaluation, communication, assessment, follow - up rectification, and screening, as well as subsequent supplier management methods and measures, and submit them for discussion on improving supplier management.

16.2.6 生产部门及其它相关部门，对各自职责范围内落实公司社会责任管理体系的方针、政策、手册、程序等规定要求，以及员工的沟通、培训、诉求等方面的效果与问题，如实向大会汇报或提议，提交大会评审。

16.2.6 The production department and other relevant departments should truthfully report or propose to the meeting on the implementation of the company's social responsibility management system's policies, manuals, and procedures within their respective responsibilities, as well as the effects and problems in employee communication, training, and appeals, and submit them to the meeting for review.

16.2.7 控制要点：

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16.2.7 Control Points:

(1) 总经理确定管理评审的频率，每年举行一次，并在内部审核完成后进行，下列情形发生时，经总经理批准可召开临时评审会议：

(1) The general manager determines the frequency of management reviews, which is held once a year and is carried out after the completion of internal audits. In the following situations, a temporary review meeting can be held with the approval of the general manager:

a、过三分之二的社会绩效委员会成员（SPT）提议时；

a. When more than two - thirds of the members of the Social Performance Committee (SPT) propose it;

b、过三分之二的员工代表提议时；

b. When more than two - thirds of the employee representatives propose it;

c、利益相关方要求时；

c. When stakeholders request it;

d、公司体系有效性存在问题导致发生了重大不符合项，需要公司的政策进行重大调整或修订时；

d. When there are problems with the effectiveness of the company's system that lead to major non - conformities and require significant adjustments or revisions to the company's policies;

e、公司总经理等高级管理层提出，或其它需要召开管理评审会议的情形出现时。

e. When proposed by the company's senior management, such as the general manager, or when other situations that require a management review meeting occur.

(2) 管理评审的内容至少包括但不限于：

(2) The content of the management review should include, but not be limited to:

a、内部审核结果、客户审核结果及上次评审会议决议执行的情况；

a. The results of internal audits, customer audits, and the implementation of the resolutions of the previous review meeting;

b、公司政策、程序的有效性与适宜性情况；

b. The effectiveness and suitability of the company's policies and procedures;

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c、工伤事故情况、员工投诉、客户投诉和要求；

c. Work - related injury incidents, employee complaints, customer complaints, and requirements;

d、法律法规的变化及其适用性；

d. Changes in laws and regulations and their applicability;

e、组织架构、人员职责及资源配置情况；

e. The organizational structure, personnel responsibilities, and resource allocation;

f、公司社会管理体系方针、目标的适宜性与有效性等。

f. The suitability and effectiveness of the company's social management system's policies and objectives.

(3) 参加管理评审的员工代表，行使与其它与会成员同等的权利。

(3) Employee representatives participating in the management review exercise the same rights as other participants

受控文件