



BOVIET SOLAR

POLICY | EQUAL EMPLOYMENT | EEO

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1. BOVIET SOLAR

a. Company Overview

Founded in 2013 in Vietnam, Boviét Solar, is a leading solar technology company that specializes in the manufacturing of Monocrystalline PERC, TOPCon PV cells and Gamma Series™ Monofacial, Vega Series™ Bifacial PV modules, as well as solar project development. The company offers business, financial stability, technological know-how, manufacturing excellence, top-performing PV modules, supply chain transparency and strong environmental, social, corporate governance protocol and client relations based on mutual partnership.

The company works with EPCs, developers, installers, and contractors to deliver top-performing PV modules for utility-scale, commercial, industrial, and residential solar projects. Boviét Solar’s manufacturing facilities located in Vietnam, USA and has offices in the United States, Germany, and China, with its global headquarters in Vietnam. For more information about our company and products please visit www.bovietsolar.com

Company Mission: Company mission is to better our planet for all living things by harnessing the power of the sun.

Company Motto: “Creating a sustainable future.”

b. Company Culture

At Boviet Solar, our culture is more than just a set of values and beliefs – it's the heartbeat of who we are and how we operate every day. We believe that our culture is the foundation of our success and the driving force behind everything we do. Here's what you can expect from our company culture:

- **Collaboration and Teamwork:** We believe in the power of teamwork and collaboration to achieve shared goals and solve complex problems. We value diverse perspectives, open communication, and mutual respect, and we work together across departments and hierarchies to make a positive impact.
- **Innovation and Creativity:** We foster a culture of innovation and creativity that encourages curiosity, experimentation, and continuous learning. We embrace change as an opportunity for growth and improvement and empower employees to think outside the box and challenge the status quo.
- **Customer-Centricity:** We are deeply committed to our customers' success and satisfaction. We go above and beyond to understand their needs, exceed their expectations, and build lasting relationships based on trust, integrity, and reliability.
- **Integrity and Ethics:** We hold ourselves to the highest ethical standards and integrity in all our interactions and decisions. We do the right thing even when no one is watching and strive to build trust and credibility with our stakeholders through transparency, honesty, and accountability.
- **Diversity and Inclusion:** We celebrate diversity in all its forms and believe that inclusion is key to unlocking the full potential of our team. We create a welcoming and inclusive environment where everyone feels valued, respected, and empowered to bring their authentic selves to work.
- **Continuous Learning and Growth:** We invest in the learning and development of our employees to foster continuous growth and improvement. We provide opportunities for skill development, career advancement, and personal growth, and we support employees in reaching their full potential.
- **Work-Life Balance:** We recognize the importance of work-life balance in maintaining employee well-being and productivity. We offer flexibility, autonomy, and support to help employees manage their work responsibilities and personal commitments effectively.
- **Fun and Celebrations:** We believe in celebrating successes, milestones, and achievements along the way. We foster a fun and positive work environment where laughter, camaraderie, and teamwork are encouraged and celebrated.

Our culture is what sets us apart and defines us as a company. We are proud of the culture we've built together, and we are committed to nurturing and preserving it as we continue to grow and evolve.

c. Company Values

Boviet Solar’s company values are the central, underlying philosophies that guide our business and employees, and reflect our interactions with customers and industry partners. They are established in order to create a shared, enduring, and positive environment for all of us.

- **Solar Energy:** We believe in clean and reliable energy resources.
- **Environment:** We care about our community and environment.
- **Company:** We create sustainable, meaningful prosperity.
- **Products:** We provide top-performing solar products for different solutions.
- **Customers:** We practice win-win partnerships with our customers.
- **Team:** We promote team member growth and happiness.
- **Business:** We practice our business based on trust, transparency, integrity, and reliability in mind at all times.

Company Business Practices Philosophy:

Boviet Solar’s day-to-day business operations, strategic decision making and interactions with all employees and stakeholders business philosophy is based on;

- **Integrity:** We conduct ourselves with honesty, transparency, and integrity in all our dealings.

- **Respect:** We treat all individuals with dignity, fairness, and respect.
 - **Compliance:** We comply with all applicable laws, regulations, and company policies.
 - **Accountability:** We take responsibility for our actions, decisions, and their impact on others.
 - **Transparency:** We communicate openly and transparently with our stakeholders.
 - **Confidentiality:** We respect the confidentiality of sensitive information and protect the privacy of individuals.
 - **Safety:** We prioritize the health, safety, and well-being of our employees, customers, and communities.
 - **Sustainability Stewardship:** We are committed to promoting sustainability.
 - **Customer Focus:** We are dedicated to meeting and exceeding customer expectations.
 - **Continuous Improvement:** We strive for continuous improvement in all aspects of our business.
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2. EQUAL EMPLOYMENT

a. Equal Employment Definition

Equal employment refers to the principle and practice of ensuring fairness, non-discrimination, and equal opportunities in all aspects of employment, including recruitment, hiring, promotion, compensation, benefits, training, and termination. It involves treating employees and job applicants fairly and without prejudice based on characteristics such as race, ethnicity, gender, age, disability, religion, sexual orientation, or other protected categories.

b. Importance of Equal Employment

By promoting equal employment practices, Boviet Solar can foster a more diverse, equitable, and inclusive workplace. Boviet Solar's equal employment policy is essential for ensuring legal compliance, promoting fairness and equity, attracting, and retaining talent, driving diversity and innovation, improving employee engagement and productivity, reducing turnover and conflict, and building a positive reputation and brand image. By embedding principles of equality and inclusivity into our company culture and practices, Boviet Solar can create a more sustainable and successful workplace for all employees.

3. EQUAL EMPLOYMENT OVERVIEW

a. Company Statement

At Boviet Solar, we are dedicated to ensuring that our recruitment, promotion, and reward practices are fair, transparent, and inclusive. We believe that a fair workplace is essential for fostering a supportive and dynamic environment where every employee can thrive. Our commitment is to provide equal opportunities for all individuals in their career journey, recognizing and rewarding talent and hard work without bias.

We are dedicated to:

- Attracting and hiring a diverse pool of candidates through fair and equitable recruitment practices.
- Promoting employees based on merit, performance, and potential, ensuring that everyone has a clear path to advancement.
- Rewarding our employees fairly, recognizing their contributions with appropriate compensation, benefits, and recognition programs.

Our goal is to create a workplace where all employees feel valued, respected, and empowered to achieve their full potential. By embedding fairness into our recruitment, promotion, and reward systems, we can build a more motivated, innovative, and cohesive team, driving our company's success and making a positive impact in the solar energy industry.

b. Policy Purpose

The purpose of this policy is to memorialize the commitment of BOVIET SOLAR TECHNOLOGY CO., LTD, on its own behalf and on behalf of its subsidiaries and affiliates (“Boviet Solar” or the “Company”) to adhere to Equal Employment Opportunity Policy. This policy is established by Boviet Solar’s Board of Directors, Committee Directors, Department Executives and Policy Management Teams. This policy applies to Boviet Solar’s all global operations and policy stakeholders. The company is committed to compliance with specific country and state related laws, rules, and regulations.

The purpose of equal employment policy is to create a workplace where all individuals have an equal opportunity to succeed, contribute, and thrive, regardless of their background or characteristics. By upholding principles of fairness, equity, and respect, Boviet Solar can build stronger, more resilient, and more inclusive workplaces.

c. Policy Stakeholders

Boviet Solar’s equal employment policy typically applies to various stakeholders and entities involved in equal employment.

- Employees
- Employers/Management
- Human Resources Department
- Labor Unions
- Government Agencies
- Legal Department
- Community Organizations and Advocacy Groups
- Customer, Partners, and Suppliers

These stakeholders collectively contribute to promoting and ensuring equal employment opportunities and creating inclusive workplaces where individuals are valued, respected, and treated fairly regardless of their background or characteristics.

d. Policy Implementation Stages

Implementing an Equal Employment Opportunity (EEO) policy involves specific strategies and practices throughout various stages of the employee lifecycle and Boviet Solar’s processes.

- Recruitment and Hiring
- Promotion or Advancement
- Compensation and Benefits
- Training and Development
- Work Environment
- Accommodations
- Compliance
- Monitoring and Reporting
- Transfer
- Wages and Salary administration (including benefits)
- Demotion
- Layoff and Termination

By applying EEO policy implementation strategies across these stages, Boviet Solar can create a workplace that is fair, inclusive, and free from discrimination, where all employees have equal opportunities to succeed and thrive.

e. Policy Scope

As part of our commitment to creating more equitable employment, we have developed and implemented a comprehensive Equal Employment Policy. This policy outlines our principles and expectations regarding ethical conduct and provides guidance to our employees and all stakeholders.

Key areas covered by the policy include:

- **Promoting Diversity and Inclusion:** Encouraging diversity in the workplace by fostering an environment where individuals from diverse backgrounds, including those from underrepresented groups, feel welcome, respected, and valued.
- **Preventing Discrimination:** Eliminating discrimination based on protected characteristics such as race, color, ethnicity, gender, age, religion, disability, sexual orientation, or other factors, in all aspects of employment including recruitment, hiring, promotion, compensation, and termination.
- **Ensuring Equal Opportunities:** Providing all employees and job applicants with equal opportunities for recruitment, selection, training, promotion, and other employment-related decisions based on their qualifications, skills, and performance.
- **Addressing Unconscious Bias:** Raising awareness of unconscious bias and implementing strategies to mitigate its impact on recruitment, hiring, performance evaluations, and career advancement.
- **Ensuring Pay Equity:** Ensuring that compensation and benefits are administered fairly and without regard to gender, race, or other protected characteristics, to achieve pay equity for all employees performing similar work.
- **Supporting Work-Life Balance:** Supporting work-life balance initiatives to accommodate employees' diverse needs and responsibilities, including flexible work arrangements, parental leave, and caregiving support.
- **Preventing Harassment and Retaliation:** Maintaining a work environment free from harassment, bullying, and retaliation, and ensuring prompt and effective resolution of complaints or grievances related to discrimination or harassment.
- **Complying with Legal Requirements:** Ensuring compliance with applicable anti-discrimination laws, regulations, and reporting requirements.
- **Promoting a Positive Workplace Culture:** Fostering a positive workplace culture characterized by mutual respect, open communication, collaboration, and teamwork, where employees feel empowered to contribute their ideas and perspectives.
- **Enhancing Organizational Performance:** Recognizing that diversity and inclusion contribute to organizational success by fostering innovation, creativity, employee engagement, and customer satisfaction.
- **Maintaining Reputation and Brand Image:** Demonstrating the organization's commitment to ethical business practices, social responsibility, and corporate citizenship, which enhances its reputation and brand image among customers, employees, investors, and other stakeholders.
- **Continuous Improvement:** Continuously reviewing and evaluating the effectiveness of equal employment policies and practices and implementing improvements or corrective actions as needed to achieve the organization's diversity, equity, and inclusion goals.

f. Policy Implementation

Boviet Solar believes implementing an Equal Employment Policy is essential for protecting the company's interests, preserving its reputation, and promoting a culture of integrity and compliance. By implementing and enforcing robust measures, Boviet Solar mitigates risks, builds trust with stakeholders, and contributes to a more ethical and sustainable business environment and complies with regulatory requirements.

How Boviet Solar implements this policy:

- **Recruitment and Hiring:** Recruitment processes are fair and unbiased, and ~~that~~ job candidates are evaluated based on their qualifications, skills, and experience rather than irrelevant personal characteristics.
- **Promotion and Advancement:** Equal opportunities for career advancement and promotion based on merit, performance, and potential, rather than discriminatory criteria.
- **Compensation and Benefits:** Equal pay and benefits for employees performing substantially similar work, regardless of gender, race, or other protected characteristics.

- **Training and Development:** Equal access to training, development programs, and educational opportunities to enhance employees' skills, knowledge, and career growth.
- **Work Environment:** Workplace culture that values diversity, fosters inclusion, and prohibits harassment, discrimination, or retaliation based on protected characteristics.
- **Accommodation:** Reasonable accommodation for employees with disabilities or other special needs to enable them to perform their job duties effectively.
- **Compliance:** Ensuring compliance with anti-discrimination laws and regulations, including equal employment opportunity (EEO) laws, affirmative action requirements, and other relevant legislation.

g. Responsible Departments

The responsibility for implementing and overseeing the Equal Employment Policy falls on multiple departments within Boviet Solar.

- Human Resources Department
- Legal Department
- Diversity and Inclusion Department
- Training and Development Department
- Employee Relations Department
- Recruitment and Talent Acquisition Department
- Senior Management and Executive Leadership

By working collaboratively across these departments, Boviet Solar develops comprehensive equal employment policies and practices that promote diversity, equity, and inclusion and create a fair and inclusive workplace for all employees.

4. EMPLOYEE RESPONSIBILITY

Employee Responsibility: Everything we do reflects Boviet Solar. We expect you to:

- **Follow the Policy:** Comply with the letter and spirit of Boviet Solar's Equal Employment Policy and all applicable legal requirements.
- **Speak up:** If you see or hear of any violation of Boviet Solar's Equal Employment Policy, other Boviet Solar policies, or legal or regulatory requirements, you must notify either your manager or compliance officer.
- **Use good judgment and ask questions:** Apply Boviet Solar's principles of business conduct and review our policies and legal requirements. When in doubt about how to proceed, discuss it with your manager. Any failure to comply with Boviet Solar's Equal Employment Policy—or failure to report a violation—may result in disciplinary action, up to and including termination of employment. You are also required to fully cooperate in any Boviet Solar investigation, and keep any information shared with you confidential to safeguard the integrity of the investigation.

5. REPORTING AND ENFORCEMENT

a. Reporting Violations

Any person who suspects that a violation of this Policy has or may occurred (or may occur in the future) is expected to notify the company immediately. Reporting Policy violations internally within a company is crucial for maintaining integrity and compliance with legal and ethical standards. A person who is aware of the policy violation should gather all relevant information about the policy violation. This may include violation details, parties involved, dates, and any supporting documentation or evidence.

b. Investigation of the Violations

Once Boviet Solar becomes aware of an alleged or suspicious act of policy violation, it will investigate the violation. If the

violation is credible and true, Boviet Solar will take the necessary steps to respond and remediate. Steps will include responding to the allegations, determining the credibility of allegations, and determining the seriousness of allegations. Once an allegation has been deemed credible, the Boviet Solar will launch an investigation. Boviet Solar will also make sure that evidence is preserved and reviewed, conduct interviews with key employees, report to key stakeholders, and conduct a forensic accounting review.

Collaboration among various stakeholders and policy implementations departments is essential to ensure a thorough, fair, and effective investigation process. The ultimate goal is to address this policy violations promptly, mitigate risks, and uphold Boviet Solar's commitment to integrity and ethical conduct.

c. Risk and Consequences of Violation

Violating a company's anti-bribery and corruption policy can have severe risks and consequences for both individuals and Boviet Solar including legal liability, financial loss, reputational damage, loss of talents, decrease employee morale, legal and regulatory repercussions, damage to workplace culture and loss of business opportunity.

All Company Employees

Company employees that violate these policies, laws and regulations are subject to disciplinary actions pursuant to our CCOE including, but not limited to, termination of employment.

All Stakeholders

Company business relations partners that violate these policies, laws and regulations are subject to contracts, suspension of business relationships, and potential legal action in cases of serious violations.

Boviet Solar must prioritize ethical conduct, transparency, and compliance with equal employment laws and regulations to mitigate these risks and protect its reputation, integrity, and long-term sustainability. The importance of policy is incorporated into our Company Business Code of Conduct and Ethics.

d. Enforcement of the Policy

Enforcing this policy within Boviet Solar typically involves a collaborative effort among various departments and stakeholders.

The Human Resources Department is primarily responsible for developing, implementing, and updating EEO policies and procedures in collaboration with senior leadership, legal counsel, and other relevant stakeholders. Human Resources provides training and education to employees at all levels on EEO policies, anti-discrimination laws, and best practices for promoting diversity, equity, and inclusion in the workplace.

e. Record Keeping

Boviet Solar believes record-keeping is a crucial aspect of equal employment policy efforts within the company. Proper documentation helps ensure transparency, accountability, and compliance with relevant laws and regulations.

Here's how record-keeping relates to this policy;

- Policy Documents
- Training Records
- Recruitment and Hiring Records
- Promotion and Advancement Records
- Compensation and Benefits Records
- Employee Complaint and Investigations Records
- Demographic Data
- Retention Period

By maintaining accurate and comprehensive records related to equal employment policies, Boviet Solar can demonstrate its commitment to fairness, transparency, and compliance with legal and regulatory requirements. These records also

provide valuable documentation in the event of audits, investigations, or legal proceedings related to equal employment practices.

6. CONTACT INFORMATION

Boviet Solar is committed to upholding the highest standards of integrity and ethical conduct in all aspects of our business. We expect all employees and stakeholders to share in this commitment and to conduct themselves with honesty, fairness, and respect for the law. Together, we can build a culture of transparency, trust, and accountability that contributes to the long-term success and sustainability of our organization.

a. Whistleblower Contact

Boviet Solar encourages feedback regarding actual or potential violations of this Policy and will support any report of a genuine concern made in good faith, even if the report turns out to be mistaken. Boviet Solar is committed to ensuring no one suffers detrimental treatment (including dismissal, disciplinary action, threats, or other unfavorable treatment) as a result of reporting in good faith his or her suspicion that a violation of this Policy is or may be taking place in any part of Boviet Solar's business or the business of Boviet Solar's partners.

Respect the confidentiality and privacy of individuals involved in the reported incident, as well as your own confidentiality as a whistleblower if you choose to remain anonymous. Please contact us at:

Whistleblower: whistleblower@boviesolar.com

b. Policy Information Contact

Boviet Solar believes in open and transparent business practices with our employees, clients, partners, community, and other stakeholders. For more policy related information, please contact us at;

Compliance: compliance@boviesolar.com

c. Company Contact

Website: www.boviesolar.com

Global HQ:

B5-B6, Song Khe-Noi Hoang Industrial Zone
Song Khe District
Bac Giang City, Bac Giang Province
21000 Vietnam
Phone: +0084 969 1657 99

USA HQ:

1735 North 1st Street, Suite 300
San Jose, CA 95112
California, USA
Phone: +00 1 877 381 5672

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This document shall come into effect and be enforced starting from January, 2014, rendering any previously conflicting documents shall be invalid. The final interpretation rights of this document belong to the Corporate Governance Department.

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