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**Tongcheng Travel Holdings Limited  
Supplier Code of Conduct**

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## **Chapter I General Provisions**

Article 1 This Code is formulated and enacted based on the principles of timeliness, justice, fairness and openness. It aims to create a fair, just and positive atmosphere as well as promoting honest performance of duties and trustworthiness by practicing the value of “Integrity and Honesty – Stand Firm on the Bottom Line, Being Simple and Honest”. The Code applies to product and/or service suppliers of Tongcheng Travel Holdings Limited and of any of its subsidiaries.

## **Chapter II Code of Conduct**

Article 2 Suppliers should ensure compliance with all applicable laws and regulations on the minimum working age, prohibit the use of any form of child labor, and put an end to any acts involved in forced labor, bonded labor and trafficking victims;

Article 3 We support and encourage suppliers to: Guarantee basic legal rights and interests of labor, including the right to association; Prohibit any violations such as discrimination or harassment; Provide the minimum wage, overtime pay and statutory benefits in accordance with local laws and regulations; Ensure that the working environment and working hours of labor comply with local laws and regulations;

Article 4 We support and encourage suppliers to: Provide employees with safe and healthy working environment; Obtain, maintain and update all necessary health and safety permits, and comply with the provisions of these permits; Identify and evaluate potential health and safety risks, and take corresponding measures to eliminate or reduce risks, such as providing appropriate personal protective equipment;

Article 5 We support and encourage suppliers to: Obtain, maintain and update all necessary environmental permits, approval documents and registration certificates, and comply with corresponding requirements on operation and reporting; Comply with all applicable laws and regulations on pollutants (including wastewater, exhaust gas and solid waste), and reduce the generation and discharge of pollutants; Prohibit illegal discharge of toxic and harmful pollutants and prevent noise pollution;

Article 6 Suppliers should comply with all applicable laws and regulations on prohibited or restricted substances as well as customer requirements; They should take effective measures to prohibit or restrict the use of substances that seriously endanger the environment or health in products or/and in the process of manufacturing and service;

Article 7 Suppliers should comply with all the provisions on business ethics in the Tongcheng Travel Holdings Limited Sunshine Code of Conduct, and strictly prohibit any act that violates the business ethics standards such as fraud, improper profit, bribery, breach of confidence, improper competition. They should establish their own code of ethical business conduct, and regularly carry out compliance inspection to ensure compliance with relevant requirements;

Article 8 Suppliers should establish sustainable procurement processes and policies for their own supply chain and standardize their suppliers’ performance in environmental protection, labor rights and interests, business ethics.

### **Chapter III Supplementary Provisions**

Article 9 The Supplier Code of Conduct shall be managed, supervised and reviewed by ESG and Data Security Committee. It shall be periodically reviewed and be revised when necessary.