

# **Tongcheng Travel Holdings Limited**

## **Supplier Code of Conduct**

### **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 shall 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 require suppliers to: Guarantee basic legal rights and interests of labor; 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; we also encourage suppliers to entitle their employees with the right to association and strictly prohibit any violations such as discrimination or harassment;

Article 4 We require 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 require 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 We require suppliers to comply with all applicable laws and regulations regarding prohibited or restricted substances as well as customer requirements; They shall

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 We require suppliers to 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 shall establish their own code of ethical business conduct, and regularly carry out compliance inspection to ensure compliance with relevant requirements;
- Article 8 We require suppliers to 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.
- Article 9 Within the scope permitted by law, we encourage suppliers to respect employees' rights to freely associate, participate in collective bargaining, or engage in peaceful assemblies in accordance with the law. Suppliers shall not interfere with, obstruct, or prohibit employees from forming or joining various organizations, electing representatives, participating in collective bargaining, or conducting any legal activities. Discrimination or punishment against employees based on their participation or non-participation in any labor union or related organization is prohibited.
- Article 10 Suppliers shall identify and manage their greenhouse gas (GHG) emissions from their operational processes according to related laws and regulations. We encourage suppliers to prioritize the use of renewable or low-carbon energy sources and adopt measures such as energy conservation, consumption reduction, and recycling. They are also encouraged to explore and develop cost-effective methods to improve energy efficiency and minimize energy consumption.
- Article 11 We encourage suppliers to reduce and eliminate all types of resource consumption and pollution (including water, packaging materials, and energy) at source or through practices such as material substitution, resource conservation, recycling, and reuse.
- Article 12 When procuring raw materials and planning land use, suppliers are encouraged to prioritize environmental protection standards and ecological impacts, and analyze the potential impacts of projects or activities on biodiversity and land, thus formulating corresponding ecological prevention, restoration, and compensation measures. Suppliers are encouraged to actively safeguard forest resources across

all business areas, strengthen forest conservation, and reduce the risk of deforestation.

Article 13 Suppliers shall avoid any conflicts of interest with Tongcheng or its employees that may compromise their objective judgment or impartial behavior. If there are interest-related connections such as kinship, equity partnership and employment between a supplier and the Company or its employees, the supplier must report this to the Company promptly and take corresponding measures as required by the Company.

### **Chapter III Supplementary Provisions**

Article 14 The Supplier Code of Conduct shall be managed, supervised and reviewed by the ESG and Data Security Committee. It shall be periodically reviewed and be revised when necessary.