

# **KE Holdings Inc.**

## **Employee Rights Protection Policy**

### **1. Purpose**

The Company (as defined below) regards its employees as one of its most important assets and is committed to becoming the best partner in employees' career growth. The Company takes the protection of employees' employment and labor rights and the maintenance of fairness and inclusiveness in the workplace as the core concept of its sustainable development, and incorporates relevant rights and interests protection measures in all business operations of the Company. In order to clarify its management responsibilities, commitments and initiatives in terms of employee rights protection, the Company hereby formulates this Employee Rights Protection Policy (hereinafter referred to as the "Policy") with an aim to enhance the capabilities of the Company and related parties to protect rights and ensure that the rights protection measures implemented conform to the Company's concept of sustainable development.

### **2. Scope**

The Policy applies to KE Holdings Inc., its subsidiaries, and consolidated affiliated entities (hereinafter collectively referred to as the "Company"). For the purpose of this Policy, the term "employees" refer to full-time employees who have formally signed labor contract or labor service contract with the Company. We encourage our affiliated companies, business partners and suppliers to comply with the Policy.

### **3. Management Responsibilities**

The Company fully considers the opinions of employees during the formulation process of the Policy. The contents herein were compiled by the ESG Executive Management Team, which is composed of the various environmental, social, and governance (hereinafter referred to as "ESG") functional departments of the Company. The Policy has been approved for implementation by the Company's Corporate Governance Committee.

The Corporate Governance Committee is authorized by the Board of Directors to oversee ESG matters and guide the implementation of ESG practices of the Company. The ESG Executive Management Team periodically reports revision of the Policy and the Company's major OHS

related matters to the management . The ESG Executive Management Team also coordinates and guides functional departments to jointly ensure the effective implementation of ESG management strategies.

#### **4. Commitments and Initiatives**

##### **4.1 Commitments**

To the extent of the management scope of the Company and subject to the applicable laws and regulations on the protection of employee rights at the place where the Company carries out business operations, the Company makes a commitment to implement and maintain employee rights protection system, actively fulfill its employee protection responsibilities, and provide sufficient resources to continuously improve its employee rights protection strategies and methods, by taking into full consideration the Universal Declaration of Human Rights, the Guiding Principles on Business and Human Rights: Implementing the United Nations "Protect, Respect and Remedy" Framework, the Core Conventions of the International Labour Organization and other internationally recognized standards for the protection of the rights of employees.

##### **4.2 Measures**

The Company is committed to implementing fairness and inclusiveness in all business lines of the Company, carrying out appropriate employee safeguards to avoid possible negative impact on employee rights caused or contributed by its business activities. The Company requires business lines to evaluate the effectiveness of such protection. The provisions pertaining to the Company's specific requirements on the protection of employee rights are provided below

###### **4.2.1 Diversified Development**

While promoting the diversification of our business models, the Company is committed to building a diverse working environment and talent reserve, attracting talents with different genders, cultural backgrounds, knowledge and skills to join the Company, so as to meet the service needs of users under different business models, broaden the vision and spectrum in identifying business-related risks and strengthen the ability of dealing with business-related issues of the Company.

###### **4.2.2 No Discrimination and No Harassment**

(1) Avoid any form of discrimination or harassment in all aspects including but not limited to employee employment, business operation and daily office work.

(2) Avoid making gender, race, age, religious belief, physical condition and marital status as

conditions for recruitment, promotion and departure of employees to the maximum extent, so as to ensure that employees enjoy equal opportunities.

(3) Monitor misconduct in the workplace, including but not limited to harassment, bullying, violence or other inappropriate behavior that causes discomfort to others. The Company treats any reports of misconduct seriously, takes appropriate remedial measures for reported incidents that have been verified, and deals with employees committing misconduct based on the severity of the incident.

(4) Establish and publicize channels for reporting misconduct.

(5) Set up an anonymous mechanism for reporting misconduct, guarantee the privacy of whistleblower, and ensure no retaliation against whistleblower for reporting.

(6) Specify clear and standardized corrective measures for misconduct, and set a disciplinary mechanism against employees committing misconduct including imposition of warnings, fines, demotion, dismissal and referral to judicial authorities based on the impact and consequences of misconduct.

(7) Carry out anti-discrimination and anti-harassment training for all employees, clarify the Company's management requirements on anti-discrimination and anti-harassment issues, and enhance employees' perception of discrimination, harassment and other misconduct.

#### **4.2.3 Respect for Freedom of Association**

(1) Ensure the right of employees to join and organize trade unions.

(2) Actively promote the construction of democracy and respect the right of employees to negotiate with the Company on an equal footing and sign collective contracts with the Company.

(3) Comply with the laws and regulations of the place where the Company carries out business operations concerning trade union activities of employees and carry out trade union activities in compliance with such laws and regulations.

#### **4.2.4 Prevention of Child and Forced Labour**

(1) Comply with the laws and regulations of the place where the Company carries out business operations concerning employment of employees, and verify the identity of candidates in the recruitment process to avoid child labour.

(2) Fully consider the employees' willingness at all stages of employment, ensure that they work on a voluntary basis, and avoid forced labour.

(3) Intervene at the first time in case of identification of any child labour and forced labour, by conducting detailed investigation on illegal employment, and taking appropriate remedial measures for the employees affected thereby.

#### **4.2.5 Compensation and Benefits**

(1) Comply with the laws and regulations of the place where the Company carries out business operations concerning employees' compensation and leave entitlements, and protect the legitimate rights of employees.

(2) Adhere to the concept of equal pay for equal work, and avoid determining compensation of employees based on gender, age or other factors.

(3) Regularly assess the compensation level of the Company, and provide competitive compensation for employees with reference to the reasonable compensation of the industry at the place where the Company carries out business operations.

### **5. Supervision and Reporting**

The contents of this Policy are implemented by the ESG Executive Management Team, which reports the main impacts and progress towards achieving targets to the Company's management and is subject to the supervision of the Corporate Governance Committee.

### **6. Update and Revision of the Policy**

This Policy is updated and reviewed by the Corporate Governance Committee as necessary.