

## **Kuaishou Employee Account and Permission Management Regulations**

These regulations aim to clarify the management standards of Kuaishou accounts and permissions, strengthen the life cycle management process of account permissions, enhance the management of company accounts and permissions, and avoid security risks caused by accounts and permissions.

These regulations are applicable to all employees and personnel (including but not limited to formal employees, labour dispatch personnel, interns, etc.) of Kuaishou, its branches or subsidiaries and any of their related companies. Suppliers, consultants and outsourcing personnel who cooperate with the Company based on business needs shall also be bound by the provisions of these regulations.

These regulations clarify the division of responsibilities of related parties, determine the basic principles of account handling, conduct classified management of accounts, regulate account permissions and application scenarios, the process of account application, use and recovery, and other matters such as monitoring and auditing and penalties for violations.