

## **Kuaishou Employee Information Security Management Regulations**

These regulations aim to standardize the employee information security management of Kuaishou and its related companies and regional branches (branches, offices and representative offices), and ensure that employees recognize information security threats, risks and incidents, understand and assume their security responsibilities, and that they abide by information security strategy. Their objectives are to regulate employees' entry, resignation and job transfer, and strengthen employee confidentiality management and ensure corporate information security.

These regulations are applicable to any guidelines for activities related to employee information security management of Kuaishou, its related companies and regional branches (branches, offices and representative offices).

Division of responsibilities:

- (1) Information Security Center: responsible for formulating an annual information security training program, and regularly conducting data security and privacy protection training. The scope of training shall cover all employees (including but not limited to full-time employees, dispatched labor, interns and so on), suppliers, contractors and other partners.
- (2) Legal Department: responsible for regularly reviewing and revising the terms of the confidentiality agreement to ensure it meets with the information security requirements of the Company.
- (3) Human Resources Department: responsible for conducting background checks on employees in key positions and signing confidentiality agreements.
- (4) All departments: responsible for ensuring that the employees of the department participate in all information security training activities, understand and abide by all information security systems.