

Dear Michael Liang,

梁云峰先生,

I am writing to inform you that the Company is considering taking disciplinary action against you for alleged misconduct.

此封信件旨在通知您，公司正在考虑对您涉嫌的不当行为采取纪律处分。

This action is being considered with regard to the following circumstances:

这一行动是根据以下情况考虑的：

On March 5, 2024 the Company implemented its Performance Improvement Plan (PIP) against you. Within the PIP the Company has instructed you to perform various tasks including, but not limited to:

2024年3月5日，公司针对您实施了绩效改进计划（PIP）。在PIP中，公司已指示您执行各种任务，包括但不限于：

- submitting weekly work reports
提交每周总结汇报工作情况
- undertaking a series of (bi-weekly) Claims knowledge tests with a pass mark of 90%
每两周进行1次理赔知识测验，90分以上达标
- participation in the PIP process
参与PIP过程

The Company alleges you have:

公司认为您有以下情况：

- failed to submit any weekly working reports after March 22.
未能在3月22日之后提交任何每周工作报告。
- failed to pass knowledge test 1. Your score was 70%. You have subsequently refused without good reason to participate in further knowledge tests
未能通过第一次知识测试，该测试中你的得分是70%。您随后在没有充分理由的情况下拒绝参加进一步的知识测试
- refused to participate in the PIP process
拒绝参与PIP流程

The Company believes the above constitutes misconduct by you. Examples of misconduct are contained in the Company Employee Handbook at Clause 10.1 where the following examples of misconduct are provided:



公司认为上述情况已构成您的不当行为。不当行为示例见《公司员工手册》第 10.1 条，其中提供了以下不当行为示例：

- Failing to follow the Company's work allocations or instructions without proper reason or refusing to perform his/her regular work duties; and
无正当理由而拒绝执行公司分配的工作或指示的，或者拒绝履行其正常工作职责的；并且
- other behaviors similar to the above. The Company believes your conduct in refusing to participate in the knowledge tests and the PIP process constitutes 'similar behavior' to justify disciplinary action.
与上述行为类似的其他行为。公司认为，您拒绝参加知识测试和 PIP 流程的行为构成了“类似行为”，有理由采取纪律处分。

You are required to attend a disciplinary hearing in **Qin Ling Mountains Meeting Room of WTW Beijing Office at 15:30-16:30 on May 14, 2024** where the above allegations will be discussed. The hearing will be chaired by **Tomson Tian** and a member of HR will be present. You will be given every opportunity to explain your version of events at the disciplinary hearing. Please note, however, that should you fail to attend the meeting without good reason the hearing will proceed in your absence.

您需要在 **2024 年 5 月 14 日 15:30-16:30** 在韦莱韬悦北京办公室秦岭会议室参加纪律听证会，在听证会上讨论上述指控。听证会将由田银海主持，人力资源部的一名成员将出席。您将有机会在纪律听证会上解释您对事件的看法。但请注意，如果您无正当理由未能出席会议，听证会将在您缺席的情况下继续进行。

If the above allegations are upheld the Company may impose a disciplinary penalty. The type of penalty which may be imposed will depend on a number of factors including the severity of the misconduct as well as the general circumstances surrounding it.

如果上述指控成立，公司可能会处以纪律处分。可能施加的处罚类型将取决于许多因素，包括不当行为的严重程度以及相关的一般情况。

At the hearing the following documents, enclosed with this letter, may be referred to:

在听证会上，可参考本函所附的以下文件：

- Chain of emails between you and Gracy Gao regarding your failure to submit weekly work reports
您与 Gracy Gao 关于您未能提交每周工作报告的电子邮件来往；
- Chain of emails between you and Gracy Gao regarding your failure to pass knowledge test 1
您与 Gracy Gao 关于您未能通过知识测试 1 的电子邮件来往；
- Chain of emails between you and Gracy Gao regarding your refusal to take knowledge test 2
你与 Gracy Gao 关于你拒绝参加知识测试 2 的电子邮件来往；

JE BR
经纪

- Chain of emails between you and Gracy Gao regarding your refusal to participate in the PIP process
您与 Gracy Gao 关于您拒绝参与 PIP 流程的电子邮件来往；
- Chain of emails between you, Gracy Gao and Samantha Wang regarding your PIP
您、Gracy Gao 和 Samantha Wang 关于 PIP 的电子邮件来往；
- Your PIP documentation
您的 PIP 文件

Please note that you should not disclose the contents of this letter and/or discuss this issue with any employee of the Company other than your chosen companion for the disciplinary hearing or Samantha Wang.

请注意，除了您选择的纪律听证会同伴或 Samantha Wang 之外，您不应披露本函的内容和/或与公司的任何员工讨论此问题。

If you have any queries regarding the above, please do not hesitate to contact Samantha Wang.

如果您对上述内容有任何疑问，请随时与 Samantha Wang 联系。

Willis Insurance Brokers Co., Ltd.,

韦莱保险经纪有限公司

