

Remuneration Management Policies for Trip.com

Group

Article 1 Objective

Trip.com Group (hereinafter referred to as the “Company”) follows the principle of "Building a Better World through Perfect Journeys". It endeavors to improve the lives of the communities and inhabitants it serves, commits itself to the sustainable development of the tourism industry, and promises to become a more socially responsible leader in the industry. Human resources are Trip.com 's most cherished resources and the cornerstone of its business development. In order to meet the requirements of corporate development, give full play to the incentive role of remuneration, and guarantee all employees a fair and just treatment, the Management Policies is hereby formulated.

Article 2 Principles

- 1) Strategic principle: Remuneration design is guided by the Company's strategy to match with it.
- 2) Market competition principle: the Company provides competitive salaries in the industry, which, meanwhile, strictly abide by the requirements of the local minimum wages.
- 3) Fair principle: The salary of each employee is determined based on his/her contributions to the Company, as well as his/her years of service and growth. The employee remuneration structure policy is constantly improved, of which the incentive performance structure policy covers 100% of the employees to ensure that all employees receive fair and just remuneration.
- 4) Timely adjustment principle: In accordance with the Company's remuneration policies, we will annually evaluate the salary system, which is revised by the Human Resources Department and the Internal Audit Department on a regular basis. The employees' remuneration will be adjusted in a timely manner based on the new market environment and the Company's operational performance. The Company will regularly compare the benefits with those in the same or similar industries in the market to maintain competitiveness. The Human Resources Department of the Company will grant employee equity awards to all employees who meet the requirements based on the Company's operation.
- 5) Compliance with national laws principle: The Company's remuneration policies are formulated based on the basic principle of compliance with relevant national laws and regulations.
- 6) Incentive principle: The remuneration is oriented to enhance the incentive of wages, and the design of incentive wage units, such as performance bonuses, will stimulate the job enthusiasm of employees.
- 7) Confidentiality principle: Employee's salary is confidential between the Company and the employee. Employees who have access to salary data in the process of performing their duties shall ensure that the data can be accessed only after identity verification.

- 8) Salary and benefit principle: subsidies and benefits in Trip.com are part of the salary system, including attendance subsidies, annual leave, and employee vacation benefits. These benefits cover 100% of employees. Meanwhile, pregnant employees can enjoy pregnancy transportation subsidies, and after giving birth, they can enjoy a variety of benefits such as maternity medical subsidies and maternity gifts, with reference to the Employee Handbook after joining the Company.

Article 3 Scope

The Management Policies is applicable to Trip.com Group and all its subsidiaries and branches.

Article 4 Basis for formulation

The Management Policies is formulated based on the internal and external labor market conditions, regional and industrial differences, the value of the employee's position (such as the impact on the company, problem-solving, scope of responsibility, supervision, knowledge and experience, communication, environmental risks), and the employee's career development.

Article 5 Responsible Departments

The Company determines the salary of the employees based on factors such as the average social salary of the position, business quality, and work performance in a comprehensive manner. The Human Resources Department may formulate salary specifications and specific schemes for company benefits based on the operation and the market competition. The Company will increase the terms of employee benefits timely based on the operation to improve the satisfaction of the employees.

Article 6 Non-salary benefits

- 1) Benefits plan: Trip.com provides social security for employees who have established labor relations with it in accordance with the law, which includes a variety of statutory employee benefit plans, including social insurance fund, i.e., pension contribution plan, medical insurance plan, unemployment insurance plan, work injury insurance plan, maternity insurance plan, and housing fund.
- 2) Option plan: As a means for the Company to effectively incentivize and retain its employees, eligible employees of all companies under Ctrip.com will participate in the option plan for effective option incentives. The Company reviews and approves the list of option incentives submitted each time, including the list of incentivized employees, the number of options granted, the grant price, and the grant date.