

2024 Sustainability Report

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Chairman's Statement

The year 2024 is a momentous one for Kingsoft Office. It signifies the fifth anniversary of the SSE STAR MARKET's inception, a landmark achievement, as well as the fifth anniversary of Kingsoft Office's successful IPO and the fifth consecutive year of publishing our ESG report. Throughout these five years, we have witnessed the changes in the market and have embraced the duties and missions bestowed upon us by the times. We firmly recognize that the sustainable development of an enterprise is not only essential for its own survival and expansion but also plays a critical role in advancing society and fostering environmental harmony. As a result, we are more determined than ever to integrate the sustainability concept into every aspect of our business operations.

Kingsoft Office consistently views a favorable governance structure and stable operations as the foundation for its sustainable development. To fully elevate the efficiency of ESG management, we have progressively deepened our three-tier sustainability governance structure, comprising the Board of Directors' Strategy Committee, the company management, and ESG-related functional departments. Additionally, we have intensified the Board's supervision of ESG-related affairs. This year, the Board of Directors thoroughly monitored the planning and execution of the Company's sustainable development strategy, ensuring the effective implementation of relevant work plans. In addition, under the guidance of the Board of Directors' Audit Committee, we have formed a Business Ethics Working Group to implement matters related to business ethics of the Company. The Company is committed to building a resilient, transparent and efficient compliance barrier to help the long-term sustainable development of Kingsoft Office.

Adhering to the philosophy of "technology for business, users first", Kingsoft Office has remained attuned to the pulse of the times over the past 36 years, continuously evolving the Company's products and services. We have also consistently translated advanced technologies into practical office solutions and delivered them to our clients. In 2024, WPS 365 underwent a comprehensive upgrade for organizational clients, including WPS Office, WPS Teams, and WPS AI Enterprise Edition. This upgrade successfully combines documents, collaboration, and AI capabilities, offering a one-stop AI office that breathes new life into our "old-brand" office products. We remain committed to "All in AI", and launched WPS AI 2.0 this year, introducing innovative applications for enterprise and government editions, helping both individual and enterprise users significantly enhance their new quality productive forces. Among these, the WPS AI Enterprise Edition assists enterprise users in building a proprietary "Corporate Brain" through multiple core modules. In 2024, we assembled a

team of exceptional architects to form an elite development team, fully initiating the WPS HarmonyOS native application development project. During the development process, the team completed the cross-platform migration of over 40 million lines of code, achieved compatibility across platform interfaces, and advanced the development of third-party cross-platform infrastructure. Now, we are delighted to share that the HarmonyOS native version of WPS is fully operational on HarmonyOS devices, including smartphones and tablets, with WPS AI functions seamlessly integrated across multiple terminals.

In the evolution of Kingsoft Office, green operations and low-carbon principles have become our relentless pursuits, deeply ingrained in the Company's daily operations and business practices. In 2024, we remain committed to an environmental management strategy focused on two keywords, i.e. "open source" and "cutting back". We are advancing precise management of energy and resources while continuously tracking and optimizing the Company's carbon emissions. By promoting paperless office and digital transformation, we are delivering efficient and low-carbon office experiences to our users and supporting value chain partners in their transition to low-carbon office and digital innovation. As of the end of 2024, Kingsoft Office's products have served clients in over 220 countries and regions worldwide, demonstrating our unwavering commitment and remarkable achievements in supporting the digital transformation and sustainability of enterprise users. We firmly believe that every technological innovation from our Company not only drives business growth but also contributes a touch of green to the planet.

Employees are the most valuable resources of Kingsoft Office. We are committed to creating a healthy, equal, and inclusive work atmosphere, continually optimizing our talent inventory strategy, refining our talent development system, and providing fair promotion channels. In 2024, the Company further increased its investment in employee training, providing each employee with an average of 6.79 training hours. We encouraged employees to engage in both internal and external industry technical exchanges to strengthen their professional skills and innovation. Deeply recognizing that employee growth is closely tied to the Company's sustainable development, we continued to create an enabling environment that helps every employee achieve their self-worth.

Guided by our development philosophy of "open integration and shared value", we took multiple steps in 2024 to contribute to society and support rural revitalization efforts. By harnessing digital technologies, we advanced educational equity, providing voice-to-text services for people with hearing impairment and facilitating the digital transformation of education in underserved regions. Through WPS 365,

we developed a digital teaching and research platform for more than 3,000 teachers in Yunxi County, generating 190,000 team documents and nearly 300,000 individual documents; this year, we introduced a government affairs model trained on billions of government-related data points, reaching a strategic cooperation agreement with the Wuhan East Lake High-Tech Development Zone; we launched industry-university-research integration, collaborated with universities to co-publish 44 foundational computer science textbooks and provided training services to more than 5,000 university teachers; since 2021, WPS Office has been included as a subject in the National Computer Rank Examination Grade 2, with nearly 2 million candidates in 2024. In addition, as the official collaborative office software supplier for the Chinese sports delegation at the 2024 Paris Olympics, we delivered technical support for the event.

On behalf of all my colleagues at Kingsoft Office, I would like to express our deepest gratitude to our shareholders, users, partners, and friends from all walks of life for their unwavering support. It is your trust and encouragement that have enabled us to achieve remarkable milestones over the past five years. Moving forward, we will adhere to the sustainable development path of Kingsoft Office, embracing a more open mindset and innovative approach. We will stay true to our original intention of "creating the best national software" and implement our strategic goals of "AI, collaboration, and internationalization". On this basis, we aim to empower industries with our products, stimulate the new momentum to accelerate the digital industry upgrading, bring Chinese office software and services to the global stage, and create a more efficient and smarter office experience for users worldwide.

Chairman **Zou Tao**

Mar. 19, 2025



About Kingsoft Office

Company Introduction

Beijing Kingsoft Office Software Company Limited (688111.SH) is a leading domestic provider of office software products and services, mainly engaged in the design, research and development, sales, and promotion of related products and services. On November 18, 2019, the Company was listed on the Shanghai Stock Exchange. Kingsoft Office has independently developed its main software products and services, and owns the independent intellectual property rights to core technologies. Adhering to the brand concept of "Inspire Wisdom", we have continuously deepened our expertise in the office sector over the past 36 years, pioneering the era of Chinese character processing in computing. Furthermore, we have made continuous breakthroughs in key technologies such as text formatting, spreadsheet calculation, animation rendering, online collaborative editing, secure documents, and collaborative data sharing. On such basis, we have successfully constructed a service system of cloud-based, collaborative, and AI-powered office applications, creating a new mode of intelligent office and driving the industry towards a new stage of intellectualization. Kingsoft Office continues to iterate and optimize products and services. We always put user needs first and are committed to delivering the simplest and most efficient office solutions to individuals and organizations. By doing so, we aim to help individual users realize creative expression and life management more easily, and assist organization users to promote more efficient digital transformation and secure compliance governance. We also continuously explore technological innovation and scenario integration, and remain committed to leading the future new office modes.

The Company's core product portfolio includes WPS individual edition, a newly upgraded one-stop office service platform for individual users, and WPS 365 and WPS AI, new-quality-productive-forces office platforms for organization and enterprise users. The WPS Office for PC (available for Windows, macOS, Linux and HarmonyOS) and for Mobile (available for Android, iOS and HarmonyOS) provides comprehensive cross-platform coverage, ensuring consistent document processing capabilities for users on different devices; KDocs offers online document formats for lightweight collaborative creation and sharing scenarios. It enables users to focus on content creation and expression across different platforms, especially when multiple collaborators are working across desktop and mobile platforms. WPS 365 integrates three major functions of document, AI, and collaboration to allow for seamless switching among components, fully covering the office needs of an organization. WPS AI Office Assistant is for individual users to comprehensively improve the efficiency of document creation, analysis and formatting with AI assistants of writing, reading, data and design; WPS AI Enterprise Edition builds an enterprise intelligence platform through AI Hub (Intelligent Base), AI Docs (Intelligent Document Library), and Copilot Pro (Enterprise Intelligence Assistant), empowering organizational management and business systems; WPS AI Government Edition focuses on official document scenarios to provide credible knowledge support and permission control, comprehensively covering the intelligent needs of individual creation, enterprise collaboration and government offices.

In 2024, the Company made steady progress in operations. Focusing on the core strategic orientation of "Multi-screen, Cloud, Content, Collaboration, and AI", we continuously increased our R&D investment in collaboration and AI, and drove the iterative upgrading of our products with innovation. To that end, we have developed a product system that better meets the needs of users, thereby enhancing our market competitiveness and industry influence in the field of smart office. As at the end of the reporting period, Kingsoft Office had served more than 220 countries and regions around the world. The number of monthly active devices for WPS Office had reached 632 million, an increase of 6.22% year-on-year with 291 million in the PC version of WPS Office, up 9.81% year-on-year; and 341 million in the mobile version of WPS Office, up 3.33% year-on-year. Kingsoft Office provides office products and services to a wide range of industries, including party and government organs, finance, energy, aviation, healthcare, education, and other important fields. By the end of the reporting period, revenue from software and services related to core technologies accounted for over 99% of the total operating revenue.



Mission

Simple creation, easy expression, and the realization of value links.

Interpretation:

As the leading office service provider in China, Kingsoft Office's mission is not only to make users' work and learning easier and more efficient, but more importantly, we believe that everyone has a unique wisdom, and every thinking and creation has extraordinary value. Therefore, we must help users express these ideas easily and perfectly, showing the unique charm of each person, and connect these wisdoms, pass them on, and create more possibilities.



Core Values

User first, commitment to innovation, integrity, optimism and tenacity.



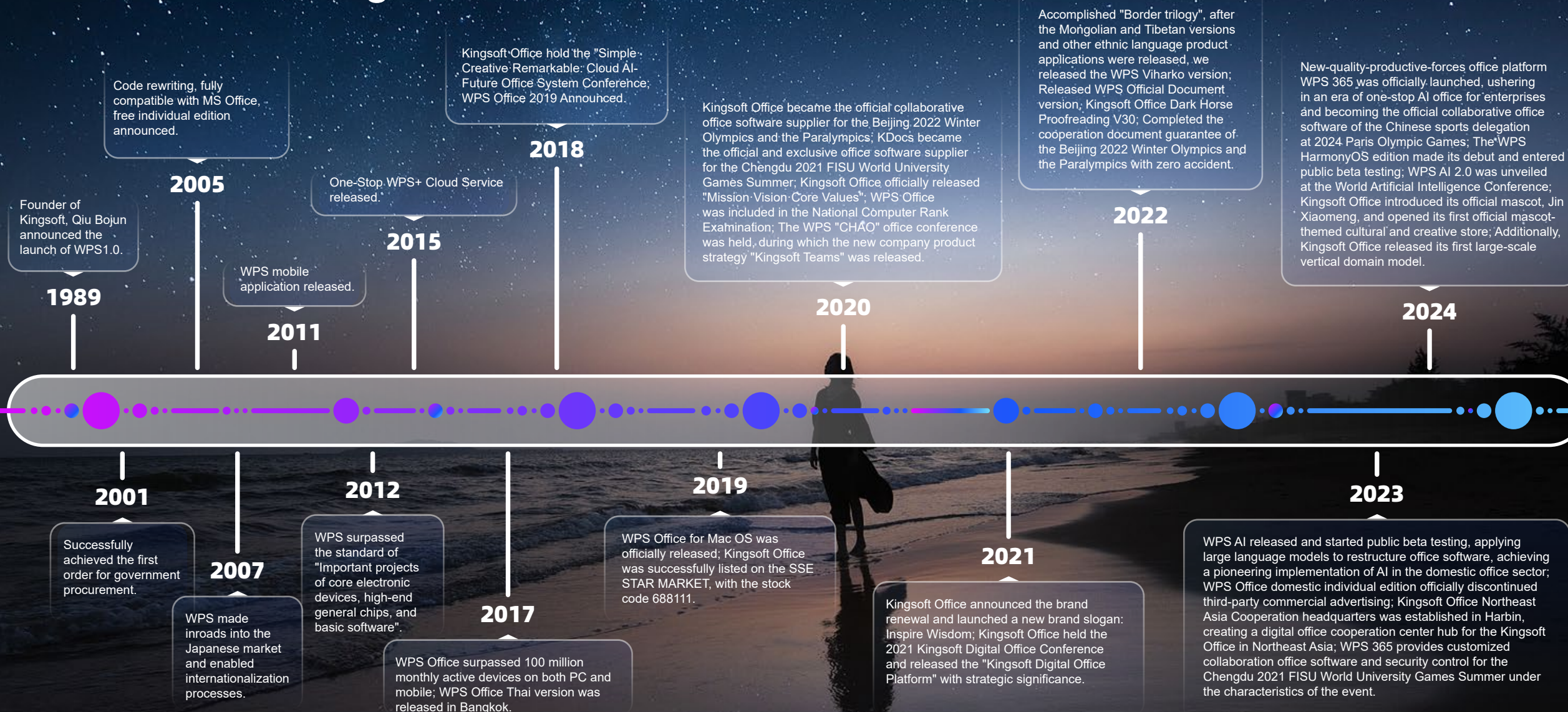
Vision

We will become a company that users love, employees are proud of, and society respects, providing users with an incredible office experience that exceeds expectations, and becoming a global leader in office services.

Interpretation:

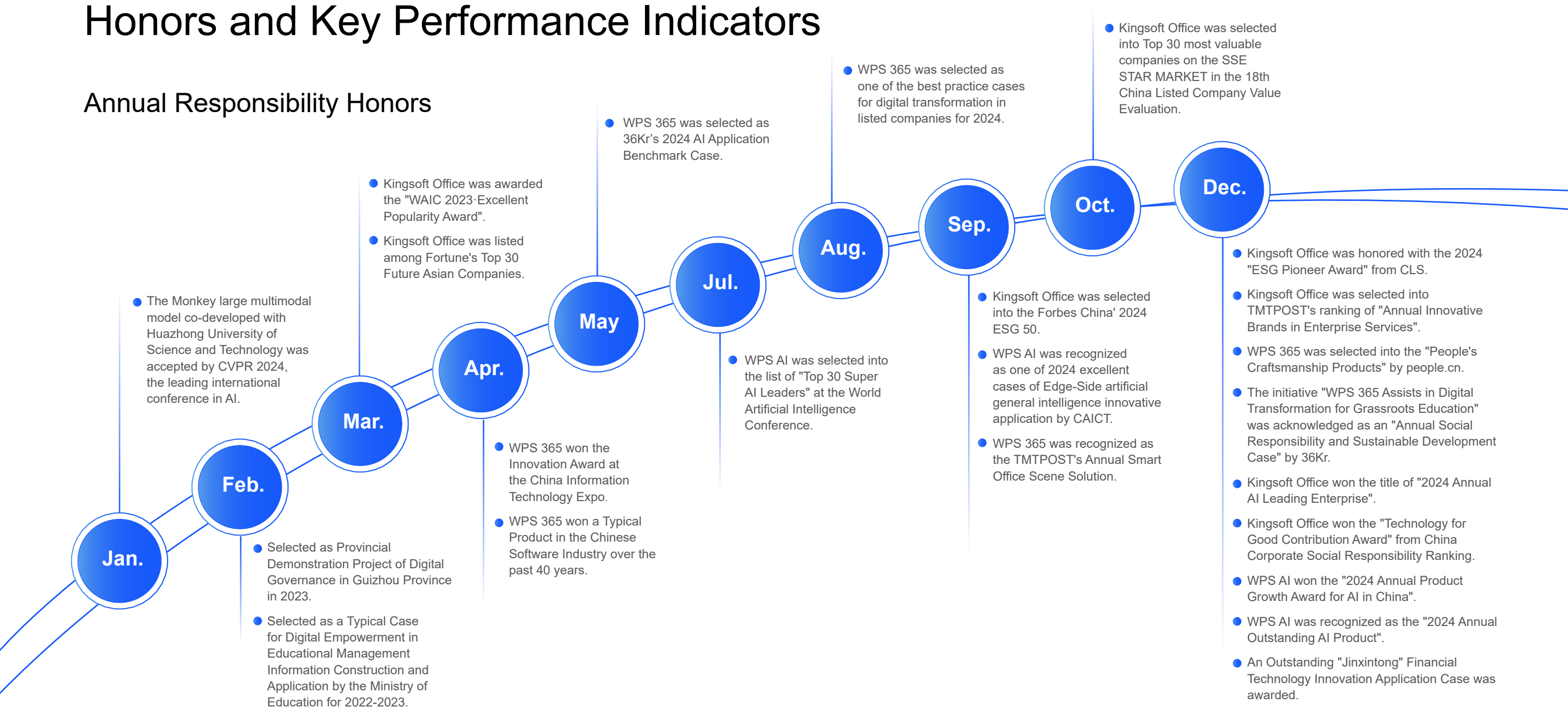
In the next ten years, we will use better service and advanced technology to provide users with a relaxed and efficient office experience. To be a company that understands users best, truly creates value for users, and wins the love and trust of users, we want to provide the best platform for employees, where they can continue to learn, break through, grow, fully show themselves, and share every achievement with the company; we must always adhere to the original intention of "making the best national software", so that China's office software and services can go to the world and become a leader in global office services.

Milestones of Kingsoft Office



Honors and Key Performance Indicators

Annual Responsibility Honors



Highlights of Sustainable Development Performance in 2024

Empowering Users and Reshaping the Office Experience



The number of monthly active devices of major products reached

632 million



serving more than

220

countries and regions



The number of monthly active devices of WPS Office PC version reached

291 million



The number of monthly active devices of WPS Office mobile version reached

341 million



Product compatibility adjustments were completed with over

400

domestic office eco-partners



R&D investment amounted to RMB

1.696 billion



an increase of

15.16%

over the same period last year



accounting for approximately

33%

of operating revenue



The annual number of invention patent applications reached

154



The cumulative number of invention patent applications reached

1,238



3

internal security audits



7

external security audits



3

internal and external attack and defense drills were conducted



Responded to

100%

of product complaints



User satisfaction rate of

98.18%

Green Development, Toward a Low-Carbon Future

Up to now, the cumulative number of cloud documents uploaded by WPS domestic individual users

through the public cloud has exceeded **260 billion**. If calculated based on an average of



5 paper pages per document, more than **1,300 billion** papers were saved

through the use of online office; to produce this amount of paper would require the consumption of

approximately **29 million** trees.



This year, Kingsoft Office's internal employees sent

1.22 million cloud documents

completed

49,893

online approval orders



held

270,000

Kingsoft meetings



with a total meeting time of

31.96

million minutes



100%

of end-of-life servers and switches of the Company were disposed of by qualified recyclers in a compliant manner



This year, the total greenhouse gas emissions (Scope 1, 2, 3) amounted to

19,200.30

tons of CO₂ equivalent

Join Hands with Employees to Build a Harmonious Enterprise

Total number of employees is



5,505

of which



33.19% are female



Employee performance appraisal coverage reached

100%



Employee training coverage reached

100%



with

235

online and offline training sessions



a total of

34,927 hours

of class time



Professional sharing sessions were conducted, covering R&D, sales, etc., with a total of

565 hours


Serving the Society and Delivering Digital Power




Kingsoft Office engaged
 **456** employee volunteers


in
 **8** public welfare activities


allocating approx. RMB
 **130,000**
in social contributions


Kingsoft Office's overseas products achieved a
monthly active device count exceeding
 **200** million

with ASEAN countries contributing over
 **50** million


Approx. RMB
 **1.60** million
was invested in rural revitalization

Kingsoft Office, together with universities,
has co-published
 **44**
foundational computer science textbooks

provided training services to more than
 **5,000** university teachers

WPS Office has been included as a
subject in the National Computer Rank
Examination Grade 2, with nearly
 **2** million candidates in 2024

 **3.70** million sets
of K12 education courseware were
introduced on Docer' content platform

More than
 **11.53** million
users downloaded K12 education resources

The total annual number of downloads
of K12 education resources reached
 **77.21** million times

Business Ethics

Business ethics audits cover
all business lines of the
Company every
 **3** years

 **100%**
of employees are covered in
business ethics training (including
full-time employees, interns, part-
time employees and third-party
contracted workers)

 **100%**
of suppliers have signed the
Integrity Guarantee

Corporate Governance

Kingsoft Office strictly adheres to the *Company Law of the People's Republic of China*, the *Securities Law of the People's Republic of China*, the *Shanghai Stock Exchange Science and Technology Innovation Board Stock Listing Rules* and other relevant laws and regulations, as well as normative documents to formulate the *Articles of Association* and internal control systems. Kingsoft Office continuously improves its corporate governance structure, refines its internal management systems, and elevates its governance level to standardize operations. Rooted in compliance with the law, Kingsoft Office has formed a governance mechanism with clear responsibilities and scientific efficiency.

The Company's shareholders' general meeting, the board of directors, and the supervisory board operate according to the law, with each functional department having clear divisions of labor and effective coordination. The board of directors has established four specialized committees: the Strategy Committee, Audit Committee, Nomination Committee, and Compensation and Assessment Committee, which provide strong guarantees for standardizing corporate governance, strengthening daily management, and making decisions on significant matters. Kingsoft Office's internal control systems are comprehensive, operations are standardized and orderly, issues are regularly identified and targeted for improvement, and the Company actively promotes the formation of a long-term mechanism for internal control evaluation.

In 2024, Kingsoft Office held 8 board of directors' meetings, with all members in attendance. The board deliberated, made decisions, and approved matters related to the Company's operations and development.

01 Governance of the Board of Directors

02 Business Ethics

Governance of the Board of Directors

Board of Directors Structure

The Board of Directors, as the permanent decision-making body of the Company, is responsible to the shareholders' general meeting. According to the *Company Law of the People's Republic of China* and the *Articles of Association of the Company*, the Board of Directors makes effective resolutions on the assessment and selection of senior management personnel, major production and operation plans, investment proposals, basic management systems, etc. Independent directors play an active role in improving the corporate governance structure and protecting the interests of minority shareholders.

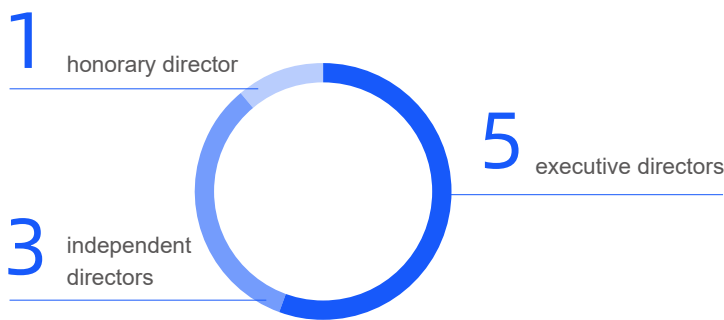
Kingsoft Office values a diverse composition of the Board of Directors. The Nomination Committee considers various factors when nominating candidates, including but not limited to gender, age, cultural and educational background, professional experience, skills, knowledge, and tenure. Current board appointments are based on the principle of "hiring talent for their abilities", ensuring that the Board of Directors possesses the skills, rich experience and diverse opinions needed for the business. The implementation of the board's diversity is regularly reviewed and supervised.

The current Board of Directors of the Company includes 1 female director, 2 directors with master's degrees, and 1 director with a doctoral degree. All members have extensive industry experience, covering fields such as computer science, business administration, social sciences, intellectual property, law, financial management, and investment operations.

Information on Board Members

In 2024, Kingsoft Office has a total of

9 board members



List of Board Members and Composition of the Specialized Committees

Board Members	Strategy Committee	Audit Committee	Nomination Committee	Compensation and Assessment Committee
Lei Jun	✓	/	/	/
Zou Tao	✓	✓	✓	✓
Qiu Bojun	/	/	/	/
Liu Wei	/	✓	/	/
Ge Ke	/	/	/	/
Zhang Qingyuan	✓	/	✓	✓
Ma Yide	/	✓	✓	✓
Fang Aizhi	✓	✓	✓	✓
Wang Yuhua	✓	✓	✓	✓

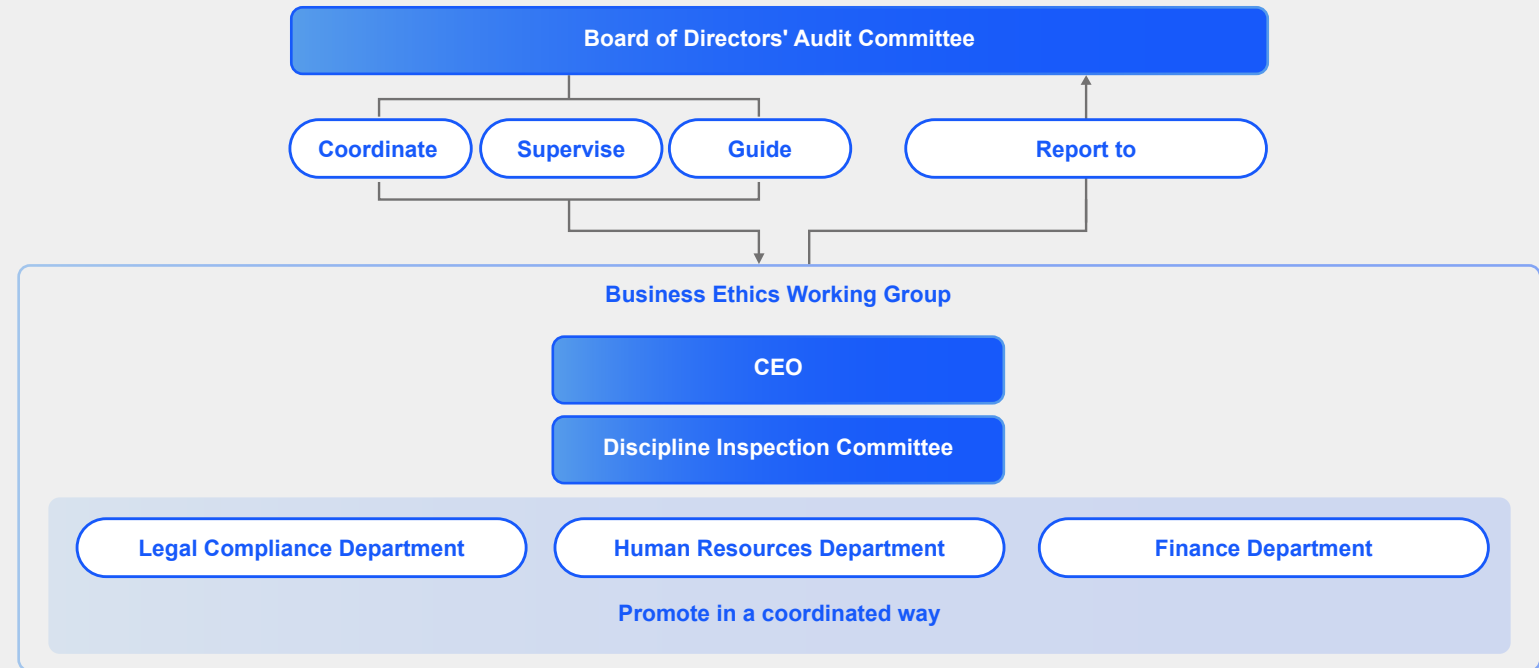
Business Ethics

Kingsoft Office adheres to business ethics and always takes the business philosophy of integrity and compliance. We strictly comply with the *Company Law of the People's Republic of China*, the *Anti-Monopoly Law of the People's Republic of China*, the *Anti-Unfair Competition Law of the People's Republic of China*, and the *Interim Provisions on Prohibition of Commercial Bribery*, and have formulated internal systems such as the [Code of Business Conduct](#) and the *Kingsoft Office Employee Handbook*. In accordance with the contents of anti-corruption, anti-discrimination, prevention of information leaks, conflict of interest avoidance, anti-monopoly, anti-money laundering, insider trading prevention, and whistleblower protection stipulated in the *Code of Business Conduct*, the Company comprehensively advances the development of a business ethics management system, striving to build a national software brand that exemplifies legal compliance, integrity, trustworthiness, and independent innovation.

Kingsoft Office complies with anti-commercial bribery and anti-corruption agreements and laws in all jurisdictions where it operates. The Company has formulated relevant internal management systems and specifications, including the *Kingsoft Office Anti-Fraud System*, the *Kingsoft Office Red Line Management Regulations*, the *Guidelines for Reporting Integrity*, the *Kingsoft Office Anti-Commercial Bribery Compliance Guide*, and the *Bidding Compliance Guide*, ensuring that all business activities are conducted with fairness, integrity, and transparency.

Business Ethics Management Structure

The Audit Committee of the Board of Directors of Kingsoft Office bears the ultimate responsibility for business ethics issues such as anti-commercial bribery, anti-corruption and anti-fraud, and receives quarterly reports on business ethics from the Business Ethics Working Group. The Company's Business Ethics Working Group is led and coordinated by the CEO. The Discipline Inspection Committee is responsible for business ethics within the Company at the execution layer, including conducting business ethics audits, receiving reports of business ethics violations, and investigating the Company's anti-commercial bribery, anti-corruption, and anti-fraud efforts. The relevant work is jointly promoted by the Legal Compliance Department, the Finance Department and the HR Department.

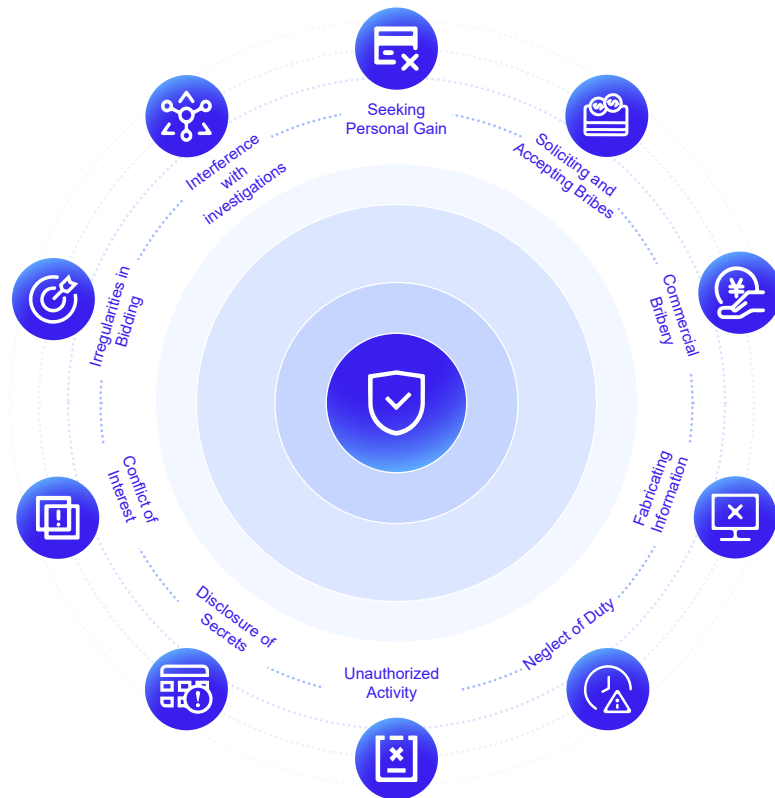


Kingsoft Office Business Ethics Management Structure

Business Ethics Supervision and Management

The Business Ethics Working Group conducts audits on the compliance of business ethics in key risk departments every six months and supervises the execution of business ethics to ensure the effective operation of the Company's business ethics management system.

The Company require employees to comply with the *Kingsoft Office Red Line Management Regulations*, defining Top 10 red lines that include fabricating information, soliciting and accepting bribes, unauthorized activity, neglect of duty, disclosure of secrets, and irregularities in bidding, among others, and we seriously investigate violations of these regulations.



Top 10 Red Lines of Kingsoft Office

Reporting and Handling Process

Kingsoft Office has established diversified reporting channels to facilitate comprehensive oversight from both internal and external stakeholders. We encourage all relevant parties, including individuals and organizations, to report suspected ethical or disciplinary violations, such as bribery, corruption, or fraud, via various channels, including email, a reporting hotline, in-person reporting, or written complaint, either anonymously or with real names, to the Company's Discipline Inspection Committee.

The Company continuously refines its reporting and handling mechanisms, ensuring that reporting channels remain accessible and that all reports are investigated promptly, impartially, and with timely feedback provided. Below is an overview of Kingsoft Office's business ethics reporting and handling process:

Reporting Email: jubao@wps.cn

Reporting Hotline: 010-62927777 ext. 5999

Reporting Letter: Kingsoft Office Discipline Inspection Committee, Kingsoft Software Building, No. 33 Xiaoying West Road, Qinghe Sub-district, Haidian District, Beijing, China

Reporting and Acceptance



We specify the relevant regulations for whistleblower protection in the *Code of Business Conduct*, the *Kingsoft Office Anti-Fraud System*, the *Guidelines for Reporting Integrity*, etc. In instances where whistleblower confidentiality is compromised or retaliation is taken, the severity of the misconduct will be evaluated, and those responsible may be referred to judicial authorities for further action. This year, Kingsoft Office has had no instances of employees facing dismissal, demotion, suspension, intimidation, harassment, or any other unfair treatment due to lawful reporting, nor have there been any retaliation against external whistleblowers.

Incident Investigation



The Business Ethics Working Group promptly investigates reports received, performing fact-checking, interviews, and other investigative procedures. When required by the judiciary, the Business Ethics Working Group hires external professional organizations to obtain evidence of illegal, irregular, or disciplinary violations, ensuring that every case is thoroughly investigated and supported by concrete evidence, committing to the principle of "investigate when necessary, ensure factual accuracy in investigations".

Case Handling



Once a case is verified, we will issue handling opinions or accountability suggestions according to the relevant internal systems and deal with the involved personnel internally or refer them to judicial authorities, if necessary. The results of the handling will be communicated to full-time employees, interns, part-time employees, and third-party dispatched contract workers (hereinafter referred to as all employees).




Business Ethics Linking to Performance

To ensure that employee conduct aligns with the Company's business ethics compliance standards, Kingsoft Office has built a complete performance assessment system. Key indicators from the *Code of Business Conduct*, such as employees' demonstration of integrity in commercial activities and adherence to corporate values in the workplace, are incorporated into the performance and compensation assessment system. This approach is designed to enhance the overall level of business ethics across the Company. Additionally, we enforce a zero-tolerance policy toward bribery and corruption. Any breach of the prohibited behaviors stipulated in the *Code of Business Conduct* will result in disciplinary measures against the implicated employees by the Company, which may include warnings, reductions or cancellation of performance assessment scores, or even termination of employment.

Business Ethics Audit

Kingsoft Office's audits of business ethics across all business lines are conducted every three years to ensure that all operations comply with business ethics compliance standards. From 2022 to 2024, the Business Ethics Working Group has carried out planned business ethics audits on all business lines of the Company, ensuring that the audits cover 100% of the business operations. In the future, we will conduct business ethics audits every year.

This year, the Company has implemented specialized audits as detailed below:

Audit Type	Audit Plan
 Audit of business units and subsidiaries	<p>The Company conducted audits focused on commercial bribery and corruption risks across four high-risk business units and one subsidiary. A thorough review of identified issues was undertaken to ensure effective remediation.</p>
 Sales employee audit	<p>To address bribery and corruption risks in critical roles, the Business Ethics Working Group carried out nine specialized audits involving 78 sales employees serving both individual and organizational customer markets. The audit findings have been escalated to the Company's management layer, and their respective business units were directed to implement corrective actions.</p>
 Audit of park construction projects	<p>The Business Ethics Working Group has carried out a specialized audit on procurement activities for the Wuhan park construction project. Key links of the procurement activities were monitored and received prevention and control.</p>

Note: During the reporting period, the Company did not experience any significant incidents of commercial bribery or corruption, including incidents involving dismissal or disciplinary action against directors, management or employees for commercial bribery or corruption, investigation by the relevant authorities, termination or non-renewal of contracts with business partners, and litigation cases against the Company or its directors, management or employees for commercial bribery or corruption.



Business Ethics Training

The Company conducts regular training on business ethics covering all employees. This year, we organized 7 business ethics training sessions, covering 9 directors, 594 management personnel, and 5,505 employees, ensuring participation by the Company's all directors, management personnel and employees.

The Company has constantly explored online integrity training models. We developed video training courses compiling the Company's various compliance systems and uploaded them to the internal learning platform for all employees. This year, the Company's integrity publicity-related videos garnered 2,084 views. Additionally, we utilized the Company's internal magazine and the enterprise office platform "Kingsoft Teams" to publish anti-commercial bribery compliance articles and compliance information and conducted anti-commercial bribery training for all employees of the Company. In 2024, we published a total of 4 anti-commercial bribery compliance articles and compliance information on "Kingsoft Teams" platform, which were read and studied by a total of 3,396 people.

All new employees are required to sign the *Kingsoft Office Employee Integrity Commitment Letter* we have formulated. Also, they should complete integrity culture courses during their onboarding training. These courses include the *Kingsoft Office Anti-Fraud System*, the *Kingsoft Office Red Line Management Regulations* and other relevant systems. Employees must also pass related examinations to ensure a thorough understanding of the Company's compliance requirements.

We also focus on training for employees in high-risk positions. This year, we conducted business ethics compliance training for sales department employees. New employees in these roles were required to complete integrity culture courses and pass related exams as part of their onboarding training.

In 2024,

100%

of new employees signed the *Kingsoft Office Employee Integrity Commitment Letter*



Anti-Unfair Competition

Kingsoft Office strictly adheres to laws and regulations such as the *Company Law of the People's Republic of China*, the *Anti-Unfair Competition Law of the People's Republic of China*, and the *Anti-Monopoly Law of the People's Republic of China*. We have established internal systems on anti-unfair competition, including the *Code of Business Conduct*, the *Anti-Monopoly Compliance Guide*, the *Anti-Commercial Bribery Compliance Guide*, and the *Bidding Compliance Guide*. The *Code of Business Conduct* mandates that employees exercise prudent judgment and actions in research and development, pricing, and sales of products and services, and distribution channel expansion, avoiding any monopolistic agreements with competitors.

The Company has built a complete anti-unfair competition and anti-monopoly compliance system, including a dedicated anti-monopoly compliance department that regularly reports to management layer on the Company's anti-unfair competition and anti-monopoly work results. This anti-monopoly compliance department is responsible for developing and refining anti-unfair competition and anti-monopoly systems, providing compliance advice for daily operations, organizing anti-monopoly compliance training, and overseeing business processes and management practices.

This year, the Company conducted two anti-monopoly compliance training sessions for employees in roles closely related to anti-monopoly practices, covering a total of 1,099 participants. Through typical case studies, the training clarified anti-monopoly related concepts and common situations such as anti-monopoly agreements and abuse of market dominance, while strictly prohibiting employees from engaging in any agreements, decisions or other cooperative behaviors that exclude or restrict competition. Following the training, the Company evaluated the training results through examinations, with all participants achieving a passing score.

In the current year, the Company did not face any litigation or major administrative penalties resulting from unfair competitive practices.

Co-building a Transparent Value Chain

Kingsoft Office places great emphasis on supplier integrity management, striving to collaboratively establish a transparent and ethical value chain with its partners. We have established the *Kingsoft Office Large-Scale Material Procurement Management System*, which specifies the conditions for selecting suppliers and rejects cooperation with those who have a history of unethical business practices. The *Code of Business Conduct* explicitly requires all suppliers, agents, and other business partners to sign integrity-related commitments or agreements, such as the *Kingsoft Office Integrity Agreement*, which define the clean responsibilities and obligations of both parties to protect their legal rights and interests. In 2024, the signing rate of the *Kingsoft Office Integrity Agreement* among suppliers reached 100%.

In the current year, we conducted two agent channel meetings to reinforce the Company's zero-tolerance policy toward any form of commercial bribery and to communicate the Company's requirements in the *Kingsoft Office Integrity Agreement* to be signed by agents. Anti-corruption promotional cards were distributed to participating entities, outlining prohibited behaviors such as any form of commercial bribery and transactions between partners and employees directly involved in business operations. Furthermore, we provided agents and suppliers with the company's reporting contact information to foster a collaborative approach to integrity management.

As a member of the "Sunshine Integrity Alliance" and the "Anti-Fraud Alliance", Kingsoft Office actively communicates and discusses integrity and compliance issues with other members of the alliance. We work together to enhance the ability of alliance members to fulfill their responsibilities and to build their employees' professional ethics, creating a business environment based on integrity. Kingsoft Office aims to work with value chain partners to constantly improve industry business ethics standards, promote a culture of integrity and compliance, and build a transparent and accountable business environment.



An aerial photograph of a winding asphalt road that curves through a dense, lush green forest. The road has white lane markings and a small white car is visible on it. The trees are tall and varied in shades of green, creating a textured canopy. The overall scene is peaceful and natural.

Sustainability Management

01 Sustainability Governance Structure

02 Sustainability Concepts

03 Stakeholder Engagement

04 Materiality Assessment

05 Sustainability Due Diligence

06 Supply Chain Security

Sustainability Governance Structure

Kingsoft Office is committed to promoting the Company's sustainable development and creating long-term value for all stakeholders. We continued to improve our sustainability governance structure, strengthen the board of directors' supervision of ESG affairs, in order to ensure the effective implementation of ESG-related work plans. Currently, the Company has formed a three-tier governance structure consisting of the Board of Directors' Strategy Committee, company management, and ESG-related functional departments, which operate collaboratively and with clear responsibilities.



The Board of Directors' Strategy Committee



The Board of Directors' Strategy Committee is the highest governance body for ESG affairs at the Kingsoft Office. Its main responsibilities include overseeing the Company's overall ESG affairs, including identifying and assessing ESG-related opportunities and risks, supervising the progress of ESG strategic plans and objectives, and reviewing sustainability-related disclosures. During the reporting period, the Company's Board of Directors' Strategy Committee held regular meetings to comprehensively identify significant ESG risks related to the Company. On Mar. 19, 2025, the *Proposal on the 2024 Sustainability Report of Beijing Kingsoft Office Software Company Limited* was reviewed and approved at the 2025 second annual meeting of the 3rd Board of Directors' Strategy Committee, at which the committee listened to the company management's report on the progress of sustainability work and the work plan for 2024, and discussed significant sustainability matters for the Company.



Company Management



Company management is the decision-making body for sustainability development at Kingsoft Office. It is mainly responsible for formulating the Company's sustainable development strategy, supervising the implementation of sustainability management, and regularly reporting to the Board of Directors' Strategy Committee.



ESG-related Functional Departments



ESG-related functional departments are the specific executing departments for Kingsoft Office's sustainability work, including the Office of the Board of Directors, Human Resources Department, Administrative Department, Discipline Inspection Committee, Security Center and Security Workgroup, and Legal Compliance Department. They are mainly responsible for implementing ESG-related work based on the sustainability strategic blueprint planned by the company management, regularly subject to supervision and inspection by the company management, and adjusting work content promptly based on suggestions from the company management. During the reporting period, ESG-related functional departments implemented the ESG work, regularly reported the progress to the decision-making layer and governance layer, and carried out special projects to improve key ESG issues. On Mar. 19, 2025, the *Proposal for the Amendment of the Kingsoft Office Business Ethics Governance Structure* was reviewed and approved at the 2025 third annual meeting of the 3rd Board of Directors' Strategy Committee. The proposal confirmed the establishment of a dual-layer governance structure, with the Board of Directors' Audit Committee functioning at the decision-making layer and the Business Ethics Working Group (comprising the Discipline Inspection Commission, Legal Compliance Department, Finance Department, and Human Resources Department) functioning at the execution layer.

Sustainability Concepts



We integrate sustainability concepts into our daily operations and management in four major areas: products and services, environmental protection, human capital development, and community investment. We actively adhere to the United Nations Sustainable Development Goals (UN SDGs), identify priorities of the UN SDGs, and implement corporate sustainable approaches.



As a leading office software and service provider in China, Kingsoft Office is dedicated to providing efficient, convenient, and secure office solutions to users. We uphold the corporate spirit of "technology for business" and the concept of innovation and continue to expand the boundary of digital offices. We are fully committed to continuously improving service levels, and wholeheartedly providing users with an incredible office experience that exceeds expectations.



Employees are the most valuable resources of Kingsoft Office. We are committed to creating a healthy, equal, and inclusive work atmosphere, continually optimizing our talent management strategy, refining our talent development system, providing fair promotion and development channels, fully unleashing the enthusiasm and creativity of our employees, and helping them become better versions of themselves.



Kingsoft Office always adheres to the sustainability concepts, integrating measures to respond to climate change risks into corporate operations, products, and services. As a "benchmark of Chinese innovation" in foundational software, we actively practice the national goals of reaching peak carbon emissions and achieving carbon neutrality. We are committed to providing users with green, low-carbon products to reduce their environmental impact and promote sustainable social development.



Guided by the philosophy of "leading with technology, empowering through digitalization, and co-creating a better future for social services", Kingsoft Office actively fulfills its social responsibilities, demonstrating gratitude to the society and serving the society. In combination with our main business operations, we support public welfare initiatives and rural revitalization efforts, ensuring sustainable corporate growth and consistent returns to investors while fostering sustainable economic and social progress.

Stakeholder Engagement

Kingsoft Office attaches importance to maintaining effective engagement with all stakeholders, with a strong focus on the substance, method, management, and supervision of such engagement.

We conduct regular engagements with key stakeholder groups that are of importance to the Company, as outlined in the table below.

Stakeholders	Shareholders and Creditors	Directors	Senior Management	Employees	Users	Suppliers and Partners	Government and Regulatory Bodies	Community and Public	NGOs and the Media
Concerns and Engagement Issues	<ul style="list-style-type: none"> Anti-unfair competition Anti-commercial bribery and anti-corruption Data security and client privacy protection Product and service safety and quality Innovation-driven Science and technology ethics Environmental compliance management Climate change response Energy utilization Circular economy Employees Stakeholder engagement 	<ul style="list-style-type: none"> Employees Innovation-driven Data security and client privacy protection Science and technology ethics Anti-commercial bribery and anti-corruption Stakeholder engagement Due diligence Environmental compliance management 	<ul style="list-style-type: none"> Employee Innovation-driven Data security and client privacy protection Science and technology ethics Anti-commercial bribery and anti-corruption Environmental compliance management 	<ul style="list-style-type: none"> Employees Occupational health and safety Innovation-driven Science and technology ethics Circular economy Stakeholder engagement 	<ul style="list-style-type: none"> Product and service safety and quality Data security and client privacy protection Science and technology ethics Innovation-driven Stakeholder engagement 	<ul style="list-style-type: none"> Supply chain security Equitable treatment of SMEs Anti-commercial bribery and anti-corruption Energy utilization Innovation-driven Science and technology ethics Circular economy Stakeholder Engagement 	<ul style="list-style-type: none"> Equitable treatment of SMEs Anti-unfair competition Anti-commercial bribery and anti-corruption Social contributions Rural revitalization Data security and client privacy protection Environmental compliance management Climate change response Stakeholder engagement 	<ul style="list-style-type: none"> Rural revitalization Social contributions Ecosystem and biodiversity protection Waste disposal Water resources utilization Climate change response Stakeholder engagement 	<ul style="list-style-type: none"> Rural revitalization Social contributions Innovation-driven Climate change response Product and service safety and quality Stakeholder engagement
Engagement Channels	<ul style="list-style-type: none"> Regular reports Company announcements Shareholders' general meeting Performance briefings Special reports Investor investigation Roadshow Press release Investors' hotlines IR email SSE E-interaction Official website interaction 	<ul style="list-style-type: none"> Telephone, emails and meetings Regular reports Temporary announcements 	<ul style="list-style-type: none"> Telephone, emails and meetings Regular reports Temporary announcements 	<ul style="list-style-type: none"> Employees' labor union activities Employee meetings Employee interview Complaint box for employees Department meetings and training 	<ul style="list-style-type: none"> Professional customer service team Daily communication with users User complaint handling and feedback User satisfaction survey 	<ul style="list-style-type: none"> Contract signing Daily communication mechanism Bidding system Supplier return visits Supplier symposiums On-site survey Supplier training 	<ul style="list-style-type: none"> Reception of inspection Regular reports Company website General enquiries Working session 	<ul style="list-style-type: none"> Participation in charitable donations Community exchanges and visits Community event participation Community information release Visitation and reception 	<ul style="list-style-type: none"> Press conference Media interviews and reports Industry seminars and exhibitions

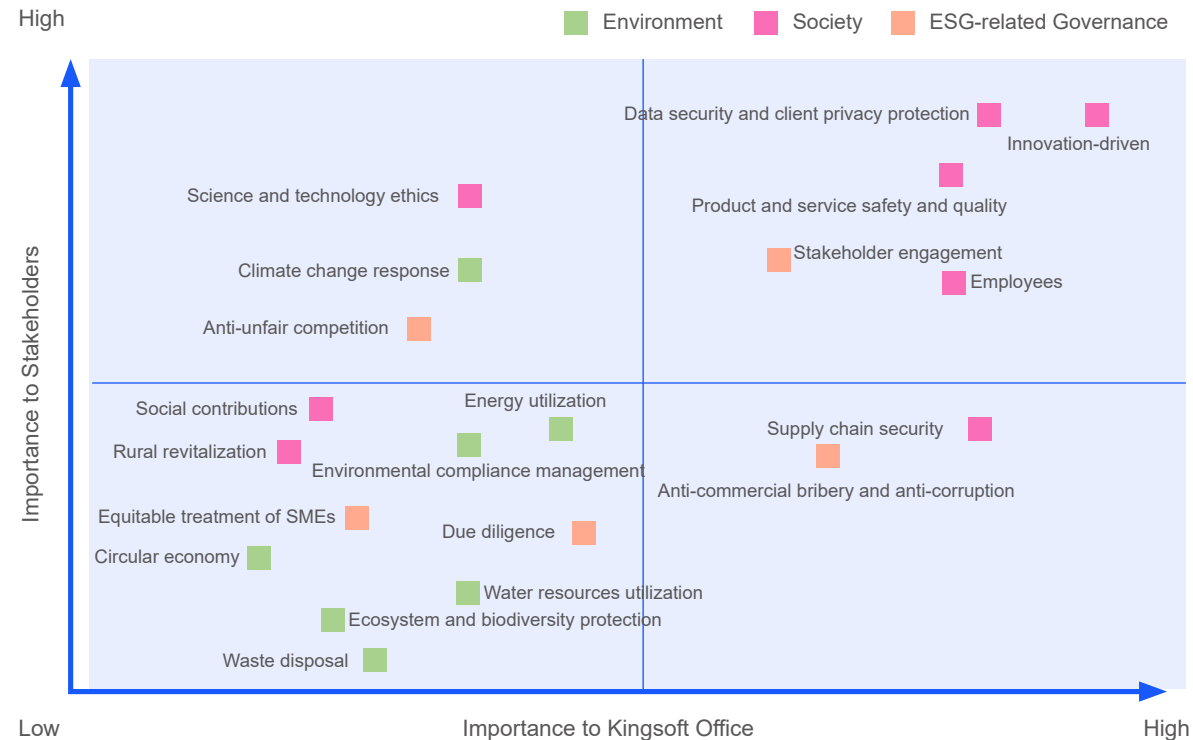
Materiality Assessment

Based on thorough communication with stakeholders, we assess the level of importance of each material issue identifying the material issues of concern to stakeholders. The specific details are as follows:

Selection Criteria

- Corporate values and strategies
- Sustainability-related laws and regulations
- Stakeholders' opinions and expectations
- Industry sustainability practice reference
- Management suggestions

A total of 20 material issues¹ were identified, and the specific analysis results are as follows:



Kingsoft Office 2024 Material Issues Matrix

In this report, we address the material issues mentioned above, helping stakeholders gain a comprehensive understanding of the Company's sustainable development performance.

To better guide sustainability-related management and information disclosures, we are also actively refining and exploring methods for assessing and analyzing the financial importance of sustainability-related issues.

¹ Kingsoft Office focuses primarily on software research and development and is not involved in direct product manufacturing. It is also not classified as a key pollutant-emitting entity by national environmental protection authorities. The Company's environmental impact mainly arises from energy and resource consumption and emissions during its operations. Since its business model does not include manufacturing processes, it does not generate industrial pollutants such as waste water, waste gas, or waste residues. As a result, it is not associated with the issue of "pollutant emissions".

Highly Important Issues

Innovation-driven
Data security and client privacy protection
Product and service safety and quality
Employees
Stakeholder engagement

Moderately Important Issues

Supply chain security
Science and technology ethics
Anti-commercial bribery and anti-corruption
Climate change response
Anti-unfair competition

General Material Issues

Energy utilization
Environmental compliance management
Due diligence
Social contributions
Rural revitalization
Equitable treatment of SMEs
Water resources utilization
Circular economy
Ecosystem and biodiversity protection
Waste disposal

Sustainability Due Diligence

Kingsoft Office places great importance on the sustainability-related negative impacts or risks in its operations. We regularly conduct sustainability due diligence to identify, prevent, and address both actual and potential risks, ensuring the Company's long-term and stable development. During the reporting period, due diligence was carried out by our ESG-related functional departments on ESG-related impacts or risks for data security and client privacy protection, business ethics, and supply chain security. Through stakeholder engagement, surveys, and on-site visits to data center suppliers' server rooms, we systematically identified the Company's sustainability-related risk points and developed detailed response plans for the identified risks.

Supply Chain Security

Kingsoft Office prioritizes risk management within the supply chain to take its security and stability as the Company's objectives. To oversee suppliers throughout their entire lifecycle, the Company has established supply chain management systems, such as the *Kingsoft Office Supplier Management System* and the *Kingsoft Office Procurement Contract Management System*. We practice green and environmentally friendly supply chain management policies and plans, conducting environmental risk assessments at all stages of supplier engagement, from admission to employment to maintenance.

Admission and Hiring Stage

To thoroughly assess their performance in areas such as environment and labor, we conduct due diligence on potential suppliers based on the admission criteria in the *Kingsoft Office Supplier Management System*.

We also review suppliers' environmental protection qualifications, such as the suppliers' environmental management system certification and product green certificates. We consider the suppliers' environmental performance as a plus factor, prioritizing green products and services.

Evaluation and Maintenance Stage

We conduct performance appraisals on suppliers at monthly, quarterly, semi-annual, or annual intervals, taking into account their significance and associated risk factors. To ensure the appraisals are scientific, comprehensive, and objective, we establish appraisal indicators based on dimensions including Technology, Quality, Responsiveness, Delivery, and Cost (TQRDC), and score the suppliers' performance based on the assessment results. Suppliers are categorized into four performance levels: S, A, B, and C. For suppliers rated as C or those with significant issues requiring remediation, the performance appraisal responsible person is tasked with organizing relevant personnel to analyze the suppliers' performance and provide improvement requirements, along with developing a corrective action plan. For those rated S, company-level activities may be organized by the appraisal responsible person to maintain the partnership. We employ this performance scoring mechanism to motivate suppliers' priority to environmental compliance, labor management, product quality, delivery reliability, and technological innovation capability, thereby fostering the development of a high-quality supplier resource pool in the Company.

For suppliers in cooperation, the Company conducts supplier assessments that cover environmental protection aspects, requiring suppliers with unsatisfactory environmental performance to rectify promptly.

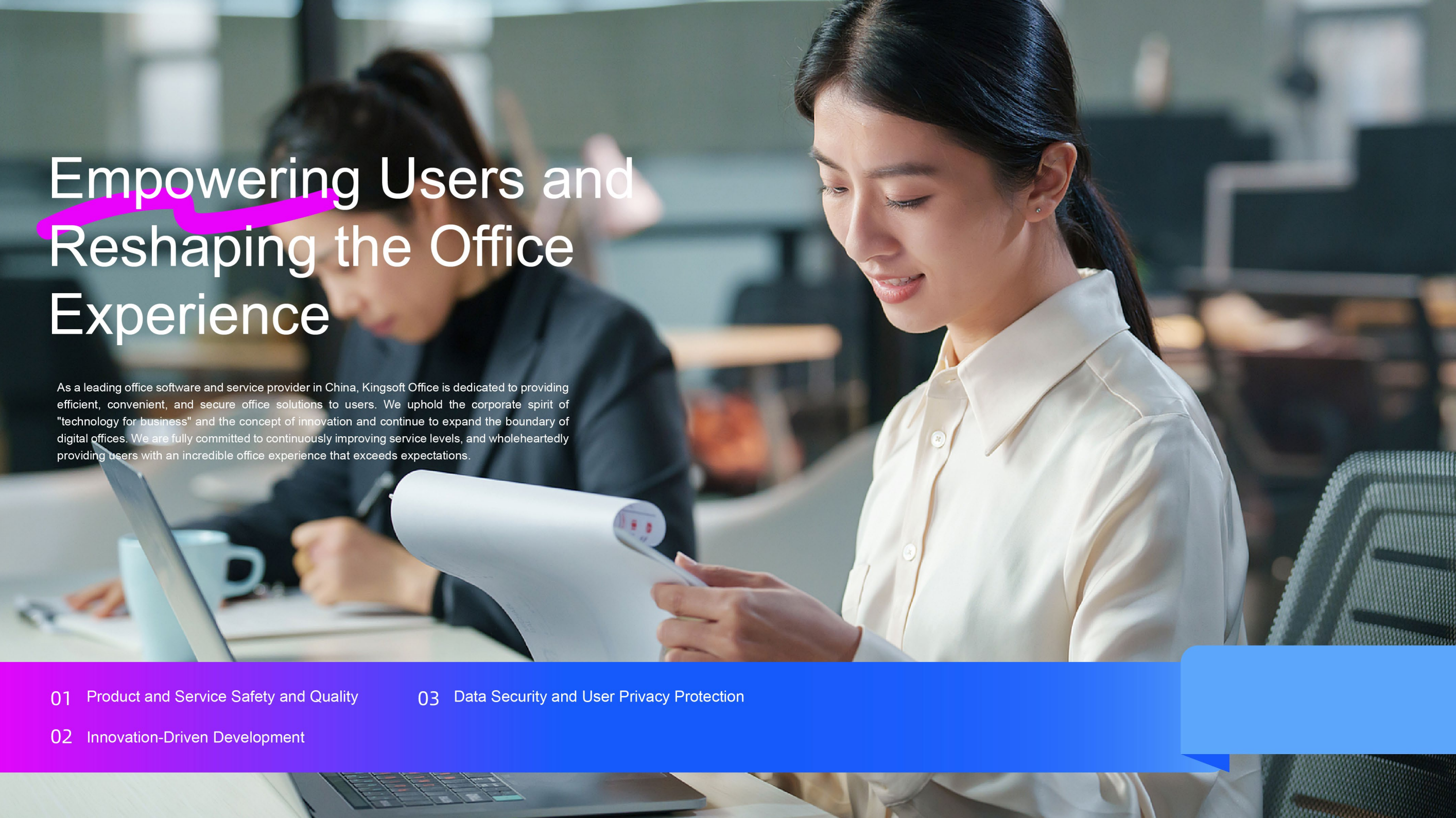
Exit Stage

Kingsoft Office has clarified the exit process for suppliers. For suppliers found to have environmental and labor issues that cannot be rectified, the Company will resolutely execute the exit strategy.

To ensure supply chain security, the Company incorporates suppliers into our network and privacy security system, and in selecting data center suppliers, focuses on their physical security measures and environmental practices.

- Through due diligence on suppliers, we assess whether they are compliant in terms of network security and privacy protection. For details of the Company's network and privacy security management, please refer to the section "Data Security and User Privacy Protection" of this report.
- Through field visits, we verify that leased data centers implement essential physical security measures, such as video surveillance and access control systems, to protect data security. Moreover, we also consider the site selection for our newly built Wuhan park, ensuring it is situated outside ecological protection red lines and away from wetlands and other natural reserves, as well as from regions that possess significant ecological functions or are environmentally sensitive and fragile for office buildings. In addition, we evaluate the environmental performance of data center suppliers, considering factors such as the presence of green certifications for electronic equipment in server rooms and the existence of climate-related emergency response plans in data centers. Further information on our preference for selecting data center suppliers with strong environmental performance can be found in the section "Establishing a Green Supply Chain" of this report.

Note: At the end of the reporting period, the Company had no accounts payable (including notes payable) exceeding RMB 30 billion or accounting for over 50% of total assets. Kingsoft Office and its subsidiaries do not have any overdue payments to SMEs that are required to be publicly disclosed through the National Enterprise Credit Information Publicity System.

A woman with dark hair tied back, wearing a white button-down shirt, is looking down at a large sheet of paper she is holding. In the background, another person is working at a desk with a laptop. The office environment is modern and brightly lit.

Empowering Users and Reshaping the Office Experience

As a leading office software and service provider in China, Kingsoft Office is dedicated to providing efficient, convenient, and secure office solutions to users. We uphold the corporate spirit of "technology for business" and the concept of innovation and continue to expand the boundary of digital offices. We are fully committed to continuously improving service levels, and wholeheartedly providing users with an incredible office experience that exceeds expectations.

01 Product and Service Safety and Quality

03 Data Security and User Privacy Protection

02 Innovation-Driven Development

Product and Service Safety and Quality

Kingsoft Office consistently adheres to the principles of "technology for business" and "user first", enriching the company products and services under the strategic focus on "multi-screen, cloud, content, collaboration, and AI". We strictly control product quality, safeguard product content security, customize office solutions for enterprises in different industries, and help more enterprise and individual users with simple creation and easy expression. By the end of the reporting period, Kingsoft Office has obtained ISO 9001 Quality Management Systems Certification.

Upgrading the Product Matrix

With more than 30 years of experience in the office software industry, we continue to optimize and update product functions and promote innovation and changes thanks to our deep understanding of office products and persistent exploration of new techniques. In the field of cutting-edge technologies such as artificial intelligence, we always follow the principle of prudence and robustness, and thoroughly assess the potential impact and reliability to ensure the rational and safe application of the technology. We have created a range of innovative and valuable products and services and actively co-built the industry ecology to provide users with a more efficient, intelligent, and convenient office experience. At this year's China AIGC Industry Summit, Kingsoft Office and its product WPS 365 were awarded the "2024 Most Promising AIGC Enterprise" and the "2024 Most Anticipated AIGC Product", respectively.

New-quality-productive-forces Office Platform, Opening a New Horizon for Efficient Office Work

WPS 365 is the new-quality-productive-forces office platform developed by Kingsoft Office. The platform builds an integration model of "WPS Office + WPS Teams + WPS AI", providing one-stop AI office services that comprehensively meet enterprises' office needs, eliminating the hassle of switching between different tools for various office scenarios for users. WPS 365 is aligned with business development through a digital office concept characterized by unified tools, collaboration, and management. This enables users to effectively navigate a variety of complex office scenarios while driving digital transformation within enterprises.

This year, the Company has upgraded WPS 365, with enhanced functions such as instant messaging, multi-dimensional tables, and light approval, providing critical support for improving team collaboration efficiency, managing research and development projects, and building low-cost approval workflows.

Kingsoft Office Productivity Conference Unveils WPS 365

In Apr. 2024, the Company held the Kingsoft Office Productivity Conference, where the new-quality-productive-forces office platform WPS 365 was launched for organizations. The platform includes the upgraded WPS Office, the newly released WPS AI Enterprise Edition, and WPS Teams. The conference showcased functions such as one-click switching between local and online collaborative documents, as well as WPS AI's capabilities for expanding, summarizing, outlining, generating formulas, and more.



Kingsoft Office Productivity Conference



一站式 AI 办公 · 生产力 即刻 起飞

WPS Office



WPS 365 New-quality-productive-forces Office Platform

AI Empowerment, Exploring a New Experience in Smart Office Work

Kingsoft Office released WPS AI 2.0 in Jul. 2024. Building on the smart office assistant targeting original three strategic directions of AIGC (content creation), Copilot (smart assistant), and Insight (knowledge discovery), the latest WPS AI introduces innovative applications for enterprise and government editions, helping individual and enterprise users to fully improve the new quality productive forces for office work.



WPS AI 办公助手

面向个人办公效率



WPS AI 企业版

面向组织管理与提效



WPS AI 政务版

面向政务公文写、找、校



WPS AI 2.0 Product Matrix



The highlights of WPS AI 2.0 include:

WPS AI Office Assistant

New functions include the AI Writing Assistant, AI Reading Assistant, AI Data Assistant, and AI Design Assistant.

AI Writing Assistant

Providing co-writing function, offering intelligent suggestions and continuing text based on user input. It also includes a full-text polishing function with revision mode, helping users correct document errors while clearly highlighting changes.

AI Reading Assistant

Helping users quickly extract and interpret information from lengthy texts such as literature and financial reports. It also offers word-by-word explanations and translation functions to explain technical terms or translate foreign language materials for users.

AI Data Assistant

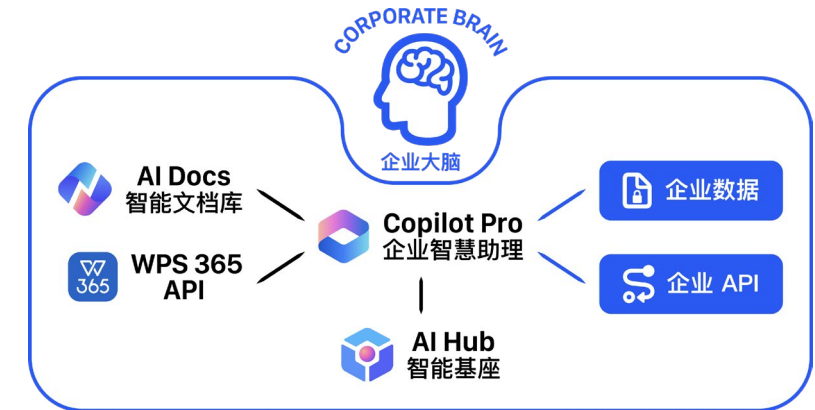
Enabling users to perform AI calculations, analysis, and categorization of massive data within spreadsheets.

AI Design Assistant

Helping users finish tasks such as layout, style design, and picture processing with one click, including automatic text adjustments and picture positioning.

WPS AI Enterprise Edition

The WPS AI Enterprise Edition integrates three core modules: AI Hub (Smart Base), AI Docs (Smart Document Library), and Copilot Pro (Enterprise Smart Assistant), helping enterprise users build a specialized "corporate brain". By consolidating data, algorithms, and computing power, it provides a robust intelligent platform powered by AI for enterprises. Through open APIs, it empowers clients' own business systems, further enhancing intelligent office experience.



WPS AI Enterprise Edition Helps Enterprise Clients Build a "Corporate Brain"

WPS AI Government Edition

The WPS AI Government Edition enhances internal management systems with smart writing and smart proofreading capabilities. Additionally, functions including smart search and smart Q&A of WPS AI Government Edition enable services such as "policy inquiries, matter inquiries, and result inquiries", improving the efficiency of external government service system.

The Company has further trained and optimized its existing AI models, and also possesses its proprietary computing power scheduling platform aimed at optimizing resource allocation and enhancing computational efficiency, thereby proactively mitigating the impact of AI large models on software products. Furthermore, the Company constantly engages in external collaborations to explore cutting-edge technologies and advance the intelligence level of WPS AI.

Empowering Thousands of Industries

Kingsoft Office continuously empowers various industries to transcend the limitations of the traditional office and reach new heights in digital and intelligent office solutions. Adhering to the product-oriented approach, the Company assists enterprises in realizing one-stop office through flexible and diverse solutions and deployment methods, leveraging the advantages of collaboration and documentation integration to promote efficient and smooth corporate communication. The Company continuously enhances the strategic layout in manufacturing, consumer retail, Internet, finance and other industries. Leveraging applications such as multi-dimensional tables, the Company caters to high-frequency scenarios such as asset management, order management and other functions. Meanwhile, the Company refines the typical industry solutions to form benchmark cases with demonstrative effect. Such cases are being continuously replicated and promoted, with a view to effectively enhancing the coverage of medium- and large-sized customers. Capitalizing on the opportunity to adopt AI in enterprises, the Company collaborates with well-known players in the finance, Internet, and other industries on AI co-creation projects. This allows the Company to explore the value of private domain knowledge and empower digital assets. During the reporting period, by leveraging the comprehensive product power and high-quality services, the Company expanded its WPS 365 benchmark clients to include well-known enterprises such as China Resources, COFCO, China Railway, Sinopharm, China Green Development, Jiangxi Bank, New Oriental, Taikang Insurance and Haier. The Company has accelerated the coverage of private enterprises and local state-owned enterprises, with the market influence of WPS 365 products steadily increasing.



For Government Clients

This year, utilizing the document online and collaborative office capabilities of Kingsoft Office's WPS 365, we have enhanced the efficiency of government agencies in document processing, administrative tasks, and meeting management. We introduced multi-user online drafting, proofreading, and layout functions of official documents, improving work efficiency in text printing. Additionally, we optimized document data collection and management capabilities, enabling frontline public servants to manage personnel within their jurisdictions. Furthermore, we implemented multi-device access for meetings, enhancing the quality of government meetings through real-time shared online meeting systems, catering to diverse office scenarios. Utilizing Kingsoft Office's government affairs model, we further empowered the intelligent creation of party and government official documents, enabling one-click generation of standardized documents such as circulars, appointment and removal notices, and brief approvals.



For Central State-owned Enterprise Clients

Kingsoft Office has developed a digital and intelligent one-stop AI office platform solution towards information technology innovation through WPS 365, encompassing collaborative office platforms, intelligent contents, and AI large model implementation services. Guided by the principle of "achieving more with less", the solution addresses key challenges faced by central state-owned enterprises during office system upgrades, including high costs, weak business integration, fragmented data systems, and difficulties in AI adaptation.



For Private Enterprise Clients

Kingsoft Office's WPS 365 one-stop smart office solution helps enterprises build exclusive and secure digital collaborative platforms by focusing on integration, intensification, and intelligence. While comprehensively enhancing communication and collaboration efficiency, WPS 365 enables rapid implementation of business scenarios through its "zero-code" multidimensional spreadsheet tool. It effectively resolves issues such as organizational collaboration challenges, inaccessible business businesses, scattered document management difficulties, unresponsive demand changes, and AI implementation hurdles, accelerating enterprise digital construction while achieving cost reduction and efficiency improvement goals.

² Lightweight applications refer to fully functional Apps that can be used instantly without the need for downloads.



For Financial Industry Clients

WPS 365 integrated financial digital office solution focuses on the multiple needs of genuineness, informatization innovation and digital transformation. It helps financial enterprises overcome digital transformation challenges in knowledge application, data application, and model application. Utilizing the innovative foundation of large model technology application, financial industry clients can better utilize data advantages, providing clients with comprehensive intelligent solutions. During the reporting period, the implementation path of the "corporate brain" through smart document library has been practiced in multiple financial enterprises, gaining widespread consensus.



For Healthcare Industry Clients

Kingsoft Office anchors the concept of "smart management", helping the healthcare industry build smart portals while ensuring data security and seamless collaboration and communication links, making "one-stop office" a reality for medical staff. WPS 365 deeply integrates with healthcare industry characteristics, offering lightweight application² services for hospital scheduling management, office management, and medical quality analysis, creating an integrated medical application platform.



For Education Industry Clients

The AI office solution integrating "AI + education" proposed by Kingsoft Office is driven by national education digital transformation needs and focuses on practical scenarios such as "teaching, management, and office work", empowering high-quality education development. We rely on the digital office concept of unified tools, collaboration, and management to enable efficient on-campus office collaboration and secure data control, accelerating the implementation of new quality productive forces in campus office environments.

Under the assistance of the Company, nearly 400 universities, including Tsinghua University, Renmin University of China, Zhejiang University, Fudan University, Shanghai Jiao Tong University, Sun Yat-sen University, Sichuan University, Huazhong University of Science and Technology, Northwestern Polytechnical University, and North China University of Water Resources and Electric Power, have successfully implemented new intelligent collaborative office models for all faculty and students. Additionally, the Company has provided collaborative office and teaching research capabilities in Beijing, Zhejiang, Hubei, Heilongjiang and many other provinces and cities.

Case

Kingsoft Office Supports the Construction of the Sichuan-Chongqing Twin Economic Circle

In Jun. 2024, Kingsoft Office held the WPS 365 AI Office China Tour Chengdu in Chengdu. During the event, Kingsoft Office showcased its practical cases of the "Digital Twin Economic Circle" construction in Sichuan-Chongqing region. Also, Kingsoft Office, in collaboration with the Copyright Management Office of the Sichuan Provincial Party Committee's Propaganda Department, the Sichuan Information Innovation Industry Alliance, and other organizations, established the Digital Transformation Innovation Development Laboratory. This initiative aims to explore the implementation of "AI" and "Kingsoft Teams" solutions in the office sector across Sichuan, Chongqing, and the broader Southwest region.

Kingsoft Office focuses on the continuous enhancement of its technology and services, integrating them into healthcare, education, transportation, and finance in Sichuan. To date, Kingsoft Office's products have served over 18,000 organizational users in Sichuan Province.



WPS 365 AI Office China Tour Chengdu

Case

Kingsoft Office Provides Digital Support for Zhejiang's Key Livelihood Industries

In Jul. 2024, Kingsoft Office announced a strategic cooperation agreement with Zhejiang Data Management Co., Ltd. at the WPS 365 AI Office China Tour Zhejiang the Company launched. WPS 365 will be deeply integrated into the construction of Zhejiang's public industry service cloud, applying core capabilities such as AI, Kingsoft Teams, document, and middleware to achieve seamless connectivity in sectors like healthcare and meteorology. This initiative provides convenient and efficient digital support for Zhejiang's key livelihood industries.

Kingsoft Office focuses on the continuous enhancement of its technology and services, integrating them into healthcare, education, transportation, and finance in Zhejiang. To date, Kingsoft Office's products have benefited over 13,000 organizational users in Zhejiang Province.



WPS 365 AI Office China Tour Zhejiang

Case

Kingsoft Office Helps Build Dalian's First Digital Intelligent Office Platform

In Nov. 2024, to achieve resource sharing, complementary advantages, and mutual benefits, Kingsoft Office signed a strategic cooperation agreement with Dalian Guoxun Technology Development Co., Ltd., thereby contributing to the construction of Dalian's information innovation and digital intelligent office industry ecosystem. Together, they launched Dalian's first digital intelligent office platform, the "Lianchuang Digital Intelligent Office Suite", providing comprehensive solutions for the digital transformation of enterprises and the Party and government organs in Dalian. This platform integrates document creation, collaborative office, data element management, and AI applications into a new digital intelligent office product.



Signing Ceremony for Strategic Cooperation Between Kingsoft Office and Dalian Guoxun Technology Development Co., Ltd.

Guaranteeing Product Quality

We regard product quality as our core competitiveness, and we strive to continuously improve user experience through the provision of high-quality products and services. Kingsoft Office sets up a quality committee to strictly carry out product quality management and ensure high-quality delivery of products. In the current year, we have continuously optimized our product quality assurance measures, and set more stringent quality standards, to provide users with an excellent product experience.



Product Development Phase

We implement technical upgrades and strategic optimization for automated product development system³, which effectively reduces manual intervention in the product development process, and improves product reliability and stability.



Product Testing Phase

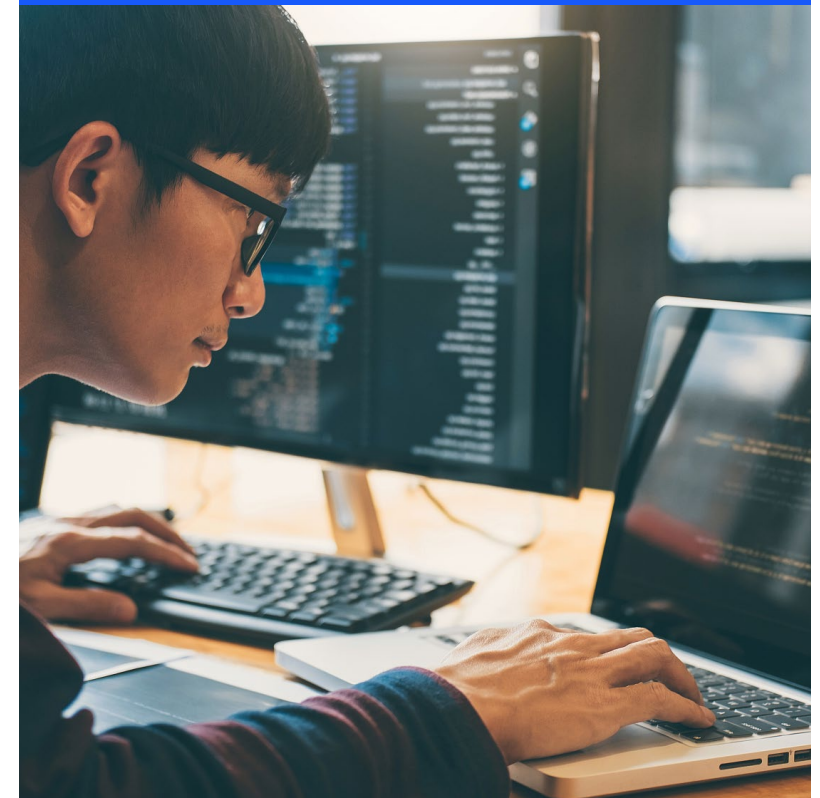
We set up quality control access⁴ during the product testing phase, adding new quality control parameters, covering code review, unit test, integration test, system test, etc. to achieve strict monitoring of software product quality and stability. In addition, we have introduced AI large model⁵ capability into the product testing program to conduct efficient and accurate quality assessment, helping us identify and fix potential problems in a timely manner, and ensuring that the product meets the expected quality standards before launch.



Product Launch Phase

We provide feedback on product quality issues to the research and development department by monitoring public opinions and analyzing user complaints to continuously optimize product quality.

Kingsoft Office uses the "trunk-based development"⁶ model to ensure flexible and stable development process. This year, the Company has standardized quality benchmarks across multiple platforms, covering over 40 metrics across seven dimensions, including functionality, performance, stability, security, compatibility, and deployment. This ensures a complete and consistent functional experience for users across all platforms, driving simultaneous improvements in product quality and user experience.



³ The automated development system includes automated testing, automated deployment, automated monitoring, and other automated software development processes.

⁴ Quality control access management refers to a series of quality control checkpoints set up during the software development process. Only products that meet specific standards and requirements can pass these checkpoints and move on to the next stage of development.

⁵ AI large models refer to artificial intelligence models that are built by training with large-scale datasets and powerful computational capabilities, which are highly complex and have strong generalization abilities.

⁶ Trunk-based development is a version control management practice where small and frequent updates are merged by developers into the core "trunk" or "main branch".

Safeguarding Content Security

Kingsoft Office resolutely implements laws and regulations such as the *Network Security Law of the People's Republic of China*, the *Regulation on Internet Information Services of the People's Republic of China*, and the *Regulations on Ecological Governance of Network Information of the People's Republic of China*, and always regards safeguarding content security as one of the Company's important responsibilities. We have improved and updated content security review systems such as the *Kingsoft Office Content Code of Conduct*, the *Kingsoft Office Content Security Review Management System* and the *Kingsoft Office Content Security Public Sentiment Early Warning Management System*, defining the Company's general security principles, strategy, management framework to provide a solid institutional guarantee for ensuring content security. To contribute to building healthy, safe, and civilized network environment, we resolutely block and handle adverse information that exhibits tendencies of violence, discrimination, cultural sensitivity or false information.

The Strategy Committee of the Company's Board of Directors is responsible for making decisions related to content security, while the Security Committee

is responsible for supervising and managing related matters. The Content Security Department, serving as the execution layer for content security, comprises the content security leadership group, the manual content security review team, and the content security technical team. This department is tasked with managing product content review processes, addressing user-reported issues, aligning with regulatory bodies, and other matters.

Kingsoft Office is committed to continuously iterating and optimizing its risk content review system. Based on our proprietary technologies such as the keyword sample database, Natural Language Processing (NLP) model, and Optical Character Recognition (OCR) model, we have achieved comprehensive recognition and coverage of texts, pictures, and other content formats, significantly improving the precision of risk content recognition and mitigation. Furthermore, we employ a dual-review mechanism combining "machine review" and "manual review" to scrutinize user-generated contents, thereby strengthening the platform's overall content security protection and control capabilities.

We encourage users to report any adverse information found during the use of the product. We set up a one-click reporting portal at the product terminals, and disclose the reporting hotline and email on the Company's official website, so as to open up the reporting channels. We also arrange customer service personnel to verify the problem clues in a timely manner, and once the existence of the problem is confirmed, we will take immediate measures to deal with it to ensure that the problem is effectively solved.

Kingsoft Office Content Security Reporting Channels

● Reporting Hotline: 400-677-5005

● Reporting Email: wps@wps.cn

Providing High-quality Services

Kingsoft Office consistently adheres to the principle of "user first", actively listens to user voices, continuously optimizes service processes, and improves the efficiency of complaint handling to provide users with a convenient, efficient, and high-quality service experience.

Unblocking Communication Channels for Individual Users

We establish both online and offline communication channels to ensure transparent and convenient communication between individual users and customer service personnel.

Smart Service Mini Program

This year, we launched a smart service mini program, integrating a series of automated service solutions to address users' frequently asked questions and improve service efficiency.

Human-assisted Services

When the smart service mini program cannot meet user needs, users can request human-assisted services with one click on the mini program interface to resolve complex and unconventional issues.

Offline Exchange Meetings

The Company hosts user face-to-face exchange meetings to understand users' experiences and expectations regarding our products, providing strong support for continuous product optimization and iteration.

User Learning Platform

We continuously enrich the content of our self-directed learning platform, "Da Wu Academy", by uploading instructional videos on Kingsoft Office's products to assist users in mastering product functions.

Optimizing Service Processes for Government and Enterprise Users

We constantly optimize service processes for government and enterprise users to elevate service professionalism:



Service Standardization

We have established the Wuhan Remote Operation and Maintenance Center, Wuhan Remote Technology Center and Specialized Delivery Department, accumulating and consolidating a vast array of user feedback resolution strategies, and constructing a professional knowledge base for user feedback. We also use AI technology to preliminarily organize the knowledge base, forming a unified service response knowledge system. We also handle mature and general scenario solutions in a standardized way.



Service Quality Analysis

To constantly enhance user satisfaction, we continuously conduct satisfaction fluctuation analysis using the PDCA management method⁷. We regularly conduct in-depth analysis of typical service cases and systematically summarize user service experiences.



Training for Government and Enterprise Users

We have delivered training services to over 800 government and enterprise users across sectors such as government, enterprise, finance, and education, conducting a total of 1,017 training sessions with over 1,600 hours of instruction and more than 200,000 participants. Training content includes genuine software policy interpretation, product instructions, digital transformation guidelines, and customized contents.

⁷ PDCA (Plan-Do-Check-Act) is a continuous improvement management cycle method aimed at the ongoing enhancement of product and service quality.

Strengthening Complaint Handling Management

We comply with the *Law of the People's Republic of China on the Protection of Consumer Rights and Interests* and other related laws and regulations, formulating and continuously improving the *WPS Customer Service Department Complaint Handling Process Policy*. This policy details employees' responsibilities and code of conduct on products and services, covering the complaint handling process, service quality standards, service response efficiency, product optimization efficiency, and other specific requirements. This ensures an efficient and unblocked service process.

To further enhance the efficiency of complaint response, the customer service complaint handling team operates under the "immediate action" service standard. By collaborating with decision-makers across multiple business units, we have established an efficient "green channel" to ensure initial responses within 4 working hours and resolution within 24 hours. After the complaint resolution, we conduct regular reviews of complaint cases to continuously refine our operational mechanisms and improve complaint handling efficiency.

We also have bolstered our management of social media complaint responses. We have established official service accounts on multiple leading domestic social media platforms and appointed dedicated personnel to address social media complaints, ensuring timely attention and quick effective resolution of user voices on these platforms.

In 2024, we received a total of 744 product complaints⁸, with a 100% complaint handling response rate and a user satisfaction rate⁹ of 98.18%.

with a
100%

complaint handling response rate

a user satisfaction rate
98.18%

Conducting Training for Customer Service Personnel

To maintain customer service quality, we regularly identify skill gaps among customer service personnel through service quality inspections and competency assessments, and design targeted training programs to enhance their capabilities. Our internal learning platform is available year-round, with continuously updated content, enabling customer service personnel to complete the capability enhancement plan in areas such as product, industry trends, and professional proficiency.



Comprehensive training for customer service personnel

In 2024, we conducted 44 offline training sessions for all customer service personnel, covering product knowledge, business processes, service and communication skills, compliance, and privacy protection. The post-training employee assessment pass rate was 100%. Additionally, we recorded these training sessions as online courses for new employee onboarding training, ensuring all customer service personnel were equipped to deliver professional and attentive services for users.



Specialized training for government and enterprise customer service personnel

To enhance the professional service capabilities of the government and enterprise customer service team, we organized over 66 training sessions and assessments, achieving a 100% pass rate. These sessions ensure customer service personnel are well-versed in the Company's internal management policies.



Conducting Training for the Customer Service Team

⁸ The statistical caliber of complaints includes behaviors such as complaints about product, technology and service quality, demands for problem resolution, or claims for compensation.

⁹ The statistical caliber of "customer satisfaction" includes the satisfaction of "service items" related to user services and "non-service items" related to product quality.

Innovation-Driven Development

Under the guidance of the value of "commitment to innovation", Kingsoft Office has made "technology for business" a core business strategy and has insisted on independent innovation. We strengthen R&D innovation management system, continue to invest in R&D, cultivate R&D talent, strengthen external cooperation for innovation, and propel the development of new quality productive forces. Furthermore, the Company strictly complies with relevant laws and regulations, enhances ethical governance of science and technology, and takes multiple measures to protect intellectual properties and stimulate the Company's innovation vitality.

Commitment to Independent Innovation

Kingsoft Office remains dedicated to driving high-quality development through independent innovation. The Company has established the *Kingsoft Office Code Open Source Management Measures*, the *Kingsoft Office PC Office Code Red Line Requirements*, the *R&D Work Handover Guidelines* and other internal systems. By expanding innovative achievements, cultivating innovative talent, and engaging in industry exchanges, the Company continuously explores cutting-edge technologies and methods to enhance production efficiency, supporting clients in their digital transformation.

By the end of the reporting period, the number of R&D staff of Kingsoft Office from its 5 R&D centers in Beijing, Zhuhai, Guangzhou, Wuhan, and Hefei has reached

3,473; accounting for **67** % of the total employees.

By the end of the reporting period, Kingsoft Office's total investment in R&D has

reached RMB **1.70** billion, achieving an increase of **15.16** % compared with the same period of last year, and investment in R&D accounted for

33 % of the operating revenue.

Enriching Innovative Achievements and Contributing to Standardization

Kingsoft Office, a leading enterprise in China's office software industry, continuously participates in the formulation of industry standards, empowering its collaborative development of new quality productive forces across the sector with its innovative achievements. In the current year, the Company has participated in the formulation of 4 national standards, 5 industry standards, 1 local standard, and 5 group standards in the office domain.

Standards that Kingsoft Office engaged in formulation in 2024

National Standard:

- GB/T 44720-2024 *Electronic files storage and exchange format—Re-flowable document* (published)
- 20132357-T-469 *Electronic files storage and exchange format—Re-flowable document—Extended requirements*
- 20101511-T-469 *Electronic files storage and exchange format—Re-flowable document—Application programming interface*
- 20132358-T-469 *Electronic files storage and exchange format—Re-flowable document—Functions classification and testing methods*

Industry Standards:

- 2022-1106T-SJ *Specification for integrated development of office software extensions*
- 2022-1109T-SJ *Technical requirements for collaborative editing of web-based office documents*
- 2022-1115T-SJ *Technical requirements for the data exchange between office software for mobile devices and third-party applications*
- 2024-1338T-SJ *Key AI technologies - Technical requirements for office large model systems*
- 2022-1324T-SJ *AI - Technical requirements for intelligent character recognition*

Local Standard:

- 2022009 *Technical requirements for electronic files application and management in e-government system* (Jiangsu local standard)

Group Standards:

- T/ISC 0036-2024 *Online collaboration document - Part 1: General* (published)
- T/ISC 0037-2024 *Online collaboration documents - Part 2: Security* (published)
- T/ISC 0038-2024 *Online collaboration document - Part 3: Self-development* (published)
- CESA-2024-249 *Information technology service - Personnel digital literacy and skills - General requirements*
- CESA-2024-138 *Information technology application innovation - Service assurance requirements*

Fostering a Robust Technology Ecosystem and Cultivating Innovative Talent

Kingsoft Office attaches importance to the development of innovative talents, conducts internal training, encourages technical exchanges, and continuously improves the comprehensive quality and innovation capability of R&D staff. We established the R&D training academy and invited senior staff and industry experts to deliver courses to all new R&D staff, including theoretical courses such as lean startup and innovation management, and practical courses such as innovative thinking training, with a view to building a team of talents with solid business capabilities.

We are committed to motivating the innovation potential of R&D staff and promoting the sustainable development of the Company's business by transforming innovative achievements. Kingsoft Office has formulated the *Kingsoft Office Patent Reward Policy*, which rewards employees who successfully declare patents, and encourages R&D staff to incorporate innovative thinking in their daily work. In 2024, we awarded approximately 400 employees who successfully declared patents, with the total reward amounting to over RMB 1.8 million.

We awarded approximately **400** employees with the total reward amounting to over RMB **1.8** million who successfully declared patents

CODING Bazaar Activity

Case

To cultivate a culture of continuous innovation, the Company encourages employees to translate innovative ideas into daily work and implement such ideas, bringing more valuable innovative projects. For this, the Company launched the "CODING Bazaar" activity to identify valuable ideas within the Company and provide project incubation funding and other support. To date, over 80% of the projects have been successfully implemented, with a cumulative code contribution of 118,000 lines and 190 technical documents authored by participating employees.



"CODING Bazaar" Awards Ceremony Event

"Dialogue with Architects" Activity

Case

To foster the inheritance and innovation of the Company's technology, Kingsoft Office launched the "Dialogue with Architects" activity. Senior technology experts serve as trainers, conducting technology sharing and exchanges with the Company's technology R&D staff. The activity focuses on core business-aligned and cutting-edge industry topics, with trainers conducting in-depth analysis and exploration of R&D methods, experiences, and problem-solving approaches through "dialogue-based sharing and interactive discussions".

In 2024, the "Dialogue with Architects" activity hosted multiple offline sessions in Zhuhai, Wuhan, and other office locations. Topics included AI Agents¹⁰, rendering technologies, and R&D management, enabling technical staff to broaden their technical perspectives, stimulate technical thinking, and greatly contributing to technology inheritance.

¹⁰ AI Agent refers to an artificial intelligence agent that can autonomously perceive its environment, make decisions, and execute actions. It is driven primarily by a Large Language Model (LLM) and possesses capabilities for independent understanding, planning, memory, and tool usage, enabling it to automate complex tasks.

Collaborative Product Innovation and Industry Ecosystem Co-construction

Kingsoft Office continues to deepen collaboration with industry partners, actively participating in industry cooperation and exchange meetings to jointly promote the positive impact of technological innovation on new quality productive forces with the value chain partners. Through resource integration and cooperative innovation, we aim to improve product performance, meet challenges, and explore innovative opportunities with our partners, and achieve a win-win industrial chain.

Global Digital Economy Conference 2024

In Jul. 2024, Kingsoft Office showcased WPS AI Enterprise Edition at the Global Digital Economy Conference 2024, hosted by the People's Government of Beijing Municipality and the Cyberspace Administration of China. The Company presented a "China solution" to drive enterprise digital transformation.

The company representative delivered a keynote speech titled "WPS AI Office Empowering Enterprises and Organizations to Achieve Surge in Productivity Ahead", highlighting Kingsoft Office's decades of ToB service experience and its commitment to advancing new quality productive forces in the office sector. The Company aims to build a high-quality development platform for AI office and digital transformation across industries.

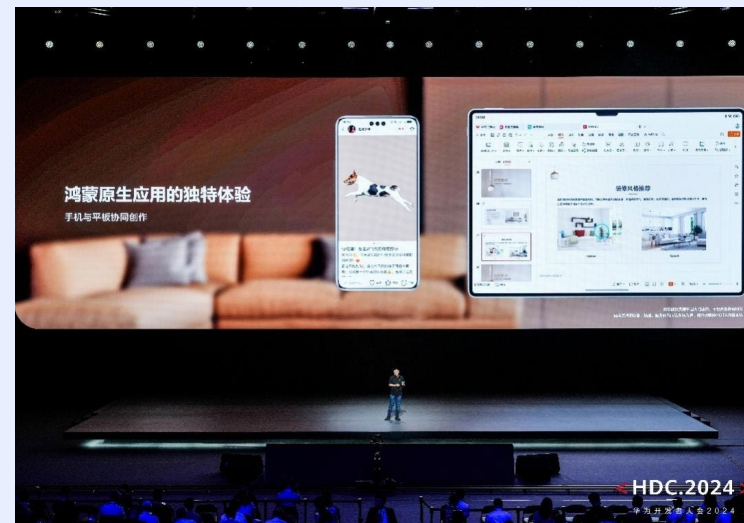


Global Digital Economy Conference 2024

WPS HarmonyOS Edition Launch: Empowering Smart Productivity in the HarmonyOS Ecosystem

In Jun. 2024, the WPS HarmonyOS Edition debuted at the HDC. 2024. Utilizing the native connectivity and seamless performance of HarmonyOS NEXT, the WPS HarmonyOS Edition not only runs smoothly on PC terminal but also enables seamless switching and cross-terminal collaboration across smartphones, tablets, and smart screens.

The Company's R&D team optimized the product for devices with various screen sizes, including smartphones, foldable devices, and tablets. By unifying multi-platform accounts, the team achieved cross-terminal and cross-device document and data sharing, supporting multi-user collaboration, browsing, editing, and revision. Currently, the WPS HarmonyOS native application runs seamlessly across all terminals, with WPS AI also deployed on multiple terminals. Dozens of AI functions have been migrated to the HarmonyOS NEXT system. Additionally, the WPS HarmonyOS Edition introduces new functions such as cross-terminal invocation, cross-screen collaboration, and ink annotations, utilizing HarmonyOS's native functions like cross-terminal copy-paste, camera and picture access, and handwriting support, while also enabling touch and keyboard-mouse editing.



WPS HarmonyOS Edition Cross-Terminal Collaboration



WPS AI Capabilities Launched on HarmonyOS Platform

Enhancing Ethical Governance of Science and Technology

Upholding the responsible AI philosophy of "free development, innovation leadership, and security control", Kingsoft Office places high importance on addressing scientific and technological ethical issues in artificial intelligence, such as data privacy, transparency, fairness, bias, and discrimination. The Company continuously enhances its ethical governance of science and technology, and integrates AI ethical considerations throughout the entire product life cycle. We strictly adhere to laws and regulations such as the *Interim Measures for the Administration of Generative Artificial Intelligence Services* and the *Provisions on the Administration of Algorithm-generated Recommendations for Internet Information Services*, issued by the Cyberspace Administration of China, establishing internal systems, including the *Kingsoft Office Algorithm Security Incident Response System*, the *Kingsoft Office R&D Incident Management Measures*, and the *Kingsoft Office R&D Data Management Measures*. Before model deployment, products undergo rigorous testing in accordance with these internal and external policies to mitigate ethical risks in science and technology. In the current year, the Company recorded no violations of ethics in science and technology and incurred no penalties from regulatory authorities related to such ethical breaches.

Kingsoft Office Responsible AI Philosophy



Promoting the free development of human beings and supporting the independent choice and personalized growth of individuals.



Becoming the engine of human innovation and providing support for breakthroughs and progress in various fields.



Serving as a security assisting means for human beings, ensuring that it is in accordance with the values and long-term interests of human beings.

Here are our actions to enhance ethical governance of science and technology:

In terms of technology research and development



We continuously explore the interpretability, transparency, and fairness of AI to ensure that the decision-making basis and behaviors of AI can be explained. Furthermore, we continue to optimize our content generation review algorithms and strategies to avoid the occurrences of discrimination, bias or illegal issues caused by AI, and strictly follow the principle of fairness in the design of AI applications and models.

In terms of data security protection



The Company has established the Privacy Protection Committee, improving the data security management system, standardizing the means of managing the whole life cycle of data, safeguarding the security of users' private data.

In terms of machine review



We constantly enhance our review and interception algorithm model for ethical risks in science and technology through various advanced means, including the expansion of keyword repository, DPO¹¹ reinforcement learning, reinforcement learning from human feedback, which significantly improve the precision of our algorithms in intercepting ethical risks in science and technology.

In terms of employee training



To enhance employees' literacy in AI ethics, we have been continuously developing courses and training programs on ethics of science and technology for both technical and business staff, covering modules on ethical principles, privacy protection, fairness, transparency, etc. We also irregularly invite industry experts and academics to share cutting-edge research results and insights with our technical staff in the format of communication and exchange to deepen employees' understanding and awareness of ethics in science and technology. In addition, we encourage employees' active engagement in AI ethics research projects, support them to conduct in-depth exploration of cutting-edge AI ethic issues and apply the research results to our product development process. We hold high regard for ethics in science and technology, and conduct responsible product research and development with the application of AI to better facilitate the use of AI technology for the benefit of human beings.

¹¹ DPO (Direct Preference Optimization) is a novel reinforcement learning optimization method designed to refine the behavior of language models or other generative models, ensuring that their outputs align more closely with human preferences.

Protecting Intellectual Property Rights

Kingsoft Office attaches great importance to intellectual property protection and has set up a special intellectual property management group. We strictly abide by national laws and regulations such as the *Patent Law of the People's Republic of China*, the *Trademark Law of the People's Republic of China*, and the *Copyright Law of the People's Republic of China* and formulate and implement internal intellectual property management systems such as the *Kingsoft Office Patent Application Policy*, the *Kingsoft Office Trademark Search and Trademark Registration Management Policy*, and the *Kingsoft Office Copyright Management Policy*, etc. to standardize the intellectual property management process. We focus on protecting our and others' intellectual property rights, and continue to conduct intellectual property training within the Company to raise the awareness of all employees on intellectual property protection.

Intellectual Property Protection Measures

The Company continues to improve the intellectual property protection. We protect our propriety intellectual property through various ways and respect the intellectual property of others.

Protecting Our Intellectual Property Rights



Building a review mechanism: Kingsoft Office conducts cross-departmental multi-level patent review to pre-evaluate and review patent proposals, and identify and correct defects in patent proposals and potential infringement risks, to improve the success rate of patent authorization.



Assessing intellectual property: the Company sets up the intellectual property assessment procedures and conducts the full-process intellectual property assessment management for major R&D projects, providing intellectual property protection for business development.



Building databases: we have established the intellectual property database to manage all aspects of intellectual property application, review, maintenance, and right protection. We also conduct retrieval, statistics, and analysis of intellectual property data to learn about the Company's intellectual property status and ensure normative IP management.



Taking evidence-collecting strategies: in the civil litigation and right protection process against intellectual property infringement, timestamps are used by Kingsoft Office to document the infringement, ensuring the authenticity and traceability of infringements. We also identify the economic losses directly caused by the infringement during evidence-collecting process, reserving sufficient evidence to combat the infringement.

Respecting Others' Intellectual Property Rights



Reminding users through multiple channels: we remind users not to infringe on the intellectual property rights of others through various channels such as user agreements or product interfaces.



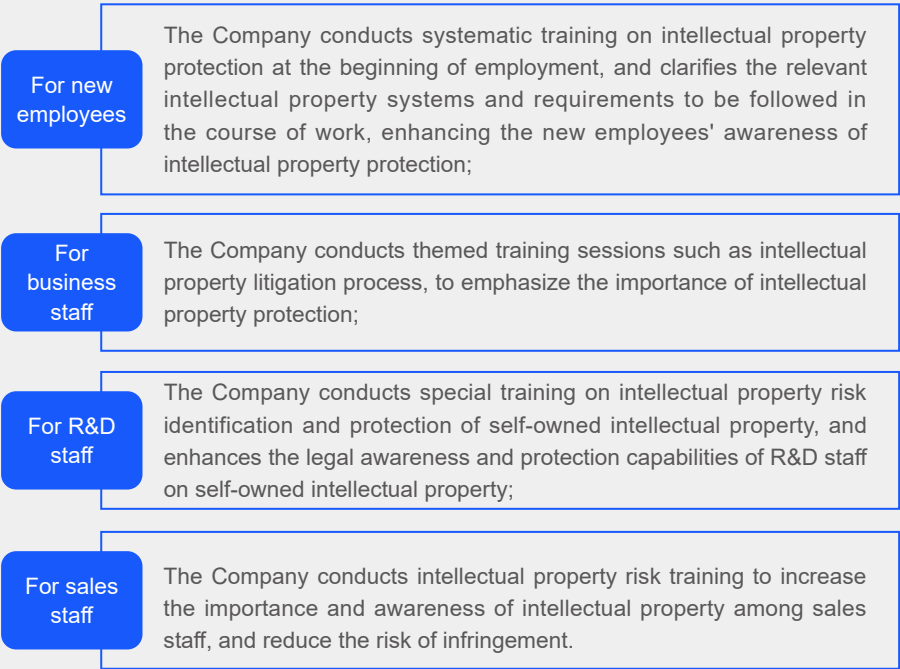
Unblocking complaint channels: Kingsoft Office has established various channels of right protection and complaint such as telephone and email, and the Company's legal and user service team will verify the infringement of intellectual property rights. Once verified, the Company will handle the infringement complaint in accordance with laws and regulations and take necessary measures to delete and block the infringement content.

Enhancing Awareness of Intellectual Property Protection

To enhance employees' awareness of intellectual property protection and reduce the risk of intellectual property disputes and infringement, Kingsoft Office has developed training sessions for employees in different positions. In the current year, Kingsoft Office hosted multiple internal and external exchange meetings on intellectual property protection and information compliance in Zhuhai and Beijing, inviting in-house experts from Legal Affairs Department and external professionals to share knowledge on IP protection and information compliance, enhancing employees' such awareness.

In 2024, the Company conducted 29 intellectual property-related training sessions for 4,600 employees, with each training session lasting for over 1 hour on average.

The Company offered targeted intellectual property training for different groups:



Intellectual Property Related Honors Awarded to Kingsoft Office in 2024¹²



The 10th Guangdong Patent Excellence Award





Beijing Intellectual Property Advantage Unit





Zhuhai Outstanding Intellectual Property Protection Unit





Zhuhai Benchmark Enterprise for Trade Secret Protection



Intellectual Property Related Performance of Kingsoft Office

	2024 Newly Added Quantity			Cumulative Quantity		
	Application Count (Pieces)	Acquisition Count (Pieces)	Effective Count	Application Count (Pieces)	Acquisition Count (Pieces)	Effective Count
Invention patent	154	207	207	1,238	657	657
Design patent	5	8	8	32	26	26
Software copyright	113	113	113	833	833	833
Work copyright	0	0	0	14	14	14
Trademark	345	320	320	2,509	1,631	1,631
Total	617	648	648	4,626	3,161	3,161

¹² Intellectual Property Related Honors Awarded to Kingsoft Office in 2024 include honors that have been publicly disclosed, honors with related certificates received, and honors whose certificates are within the validity period in 2024.

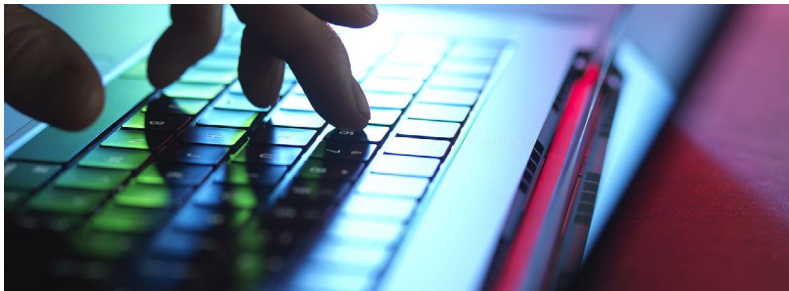
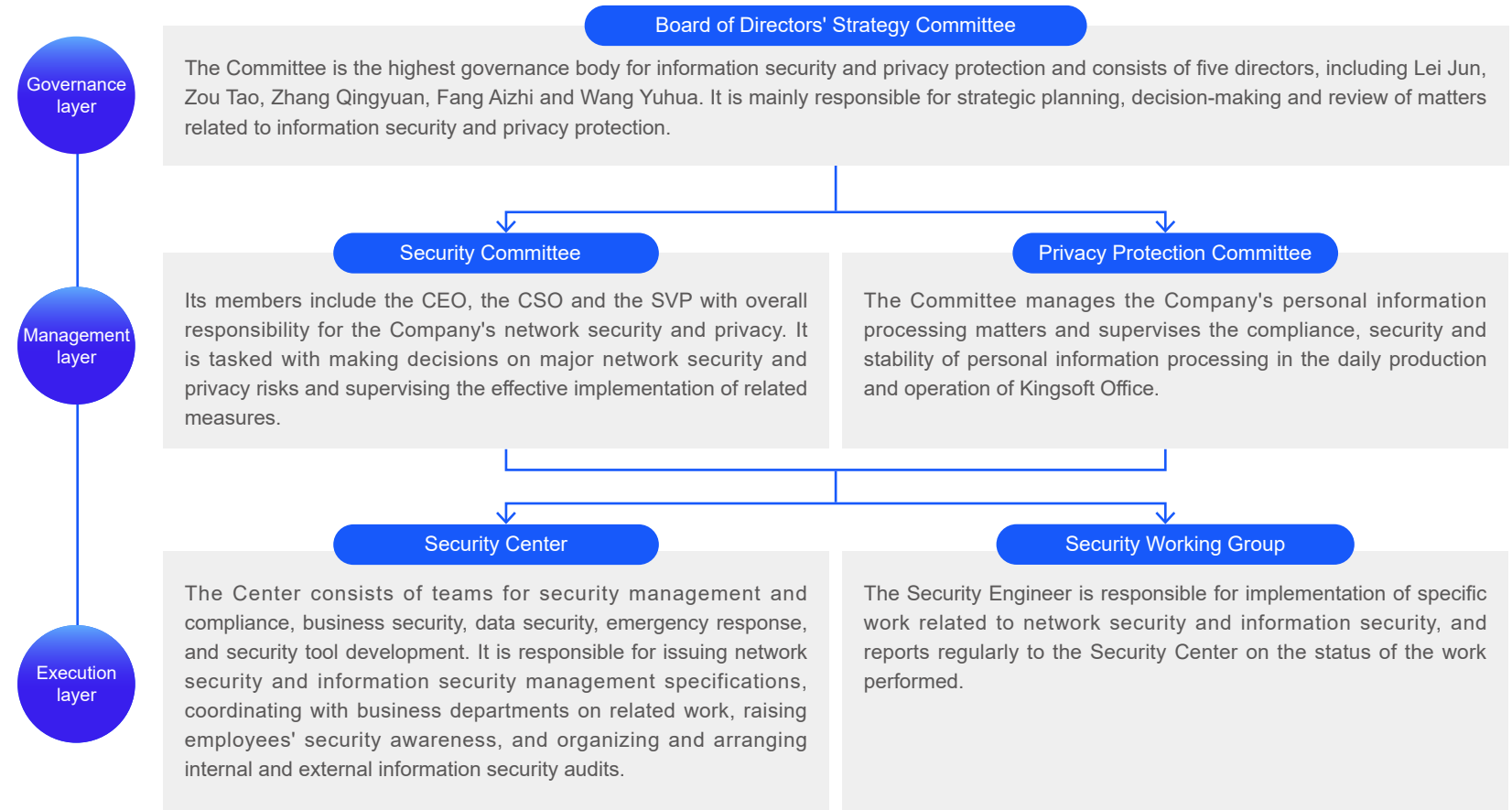
Data Security and User Privacy Protection

Kingsoft Office is committed to safeguarding the Company's data and privacy security based on the principles of "legality and compliance, ensuring security, alignment of rights and responsibilities, and integrity and honesty". As new technologies such as AI large models have emerged, we adhere to a philosophy that values both development and security, continuously enhancing our security infrastructure. We employ various strategies, including technological upgrades and attack and defense drills, to fulfill data security compliance requirements, strengthen the integrated protective capabilities of our office networks, and ensure the safeguarding of our business development.

Security Management Structure

A security management structure composed of governance, management, and execution layers was established by us. The Board of Directors' Strategy Committee of Kingsoft Office serves as the highest governance body, responsible for reviewing the Company's network security and privacy protection strategies and overseeing the execution of security protection measures. The Board of Directors' Strategy Committee sets up a Security Committee and a Privacy Protection Committee. The Security Committee is responsible for the management and decision-making of network security and data security; the Privacy Protection Committee is responsible for the management and supervision of the personal information processing. The Security Center and Security Working Group functions at the execution layer, with a primary focus on issuing network security management standards and coordinating internal and external audits.

Kingsoft Office Security Management Organizational Structure



Network Security Management

Based on the strong belief that network and data security are foundational to building digital trust, a comprehensive network security management system and a risk management mechanism were established by the Company for periodic network security audits. This year, the Company has not encountered any data security incidents.

Network Security Management System

Kingsoft Office strictly adheres to national laws and regulations such as the *Network Security Law of the People's Republic of China*, the *Data Security Law of the People's Republic of China*, the *Personal Information Protection Law of the People's Republic of China*, and the *Regulation on Internet Information Services of the People's Republic of China*. We have established a comprehensive network security system that governs all relevant business lines, involving all the Company's products and services. These include the *Safety Instructions*, the *Network Security Management Policy*, the *Policy for R&D Security and Privacy Protection*, the *Digital Asset Management Regulations*, the *Kingsoft Office Third-Party Software Management Regulations*, the *System Security Management Regulations*, the *Kingsoft Office Security Red Line*, and the *Supplier Security Red Line*. These regulations clearly outline compliance and security requirements related to data processing, personnel management, and access control. This year, management system and implementation standard documents were updated by the Security Center on algorithm security, with relevant requirements incorporated into the entire process from product requirement analysis to deployment and launch.



Product Lifecycle Security Management System

We have established a comprehensive security management system that encompasses the entire product lifecycle, including requirement analysis, design, development, testing, deployment, and operation & maintenance. This ensures that information and privacy security requirements are integrated throughout the entire lifecycle of the product.

Security Requirement Analysis

We evaluate the security and privacy risks faced by different products according to their characteristics, addressing potential issues at the source.

Secure Deployment and Operation & Maintenance

After product launch, we continuously perform security checks and compliance assessments, as well as deploy terminal detection and response testing. Monitoring the activity status of terminal devices allows us to promptly detect malicious behaviors and take countermeasures to ensure the safety of the deployment and operation & maintenance environment.

Security Design

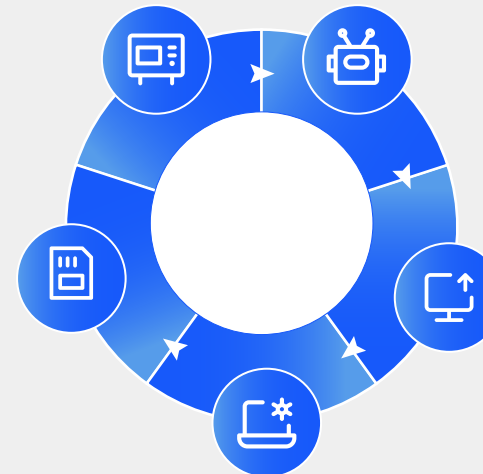
We fully consider product safety requirements and establish clear safety baselines to ensure product safety.

Security Development

In the product development stage, we adhere strictly to secure coding standards and employ white box testing of code to analyze the internal structure and logic of the software. We check whether the product meets coding standards and specific functional requirements, effectively enhancing code security.

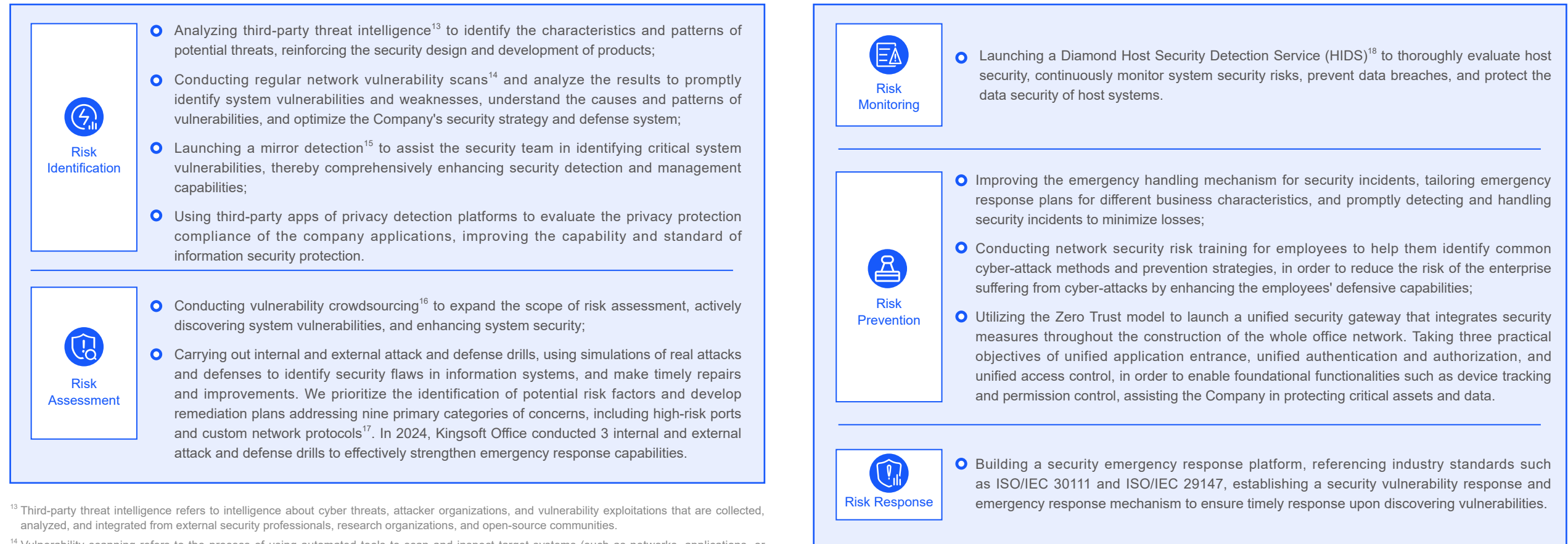
Security Testing

Before product launch, we conduct compliance reviews and privacy functionality tests in line with the actual situation of the product to ensure it meets standards and to improve product safety and reliability.



Network Security Risk Management

With the goal of "systemic compliance, effective practicality, and regular protection", we continuously optimize and improve our network security defense system. We deeply identify potential network security risks in our business, analyze various risk factors, and continuously enhance our risk handling capabilities by upgrading protective technologies and methods, achieving systematic and comprehensive control of network security risks.



¹³ Third-party threat intelligence refers to intelligence about cyber threats, attacker organizations, and vulnerability exploitations that are collected, analyzed, and integrated from external security professionals, research organizations, and open-source communities.

¹⁴ Vulnerability scanning refers to the process of using automated tools to scan and inspect target systems (such as networks, applications, or databases) for security vulnerabilities.

¹⁵ Mirror detection refers to the service that helps users discover high-risk system vulnerabilities, application vulnerabilities, malicious samples, configuration risks, and sensitive data within images.

¹⁶ Vulnerability crowdsourcing refers to the organization of external professionals to conduct vulnerability discovery in company products.

¹⁷ A custom network protocol refers to a specialized protocol designed and implemented for specific needs in network communication, distinct from existing standard protocols like HTTP or FTP. Such protocols are often developed to optimize performance, reduce data transfer volume, or enhance security in particular applications.

¹⁸ Host security detection service refers to the service that conducts security checks on the hosts within the internal network environment of an enterprise, providing a series of security check technologies to discover and analyze security risks and hidden dangers in the host systems and provide corresponding repair suggestions and measures.

Network Security Audits

Kingsoft Office hires third-party professional agencies to conduct external audits of information security system annually, implementation of security technologies, security management structure and privacy information management. The audits systematically inspect and evaluate the Company's security technical level and management capabilities through interviews, on-site observations, and reviews of document records, among other methods, to assess potential security risks. For identified risks, we urge the responsible departments to make timely rectifications to ensure the robust operation of the information security system. In addition, we strictly carry out internal security audits following the *Internal Audit Control Procedures* to evaluate the effectiveness of the Company's security measures.

In 2024, the Company undertook a total of 7 external network security audits, primarily focusing on the Company's security technology system, security management system, and security operational system. The audits addressed the physical environment, communication networks, zone boundary, and computing environments of the Company to verify the construction of the Company's security systems, identify information security risks, and reinforce security protection capabilities. Additionally, 3 internal network security audits were conducted, concentrating on sensitive data development and the R&D and operation & maintenance of critical systems. These audits encompassed data lifecycle management, the current state of system development and operation & maintenance, and exposure detection of cyber-attack surfaces to ensure the security, integrity, and availability of the Company's information systems and data.

In 2024,

the Company undertook a total of

7 external network security audits

3 internal network security audits



Privacy and Data Protection

Kingsoft Office has always prioritized user privacy and data protection. To safeguard data throughout its entire lifecycle, we have established and improved our privacy protection system and refined our complaint handling processes, thereby creating a robust and trustworthy digital environment for users. This year, the Company did not encounter any incidents of client privacy leaks.

Privacy Protection Management System

Kingsoft Office strictly abides by the *Personal Information Protection Law of the People's Republic of China* and other relevant laws and regulations, integrating the principles and concepts of protecting users' personal information into the entire process of products or services. To help users understand our mechanism for processing and protecting their personal information, we have formulated the personal information protection rules, such as the *WPS Privacy Policy*. The rules are based on specific scenarios of personal information to be processed by products or services. We clarify the types of personal information, service scenarios, purposes of use, and other information that may be collected during the provision of products or services, as well as key contents such as data storage, user rights exercise, and protection of minors. We process such information only after obtaining the user's explicit consent.

We include updates and releases of the privacy policies of products or services in the Company's data security and user privacy management process. For instance, this year, the Legal Compliance Department updated the [WPS Privacy Policy](#) twice to align with the actual changes in business and the requirements of relevant laws and regulations. The updated privacy policies

are subject to review and approval by the Privacy Protection Committee, the Company's CEO, and the Board of Directors' Strategy Committee in order before taking effect.

To standardize the principles and procedures governing personal information protection across all stages of the data lifecycle, we have formulated and continuously updated rules and regulations including but not limited to the *Kingsoft Office Policy for Personal Information Processing Compliance Management*, the *Kingsoft Office Personal Information Grading Management Policy*, the *Kingsoft Office Policy for R&D Security and Privacy Protection*, the *Personal Information Security Management Policy*, the *Emergency Response Plan for Personal Customer Information Leakage*. These regulations are designed to ensure the compliance and security of user privacy data management. Furthermore, we have promulgated the *Kingsoft Office Personal Information Handling Process Policy* and the *Personal Information Impact Assessment Management Policy*, applicable to all employees, further reinforcing the importance of privacy protection.

In the overseas version of Kingsoft Office products and services, we follow up and evaluate the data compliance and security risks involved in the services in a timely manner according to the regulatory requirements for user privacy protection and data security in different countries and regions, and adopt dynamic monitoring and other means to effectively reduce and avoid data risks. At the same time, we respond positively to the privacy demands of the users, and adopt appropriate technical protection measures to effectively safeguard the users' privacy security.

Additionally, we maintain a keen focus on the *Measures for the Security Assessment of Outbound Data Transfer* and the corresponding guidelines concerning outbound data transfer¹⁹-related issues. We organize training for relevant personnel on compliance issues related to outbound data transfer, including participation in forums, exchange meetings, and closed sessions organized by the competent authorities, to deepen their understanding of the outbound data transfer system.

¹⁹ Outbound data transfer involves the provision of significant data and personal information collected and generated within China to overseas entities. This includes transmitting or storing data abroad, as well as storing data domestically while allowing overseas institutions, organizations, or individuals to access, retrieve, download, or export it.

Preventing Privacy Leaks

To prevent and address privacy leak incidents, we conduct privacy leak security drills, internal and external security attack and defense drills, and system attack and defense testing, promptly identifying and eliminating hidden dangers, enhancing our capacity to respond to emergencies, unblocking user complaint channels, and rigorously safeguarding user privacy and data security.

Proactive Prevention Mechanism

We have established a dedicated emergency response team and have developed and continuously improved the *Emergency Response Plan for Personal Customer Information Leakage*, thereby continuously increasing our response speed and minimizing the negative impact of any incidents. Furthermore, we also conduct annual privacy leak security drills, internal and external security attack and defense drills, and information system attack and defense tests. These actions simulate attacks on our security systems, including phishing, application-layer attacks, and network-layer attacks, to identify vulnerabilities and formulate remediation plans, thereby improving our security defense systems.



Security Incident Handling Process

Identification and Verification

The emergency response team conducts regular security vulnerability scans. Upon identifying and verifying a security incident, they promptly communicate with the relevant business units to ensure timely handling of the incident.

Incident Reporting

We have established a comprehensive security incident reporting mechanism. The emergency response team is required to keep detailed records of security incidents and report them to superior department in a timely manner, ensuring that security incidents are promptly addressed.

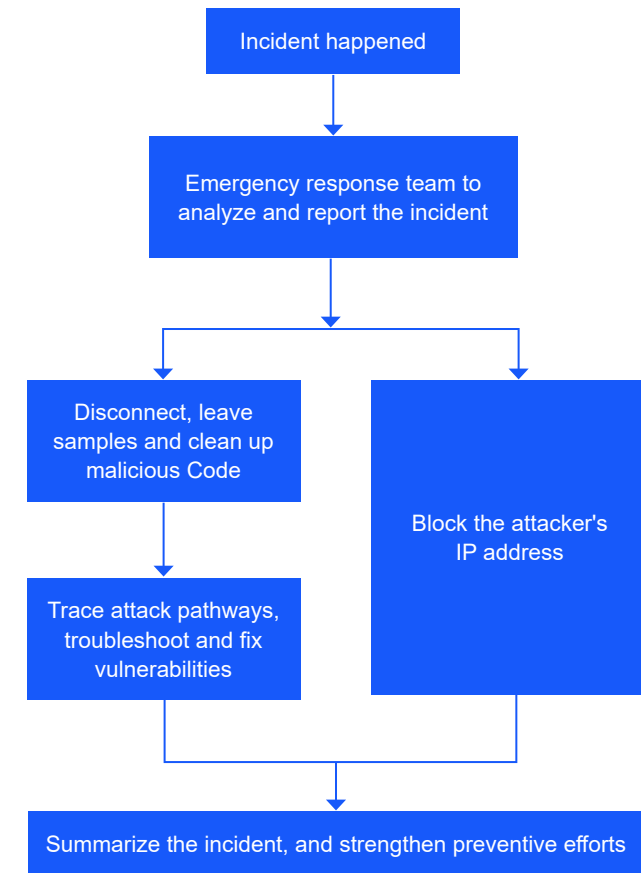
Analysis and Handling

The security team conducts an analysis and classification of the security incident by analyzing data logs, investigating information leaks, and tracing the attack pathways. Vulnerabilities are promptly remedied to mitigate any damage.

Remediation and Summary

The security department continuously follows up on rectification efforts, summarizes the occurrence and handling process of security incidents, and strengthens preventive efforts.

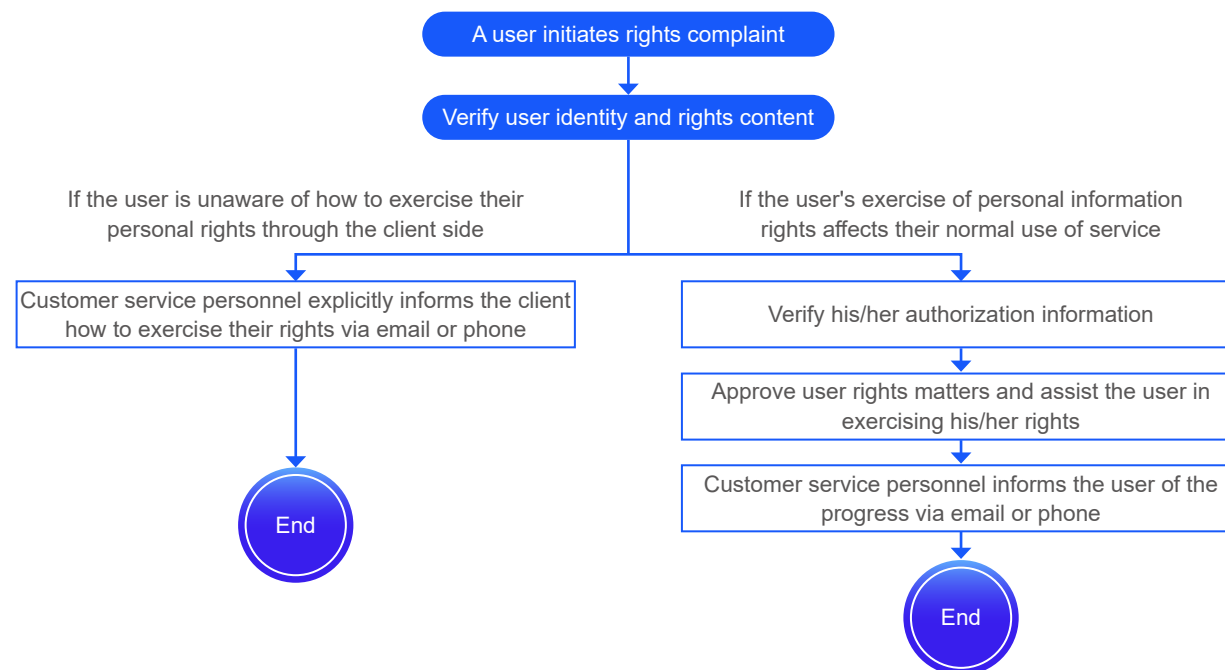
Security Emergency Response Mechanism



User Complaint Handling

In order to effectively protect users' privacy rights and actively and properly handle users' personal information protection claims, Kingsoft Office has set up a specialized personal information protection team responsible for handling users' claims to ensure that issues are resolved in a timely and effective manner. Users are provided with the right to submit complaints through the customer service ports provided on our webpage and client side. We will accept and address all complaints within fifteen business days of receipt. This process involves verifying the user's identity and the specifics of their feedback, implementing appropriate measures as appropriate, and communicating the outcome to the user via email or telephone, thereby ensuring that user claims are properly solved.

Kingsoft Office User Privacy Complaint Handling Process



Kingsoft Office Privacy Complaint Channel



Tel.: 400-677-5005

Email: wps@wps.cn

Address: Personal Information Protection Office, Building 5, Kingsoft Software Park, Front Island Loop Road 321, Tangjiawan Town, High-tech Zone, Zhuhai City, Guangdong Province

Data Lifecycle Protection System

We have established a comprehensive data security management system that encompasses the entire data lifecycle, including data collection, transfer, storage, use and processing, and destruction and deletion. This ensures that data is fully controlled and protected at every stage, significantly reducing the risk of data breaches.



Data Collection

We collect service-related data in strict accordance with the relevant provisions of the privacy policy and strictly follow the "data minimization principle". We fully respect users' right to be informed of their personal information, to choose, to access, to copy, to rectify, to supplement, to delete and other rights²⁰.

Our privacy policies across all products explicitly delineate users' rights concerning the processing of their personal information and provide disclosures concerning the situations under which we collect such data. Except as required by relevant laws and regulations, the Company does not collect or provide users' personal data to third parties. We have published a detailed list outlining the circumstances under which we share personal information with third parties, including the software development kits (SDKs)²¹ supplied by third parties that we utilize.

When collecting or disclosing users' personal data to third parties, we implement the following measures to safeguard data security:

Legal Basis

In accordance with the relevant laws and regulations, including the *Personal Information Protection Law of the People's Republic of China* and the *Network Data Security Management Regulations*, we provide users with clear information regarding the purposes of collecting their personal information, the methods of processing, the intended use, and the identities of the third-party entities involved before such collection from such third-party entities, and ensure that explicit consent is obtained from users prior to any such collection or disclosure.

Obligations for Information Protection

We establish the purposes, methods, scope, and security obligations for the processing of personal information through specific provisions in service contracts with third-party entities. We also oversee the compliance of these third parties with their obligations. To secure the personal information, we handle personal information based on necessary security measures such as encryption, access control, and data backup.

²⁰ Users can view, copy, update, supplement, and delete their personal information or deactivate their accounts through the "Personal Center" or "Account and Security" interface in the Kingsoft Office product client side or web platform.

²¹ An SDK (Software Development Kit) is a collection of one or more software tools designed to assist developers in creating, testing, and deploying software applications.

Personal Information Protection Impact

We conduct personal information impact assessment according to law before our disclosures of personal information to third-party entities. The content of assessment includes: the legality, legitimacy, and necessity of the personal information processing; the impact on individuals' rights and interests and the security risks; the legality and effectiveness of the protective measures implemented.

In cases where the collection of sensitive personal information (e.g., biometric information, health and medical information) is required, we adopt more stringent protective measures and, where required, obtain written consent from users. For cross-border transfers of personal information to overseas third-party entities, we ensure the Company's compliance with the outbound data transfer security assessment organized by the National Cyberspace Administration, obtain personal information protection certification from professional agencies, and execute standard contracts as prescribed by the National Cyberspace Administration with the overseas recipients. Additionally, we provide users with relevant information about the overseas recipients and secure their separate consent.



Data Transfer

To protect data during transfers, we employ field encryption, channel encryption, de-identification and other techniques to address data breaches. We regularly review and adjust our data encryption schemes, verify the data before and after transfers to ensure the integrity, authenticity, and availability of the data and secure the transfer channels, nodes, and data.



Data Storage

In addition to encryption storage technology, we implement measures such as "access approval", "operation traceability", and "least access permissions" to strictly control personnel permissions. We establish data storage standards to ensure the security of storage media and storage logic, and improve the capability of encrypted storage, data backup, and recovery.



Data Use and Processing

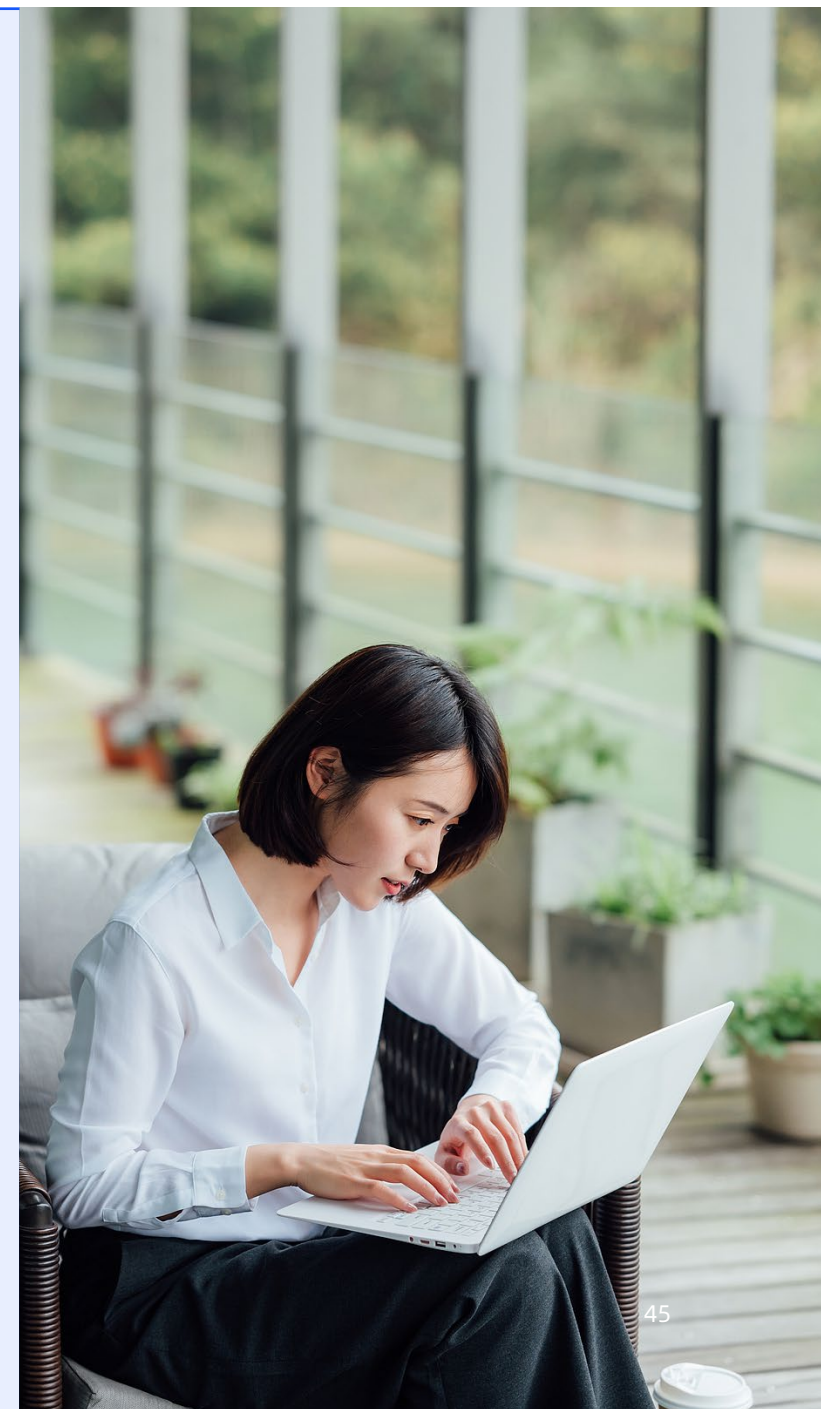
We strictly adhere to data de-identification rules, control the scope of data use, implement data approval and control, and clarify security specifications during the data analysis and processing. We emphasize access management, establish strict rules for permission allocation, and ensure that each employee can only access information within their scope of responsibilities to minimize potential security risks.



Data Destruction and Deletion

We have established unified destruction tools and standards and carry out irregular checks to ensure the effective destruction of data. Upon users' request to deactivate their account associated with the use of the Company's products and services launched within Mainland China, we will permanently destroy or anonymize the relevant account data to ensure that such data cannot be recovered after its destruction.

In accordance with relevant national laws and regulations, we generally delete user information data within 15 business days in cases where users exercise their right of deletion, make data storage life expired, or handling of illegal or non-compliant contents. In more complex scenarios, we delete user information data within 30 business days. For products and services launched by the Company in any countries or regions outside of Mainland China, we will delete user information within the specified timeframe as required by local policies and regulations.



Improvement of Security Awareness

Kingsoft Office has established a comprehensive security training and learning system, which provides various security training sessions tailored to different job positions to enhance the security skills and awareness of employees. Following the *Safety Training Management Procedures*, the Company provides annual training on information security and privacy protection to all employees. The training content includes product privacy compliance, user profile and algorithm recommendation technology compliance, overseas privacy compliance, and more.

This year, we have implemented the following information security and privacy protection training programs:

Objectives	Training Topics	Training Content	Number of People Covered
Social Recruits	Security Awareness Training for New Employees	Company Safety Red Lines	More than 400
		Security Incident Examples	
		Common Cyber-Attack Techniques	
Fresh Graduates	Security Awareness Training for Onboarding Fresh Graduates	Company Safety Red Lines	More than 400
		Security Incident Examples	
		Common Cyber-Attack Techniques	
All Employees	R&D Safety Instructions	R&D Data Security	More than 4,000
		Product Function Security	
		Device File Security	
		System Account Security	
		Personal Information Security	
		Basic Definition and Dimensions of Concern of Personal Data	
		Compliance Handling of Personal Data in Online Service Products	
Interns from R&D Training Academy	Code Security and Vulnerability Exploitations	Safe Coding Standards	More than 300
		Common Vulnerability Exploitation and Mining Ideas	
Private Cloud Special Training	Common Network Security Attacks and Countermeasures	Case Studies of Common Network Security Attacks	More than 300
		Applicable Protection Measures and Recommendations	
		Network Security Knowledge	

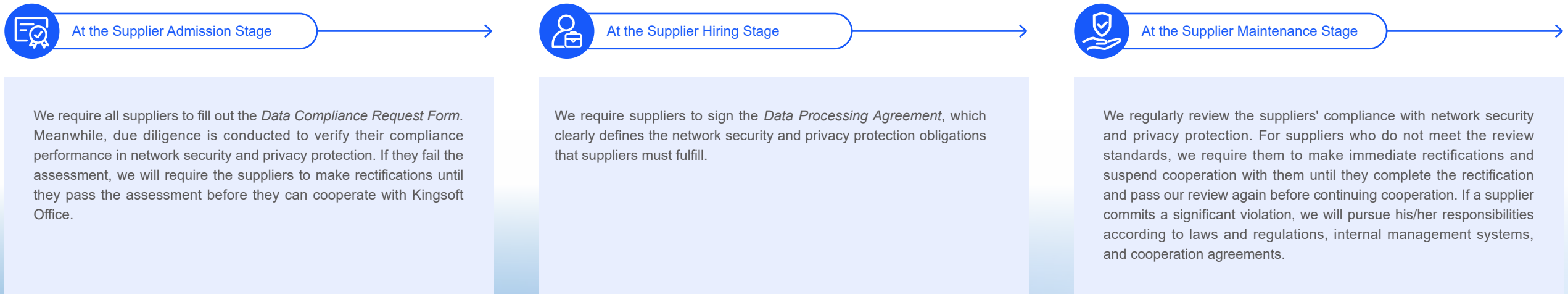


Kingsoft Office Network Security Training

We require all employees comply with the Company's established security management systems and continuously enhance their security awareness. We enforce a "zero-tolerance" policy toward any violations of security systems by employees and have integrated compliance with security systems into the Company's performance appraisal system. If an employee breaches relevant systems, his/her performance score will be deducted accordingly. To regulate employees' safety R&D behaviors, we established the *Kingsoft Office R&D Accident Management Policy 3.0*. In cases of non-compliance with this policy by an employee, appropriate disciplinary actions will be taken by us based on the severity of the violation, including but not limited to warnings, suspension, or termination of employment.

Supplier Network and Privacy Security Management

Kingsoft Office has established the *Supplier Security Red Line*, incorporating suppliers into the network and privacy security system and established a security assessment and penalty mechanism for suppliers to ensure their compliance with Kingsoft Office's regulations on network security and privacy protection.



Security Management Cooperation and Certification

Security Management Certification

We attach great importance to product security and continuously carry out security certification work. This year, Kingsoft Office has passed the ISO 20000 Information Technology Service Management System Certification, the ISO 27001 Information Security Management System Certification, ISO 27017 Cloud Service Information Security Management System Certification, ISO 27018 Public Cloud Privacy Security Management System Certification, ISO 27701 Privacy Information Management System Certification, ISO 29151 Personal Data Privacy Protection Management System Certification, BS 10012 Personal Information Management System Certification, CCRC Information Security Service Qualification, and Capability Maturity Model Integration CMMI Level 3 Certification. Our WPS 365 system, WPS cloud documents system, WPS account system, WPS Teams, WPS mailbox system, WPS document center system and other systems have passed the National Cybersecurity Level 3 Certification. Over 95% of Kingsoft Office's operations are certified for security management.



Kingsoft Office Has Obtained ISO 20000 Information Technology Service Management System Certification

Kingsoft Office Has Obtained ISO 27001 Information Security Management System Certification

Kingsoft Office Has Obtained ISO 27017 Cloud Service Information Security Management System Certification

Kingsoft Office Has Obtained ISO 27018 Public Cloud Privacy Security Management System Certification

Kingsoft Office Has Obtained 27701 Privacy Information Management System Certification

Kingsoft Office Has Obtained ISO 29151 Personal Data Privacy Protection Management System Certification

Kingsoft Office Has Obtained BS 10012 Personal Information Management System Certification

Kingsoft Office Has Obtained CCRC Information Security Service Qualification

Kingsoft Office Has Obtained the Capability Maturity Model Integration CMMI Level 3 Certification



The WPS Cloud Documents System Has Obtained the National Cybersecurity Level 3 Certification

The WPS Account System Has Obtained the National Cybersecurity Level 3 Certification

The WPS Mailbox System Has Obtained the National Cybersecurity Level 3 Certification

The WPS 365 System Has Obtained the National Cybersecurity Level 3 Certification

The WPS Teams Has Obtained the National Cybersecurity Level 3 Certification

The WPS Document Center System Has Obtained the National Cybersecurity Level 3 Certification

Co-building a Security Ecosystem

Kingsoft Office actively collaborates with business partners to collaboratively build a security ecosystem. In 2024, we engaged in in-depth discussions about issues such as network security, privacy security, and privacy protection with the national supervision departments and related agencies in the Zhuhai High-Tech Zone. We also cooperated with multiple enterprises through offline and online meetings, attack and defense drills and threat intelligence mining, absorbing external advanced experiences to enhance our own security capabilities. Furthermore, we have entered into strategic cooperation agreements with QIANXIN and Cyber Kunlun, aiming to jointly advance the security development of domestic office products in areas such as network security technology innovation and secure product R&D.

Newsroom

金山办公与奇安信达成战略合作 携手共筑数字化办公安全防线

6月13日，金山办公与奇安信集团在北京签署战略合作。双方将在网络安全技术创新、产品开发及市场拓展等多个维度展开深入合作，共同推动我国办公软件行业的安全升级与智能化转型。

Newsroom

金山办公与赛博昆仑共建网络安全保障体系

近日，金山办公与北京赛博昆仑科技有限公司达成协议，双方将充分开展前沿技术领域合作，共建「漏洞实战攻防协同防御」体系，为广大重点行业及关基单位客户业务安全发展提供保障。

Kingsoft Office Security Ecosystem Co-building System



Green Development, Toward a Low-Carbon Future

Kingsoft Office always adheres to the sustainability concepts, integrating measures to respond to climate change risks into corporate operations, products, and services. As a "benchmark of Chinese innovation" in foundational software, we actively practice the national goals of reaching peak carbon emissions and achieving carbon neutrality. We are committed to providing users with green, low-carbon products to reduce their environmental impact and promote sustainable social development.

01 Climate Change Response

02 Adhering to Green Operations

03 Key Environmental Performance

Climate Change Response

Kingsoft Office places high importance on the impact of climate change risks and opportunities on company operations. We incorporate climate risk into our corporate risk management system, assessing the impact of physical and transitional climate change risks on our Company's products and services, and formulating response strategies. To seize the opportunities brought by climate change, we make the development of clean technologies one of the core strategies of responding climate change and actively explore paths to clean development, supporting the construction of a beautiful China.



Governance

The Board of Directors' Strategy Committee of Kingsoft Office's is the highest governing body for the Company's climate change governance, overseeing ESG-related matters, including the identification of climate change risks and opportunities. The Company's management is responsible for identifying and developing responses to climate risks and opportunities, arranging ESG-related functional departments to carry out specific tasks, managing their work execution.

To ensure the achievement of climate goals, the Company has established a monitoring and reporting mechanism. The management regularly evaluates progress on climate goals, climate change risk and assessment works. Furthermore, the management reports to the Board of Directors' Strategy Committee at least once a year on the progress of climate change-related management efforts, through scheduled meetings or other methods.

Kingsoft Office Climate Change Management Structure



We place high importance on enhancing the professional skills and capabilities of the Company's climate change management structure members. The Company regularly engages external experts to deliver themed training on the latest regulatory developments in climate change, low-carbon energy transitions, and other climate change-related topics. Furthermore, the Company actively participates in industry conferences and seminars to exchange the best practices and insights with other enterprises, promoting the sharing of climate change-related information.

Strategy

Climate-change Risks and Opportunities Assessment

This year, the Company implemented the method of climate scenario analysis to analyze climate change risks and opportunities. Based on the projections from authoritative institutions on natural and socio-economic changes under various warming scenarios, alongside the climate-related risks and opportunities already identified by the Company, we further reviewed the climate risks and opportunities in our operational areas across different timeframes. Furthermore, based on the feedback from business units on the likelihood and degree of influence of these risks and opportunities, we assessed their levels and prioritized risk responses to assists the Company in developing more comprehensive solutions and enhance climate resilience. The specific details are as follows:

Risk or Opportunity Type		Potential Impact Description	Potential Financial Impact ²²	Period ²³	Countermeasures and Transition Plans
Physical Risks	Acute Risks	<ul style="list-style-type: none">Extreme weather conditions such as typhoon, tornadoes, hurricane, rainstorm and flooding may damage the Company's devices.Also, the increased frequency of such severe and highly unforeseeable extreme weather events may lead to large-scale water and power outages in operational areas, forcing business interruptions and resulting in economic losses for the Company.	Increase in Operating Expenditures	Short Term Medium to Long Term	<ul style="list-style-type: none">In the short term, we formulate a detailed emergency response plan for extreme weather, the <i>Typhoon and Rainstorm Preparedness Plan</i>, and configure emergency power generation equipment at key business operation sites.We regularly organize employees to conduct emergency drills and provide specialized emergency rescue training for employees.In the medium to long term, we plan to develop a more comprehensive and rational <i>Environmental Management Policy</i> that incorporates climate change management and the formulation of emergency response plans.
	Long-term Risks	<ul style="list-style-type: none">The rise in average temperatures may adversely affect the operation & maintenance of our office locations and leased data centers, includingWith the rise of temperatures, the Company's office locations will face increased usage frequency and duration of air conditioning and other refrigeration devices, thereby increasing electricity consumption.This may reduce the lifespan of devices in leased data centers and increase the frequency of equipment replacement.The energy and water consumption for cooling and dispersion in leased data centers will also escalate.	Increase in Operating Expenditures Increase in Capital Expenditures	Medium to Long Term	<ul style="list-style-type: none">For office locations, we will adopt suitable advanced cooling technologies tailored to local conditions, such as using medium-temperature chilled water systems in North China to raise the chilled water supply temperature and reduce energy consumption from mechanical refrigeration.We will prioritize leasing data centers located in areas with generally lower temperatures and abundant green energy to decrease energy consumption resulting from cooling operations.
Transition Risks	Policy Risks	<ul style="list-style-type: none">Our country continuously introduces environmental protection-related policies, and regulatory authorities require enterprises to increase environmental information disclosure and improve environmental management capabilities.	Increase in Operating Expenditures	Medium to Long Term	<ul style="list-style-type: none">With the assistance of professional consulting agencies, we will gain a comprehensive understanding of the disclosure requirements related to climate change and enhance the quality of climate-related information disclosure.We will monitor policy and legal development in the operational area, and continuously optimize the construction of the environmental management system.
	Technological Risks	<ul style="list-style-type: none">To effectively respond to relevant policies, the failure of investment or R&D in new low-carbon technologies may result in financial losses.	Increase in Capital Expenditures	Medium to Long Term	<ul style="list-style-type: none">We will comprehensively assess the rationality of investments in new technologies and their compatibility with Kingsoft Office's business operations. Before promoting any new technologies, we will conduct viability assessments, business scenario testing, and cost-benefit analyses to avoid financial losses due to unnecessary failures in technology R&D.
Opportunities	Markets Opportunities	<ul style="list-style-type: none">Green products and services such as the WPS 365 low-carbon office solution are in line with the national "dual carbon" strategy and may be favored by individual and enterprise users.	Income Increase	Short Term Medium to Long Term	<ul style="list-style-type: none">If R&D costs are manageable, we will actively develop low-carbon office products and innovate green and low-carbon product and service solutions. For specific products and services related to climate change response opportunities, please refer to the section "Exploring the Green Product Gene" of this report.
	Use of Low-emission Energy Sources	<ul style="list-style-type: none">The Company will integrate energy-saving measures throughout the entire lifecycle of office location selection, design, and operation, using new energy power based on local conditions to reduce reliance on fossil fuels and promote a low-carbon and clean transition.	Decrease in Operating Costs	Short Term Medium to Long Term	<ul style="list-style-type: none">We actively introduce air source heat pump water heaters and solar thermal siphon systems to heat storage tanks. In addition, photovoltaic street lights are installed by the Company, effectively utilizing solar energy resources and reducing reliance on traditional electricity.We will maintain ongoing communication with local governments in the Company's office locations to obtain clean power at more favorable prices, thereby lowering the costs associated with acquiring clean energy. Our industry-leading performance meets the requirements of investors and government regulators.Please see the section "Risks and Opportunities Management" of this report to know more about the Company's active exploration of clean energy usage.

²² This year, we are actively sorting and exploring the impacts of climate change-related risks and opportunities on the Company's financial condition, operating performance, and cash flows in the short, medium, and long term. We will continue to deepen the aforementioned analytical work in the future and will disclose such information at the appropriate time.

²³ Short-term period is 1 to 3 years, and medium-to-long-term period is over 3 years.

Scenario Analysis

This year, we conducted a climate scenario analysis to gain a detailed and comprehensive understanding of Kingsoft Office's risk levels under different climate scenarios. By fully considering the concentration of risk, impact magnitude, data availability and other factors, we prioritized a detailed assessment of the financial impacts arising from physical risks and transition risks under low-carbon and high-carbon scenarios for our office locations.²⁴ This could demonstrate the Company's climate risk response ability across various scenarios. To enhance our climate resilience, the results of the climate scenario analysis will be applied to the formulation of climate response measures and transition plans.

Risk and Opportunity Category		Period ²⁵	Selected Climate Scenario ²⁶
Physical Risks	Acute Risks	2030, 2050	Two scenarios, SSP2-4.5 ²⁷ and SSP3-8.5 ²⁸ , published by the United Nations Intergovernmental Panel on Climate Change (IPCC).
Transition Risks	Policy Risks	2030, 2050	Two scenarios, "Net Zero 2050" and "Current Policies", published by the Central Banks and Supervisors Network for Greening the Financial System (NGFS).

Under the selected high-emission and low-emission scenarios, the most critical physical risks and transition risks, i.e. the rise in average temperatures, extreme weather events such as typhoon, tornadoes, hurricane, rainstorm, and flooding, as well as policy risks and technological risks, were analyzed and identified by the Company. The section "Climate-change Risks and Opportunities Assessment" above shows the potential impacts of these risks on business and operational processes.

Based on the scenario analysis results, under the assumption of no significant changes in the existing geographic locations and business models of our office locations, the asset loss due to typhoon, tornadoes, hurricane, rainstorm, and flooding is expected to show a slight upward trend in the medium to long term, but it is not expected to have a significant financial impact. As we cannot entirely avoid the losses caused by extreme weather events, a series of disaster prevention systems and emergency response plans were established for our office locations, considering the occurrence of extreme climate events during site selection to minimize relevant impacts. In 2024, we purchased catastrophe insurance, all-risk construction insurance, and third-party liability insurance for the buildings and devices of our newly built Wuhan park to reduce the risk of asset loss due to unforeseen events caused by extreme weather. In terms of transition risks, considering the increased energy consumption, cooling demand, and energy efficiency improvements due to business development, the electricity costs for leased data centers are expected to exhibit an upward trend in the medium to long term. To effectively reduce energy costs, the Company has prioritized leasing data centers that utilize clean energy and green electronic equipment, mitigating the impact of electricity price fluctuations on energy usage costs.

²⁴ Our key assumptions include: Mitigation measures for climate-related physical risks will remain largely unchanged in the future. An accelerated transition to low-carbon energy will be pursued to address transition risks.

²⁵ The analyses for the years 2030 and 2050 are based on the average changes under each scenario over the respective timeframes, used to assess the potential impacts of climate risks across different periods.

²⁶ When selecting scenarios, the Company considered the following factors: The analysis period of the scenarios align with the Company's strategic planning horizon. The climate factors included in the scenarios effectively describe the potential climate pressures the Company may face in the future.

²⁷ SSP2-4.5: A low-carbon emissions scenario (optimistic scenario), which describes carbon emissions peaking by 2040 and subsequently declining, alongside stable economic growth.

²⁸ SSP3-8.5: A high-carbon emissions scenario (pessimistic scenario), which describes continuous global increases in carbon emissions, accompanied by uneven economic development.



Risks and Opportunities Management

We adhere to the environmental management strategy of "open source" and "cutting back", and actively carry out energy conservation and emission reduction practices. More details on climate-related risk management is as detailed in the "Adhering to Green Operation" chapter. We also actively seize clean development opportunities by providing WPS 365 low-carbon office solutions to users and partners, practicing our commitment to sustainable development together with our value chain partners.

>> We continue to drive innovation and increase investment in clean technology.

The Company leverages AI to improve algorithmic structure to eliminate unnecessary computations, reducing system energy consumption by minimizing loops and recursion. The Company has independently developed the deployment and optimization technologies of large-scale GPU computing clusters, addressing the challenges of memory and computing power walls encountered in large model scenarios. By leveraging high-performance heterogeneous computing devices and networks, we have adopted a disaggregated storage and computing approach, abstracting devices, storage, and networks into a unified delivery framework and workflow. We have also designed a data-driven and cloud-native GPU management platform solution. Through the synergy of hardware and software optimization, this solution optimizes IO efficiency, operator performance, and video memory usage, resulting in improved computing power on individual devices. Through high-speed interconnect communication and computational offloading to the network, we have achieved distributed computing, thereby extending computing power to better meet the explosive growth in demands for computing power. In the future, Kingsoft Office will further increase investment in the AI field, continuously expanding the application scenarios of AI technology, enabling AI to support the R&D and innovation of clean technologies, injecting new vitality into company performance growth.

>> We vigorously promote product and service innovations, optimizing the innovative low-carbon office product portfolio.

Kingsoft Teams helps enterprises reduce paper use in daily office processes such as approvals, reimbursements, and archive management; WPS Office components enable digital file encryption and cloud storage, reducing unnecessary paper archiving and printing; Kingsoft Meeting helps enterprise users reduce energy consumption and carbon emissions associated with offline meetings and employee travel.

>> Providing green and low-carbon products to users and supply chain partners empowers the green and low-carbon development of the supply chain.

Kingsoft Office's New-quality-productive-forces Office Platform, WPS 365, offers customized digital solutions for industries such as government agencies, finance, manufacturing, and education. These solutions help users effortlessly manage documents, share documents, conduct online meetings, and facilitate mobile office scenarios.

Kingsoft Office Facilitates Paperless Office for Enterprises

Kingsoft Office continues to develop lightweight products to promote paperless office practices, using technology to empower smart office operations and low-carbon digital transformation for enterprises, helping users to significantly reduce greenhouse gas emissions from offline business travel and meetings. The cloud computing technology used by Kingsoft Office Cloud Documents enables resource sharing and dynamic allocation, which improves server utilization rates, thereby reducing the number of physical servers and the overall space occupied, helping reduce electricity consumption.

Up to now, the cumulative number of cloud documents uploaded by WPS domestic individual users through the public cloud has exceeded

260 billion. If calculated based on an average of **5** paper

pages per document, more than **1,300** billion papers were

saved through the use of online office; to produce this amount of paper

would require the consumption of approximately **29** million trees.

Seizing Clean Development Opportunities

Kingsoft Office integrates sustainable development into its corporate DNA, continuously exploring business solutions that achieve both corporate operational and sustainable development goals. We identify the strategic focus on clean technology development as one of the core strategies of the Company's climate change response. Actively, we drive forward renewable energy projects to raise the proportion of renewable energy utilization.

The Company is actively assessing and promoting the implementation of renewable energy projects. Kingsoft Office continues to explore sustainable development paths centered around clean technologies, expanding the application scenarios for renewable energy and enhancing the proportion of clean energy usage. The Kingsoft Office Zhuhai Park has actively introduced air source heat pump water heaters and solar thermal siphon systems to heat storage tanks, realizing zero-emission hot water supply for showers and dishwashing rooms. In addition, photovoltaic street lights are installed within the park, effectively utilizing solar energy resources and reducing reliance on traditional electricity; The Zhuhai office park uses outdoor solar lamps to provide lighting, which can reduce electricity consumption due to traditional energy consumption by 3,942KWH per year. In the future, the park plans to further enhance the application of photovoltaic energy, gradually replacing the energy consumed by standby power sources for server rooms. We have proactively formulated the Kingsoft Office Clean Energy Transition Plan: committing to continue to increase the share of renewable energy and to increase the investment on developing clean energy-related projects on a yearly basis.

This year,

the Zhuhai Park had **80%**

of the domestic hot water and heat energy used in air conditioning coming from social energy

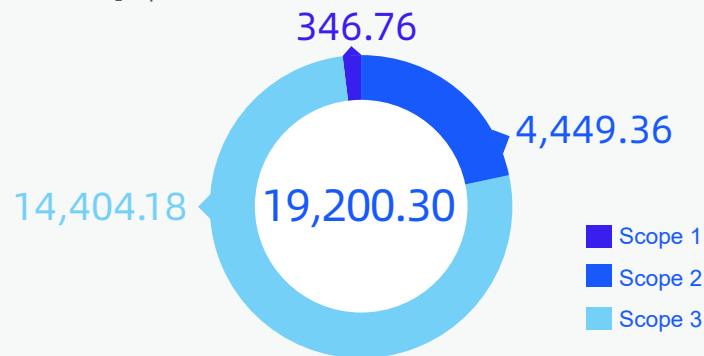
Metrics and Targets

This year, to respond to climate change risks and seize related opportunities, the Company has established climate change-related goals. From 2025, the Company will organize at least one annual training session on climate change for all employees, continuing this initiative for three consecutive years; from 2025, Kingsoft Office will progressively reduce carbon emissions generated from its operational processes. This year, to respond to climate change risks and seize related opportunities, the Company has established climate change-related goals. From 2025, the Company will organize at least one annual training session on climate change for all employees, continuing this initiative for three consecutive years; from 2025, Kingsoft Office will progressively reduce carbon emissions generated from its operational processes.

This year, we have calculated our greenhouse gas emissions using the *Corporate Accounting and Reporting Standard from the Greenhouse Gas Protocol* developed by the World Resources Institute (WRI) and the World Business Council for Sustainable Development (WBCSD). In 2024, Kingsoft Office's total greenhouse gas emissions amounted to 19,200.30 tons of CO₂ equivalent,²⁹ for more information, please refer to the "Key Environmental Performance" section.

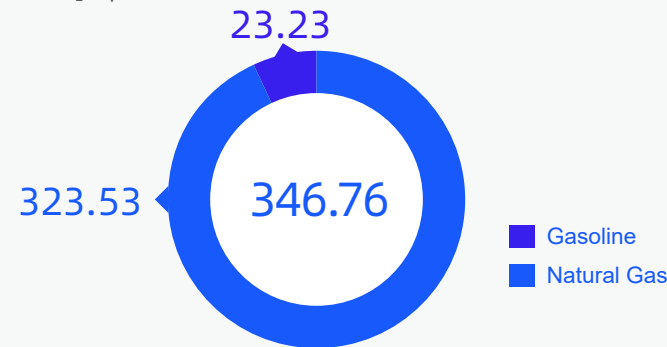
Total Greenhouse Gas Emissions (Scope 1, Scope 2, Scope 3)

Tons of CO₂ equivalent



Scope 1 Greenhouse Gas Emissions

Tons of CO₂ equivalent



Per Capita Greenhouse Gas Emissions (Scope 1, Scope 2)

0.87 Tons of CO₂ equivalent /Person

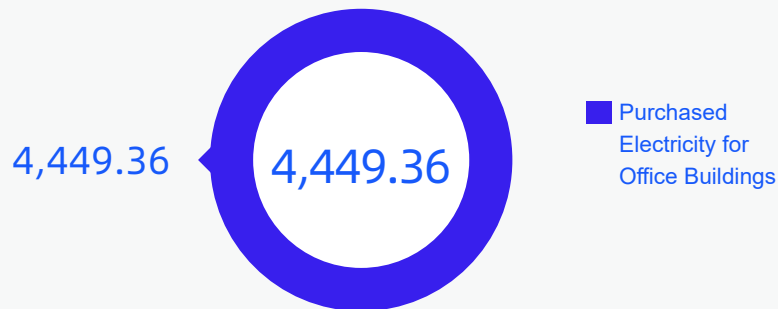


Compared to 2023, per Capita Greenhouse Gas Emissions (Scope 1, Scope 2) decreased

10.31 %

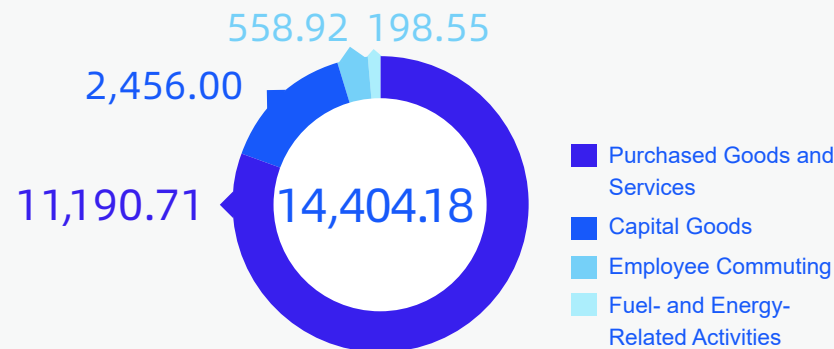
Scope 2 Greenhouse Gas Emissions

Tons of CO₂ equivalent



Scope 3 Greenhouse Gas Emissions

Tons of CO₂ equivalent



²⁹ We have continuously improved the scientific rigor, comprehensiveness, and accuracy of our Scope 3 greenhouse gas (GHG) emissions accounting. For the four categories of Scope 3 emissions disclosed in this reporting period, we have thoroughly evaluated and selected appropriate calculation methodologies. The reported Scope 3 emissions for these categories objectively reflect operational changes during the current reporting period. Notably, emissions from the capital goods category saw a significant increase due to the construction and operational launch of the new Wuhan campus this year, while emissions from the employee commuting category grew in alignment with the substantial rise in full-time workforce numbers during the same period.



Adhering to Green Operations

Kingsoft Office consistently adheres to the principles of green and low-carbon operations, integrating supporting the construction of a beautiful China and ecological environmental protection into the Company's development strategy and governance processes. We follow the environmental management systems such as the *Environmental Protection Law of the People's Republic of China*, the *Energy Conservation Law of the People's Republic of China*, and the *Solid Waste Pollution Prevention Law of the People's Republic of China*. Furthermore, we have established internal systems like the *Code of Business Conduct* and the *Office Environment and Safety Management Standards*, and take effective actions to fulfill our ecological and environmental protection responsibilities while enhancing awareness among internal and external stakeholders regarding our environmental management policies and impacts.

The Company has developed an environmental management strategy centered on "open source" and "cut back", focusing on the efficient use of energy and resources, as well as the scientific management of waste. The Company also actively responds to the national goals of reaching peak carbon emissions and achieving carbon neutrality, committing to the sustainable development of a circular economy and urging employees, suppliers, and partners to minimize their negative impact on the ecological environment, collaboratively building a sustainable supply chain. Kingsoft Office will progressively advance its carbon reduction targets in the future, and prioritize the leasing of green data centers with lower PUE values. At the same time, we are committed to effectively mitigating the negative impact of commercial activities on the environment and society. According to the classification standards of environmental emergencies in the *National Emergency Plan for Environmental Emergencies* of the Ministry of Ecology and Environment, the Company is engaged in software research and development and does not involve the production, storage or transportation of toxic and harmful substances and other activities, so it does not involve major environmental incidents.

Saving Energy Usage

The Company is actively expanding the application scenarios of clean energy, replacing the use of traditional energy. We also actively carry out several energy-saving practices, conduct energy audits, and optimize energy usage policies and measures.

The Company has established energy-saving goals:



In 2025,

the per capita power consumption of the company's Zhuhai park decreased by

5 % compared to 2024



In 2025,

the Company will carry out at least

1 energy-saving awareness training

To achieve these goals, the following energy-saving measures have been implemented by the Company:

Managing Air Conditioning Equipment

The air conditioning used in our office buildings employs variable frequency technology and is equipped with a control system to monitor and reduce energy consumption. We reasonably adjust the use of air conditioning according to the seasons, preferring natural ventilation in spring and autumn, and using methods such as water circulation cooling and heat recovery to reduce air conditioning energy consumption in summer. We have also established temperature standards for air conditioning in office areas during working hours: 24°C to 26°C for cooling and 25°C to 27°C for heating.

Our newly built Wuhan park has undertaken relevant practices in the following areas to reduce energy consumption during the operation of the cooling system:

- The office building is equipped with variable frequency centrifugal chillers that automatically adjust the compressor's operating frequency to avoid excessive cooling and frequent start-stop cycles, thereby achieving precise cooling and reducing energy consumption.
- Fixed frequency centrifugal chillers installed feature high air conditioning energy efficiency ratings and comprehensive cooling performance coefficients, all meeting the national Level 1 energy efficiency standard.
- Each chiller is equipped with corresponding cooling water circulation pumps, which operate in variable frequency mode to enhance the operational efficiency of the cooling water pumps and effectively reduce energy consumption.

Managing Lighting Equipment

Kingsoft Office strictly supervises the usage time of electrical facilities such as lighting and multimedia. During non-office hours, we uniformly turn off lighting and multimedia lightboxes and other electrical devices, and we arrange for property staff to periodically patrol all office areas to promptly check the status of power switches and the operation of various types of equipment to save electricity. In the underground parking garage of our newly built Wuhan park, we installed a smart lighting system. During periods of low usage, such as at night, this lighting system automatically controls the lighting fixtures to turn off, thereby reducing energy consumption.

Promoting Online Office

We also encourage employees to work online. In 2024, Kingsoft Office's employees used our Kingsoft Meeting 270,000 times, with a total meeting time of 31.96 million minutes, effectively reducing the electricity consumption of offline meeting rooms for lighting, projectors, and other equipment, as well as reducing carbon emissions from employee travel for offline meetings.

Conducting Energy Audits

To improve equipment energy efficiency and reduce energy consumption, our Zhuhai park conducts annual energy consumption audits for the air conditioning equipment in the office buildings and analyze the audit results. Our newly built Wuhan park is scheduled to be officially operational in 2025. Once the park is fully operational, we will perform energy audits at least once a year to analyze energy usage and implement measures to reduce energy consumption based on the results.

Using Clean Energy

The Company is actively increasing the proportion of the use of cleaner sources of energy and gradually reducing our reliance on traditional fossil fuels. The section "Climate Change Response" of this report shows detailed information on our goals and practices related to clean energy usage.



Rationally Utilizing Water Resources

Kingsoft Office actively supports national water conservation initiatives and continuously focuses on improving water usage efficiency³⁰. This year, we established the following water-saving goals to mobilize all employees to participate in water conservation and demonstrate the Company's commitment to water resource management:



In 2025, compared to 2024, the per capita water consumption of Kingsoft Office Zhuhai Park decreased

3 tons



From 2025, Kingsoft Office will implement water-saving taps across all office locations in its operational areas

Kingsoft Office values the efficient use of water resources and has taken a series of water management measures. We regularly inspect taps and valves to reduce equipment leakage. We have also installed water-saving sanitary fittings and accessories with a Level 2 water efficiency label³¹ or higher, as well as sensor-based water outlets, in some office area restrooms.

³⁰ The Company's water supply primarily comes from municipal sources, and there are no specific challenges related to water resource. The Company's wastewater is discharged into the municipal sewage network, where it is treated in compliance with regulations by the relevant authorities.

³¹ According to the Measures for the Administration of Water Efficiency Labels jointly issued by the National Development and Reform Commission, the Ministry of Water Resources, the State General Administration of Quality Supervision, Inspection and Quarantine, and the Catalog of Products with Water Efficiency Labeling in the People's Republic of China, labeling the water efficiency grades and other performance metrics of water-using products. The second level of water efficiency appliances refers to water appliances with lower water consumption.

Kingsoft Office's "Sponge Building" Water-saving Initiative

We make full use of green irrigation technology, adopting water-saving irrigation methods such as sprinkler irrigation, micro-irrigation, seepage irrigation, and low-pressure pipe irrigation to irrigate the green plants in the office park. Around the buildings in the Zhuhai park, ecological ceramic permeable bricks that can absorb water have been laid, allowing for the recovery and reuse of rainwater for green watering, reducing the consumption of tap water for irrigating green plants in the park. The park also features concave green spaces, rain gardens, and other green spaces with rainwater storage functions. The combined area of functional green spaces and water bodies accounts for approximately 10% of the park's green space, with about 20% of the hard-paved ground area consisting of permeable paving.

In response to the national "Sponge City" construction initiative, the Company laid permeable bricks and permeable concrete in the newly built Wuhan park, and installed a rainwater collection tank to use the recycled rainwater as garage flushing water.



Zhuhai Park of Kingsoft Office



Wuhan Park of Kingsoft Office

Conducting Waste Management

The Company is dedicated to minimizing waste emissions in its office operations and has set forth the following objectives:



To continuously reduce waste generation at the source through the optimization of office processes, the promotion of paperless office, and the diminishment of disposable articles.

For Non-hazardous Waste

We set up sorted trash bins in office areas to guide employees in sorting waste. After property staff transport the waste to the waste recovery room, it is handed over to municipal waste treatment units for professional recovery and processing. We actively promote online office platforms to achieve paperless collaborative office work. Our independently developed online office platform, Kingsoft Teams, includes functions such as cloud documents and light approval, which reduce the use of paper in office processes such as document and approval order printing while improving work efficiency. In 2024, the Company circulated 1,215,659 cloud documents internally, increased by 20.82% compared with last year, and the number of online approval orders reached 49,893.

For Hazardous Waste

We transport hazardous waste generated during company operations to qualified hazardous waste disposal vendors for compliant disposal, including printer cartridges, ink cartridges, batteries, etc., generated during office operations

As for the leased data centers, we require suppliers to strictly comply with laws and regulations such as the *Air Pollution Prevention and Control Law of the People's Republic of China*, the *Soil Pollution Prevention and Control Law of the People's Republic of China*, and the *Solid Waste Pollution Environment Control Law of the People's Republic of China* for waste disposal. In 2024, all the end-of-life servers and switches in the data centers leased by Kingsoft Office were 100% compliantly disposed of by qualified recyclers.



Developing the Circular Economy

Kingsoft Office responds to national requirements by adhering to the principles of "Reduction, Reuse, and Resource Recovery", aiming to play an active role in resource recycling and the development of a circular economy. The Company not only integrates green initiatives into its operations but also contributes to the sustainable social development, thereby embodying its corporate social responsibility and commitment.

To further advance the development of a circular economy, we have established the following goals:

In 2025, the recovery rate of harmful waste, including toner cartridges, ink cartridges and batteries will be **100%**

100% hazardous waste, such as end-of-life hard drives, servers, switches, displays, and batteries from the data centers leased by Kingsoft Office, is disposed of in a compliant manner by qualified recyclers by 2025

To implement comprehensive waste classification across Kingsoft Office's owned office buildings by 2025

To enhance resource utilization and foster the circular economy, the Company has implemented relevant measures below:

Circular Economy Initiatives

Recycling of Office Equipment and Electronic Products

Building a Recycling System: the Company has partnered with specialized recycling enterprises to establish a recycling system for the recovery and recycling of waste office equipment and electronic products. We encourage employees to recycle waste computers, printers, smartphones, and other devices through related institutions, promoting reuse and mitigating resource waste.

Recycling of Office Supplies

Building an Internal Recycling Mechanism: we have established dedicated recycling stations in our office locations to encourage employees to dispose of electronic waste, such as toner cartridges, ink cartridges, and batteries, by sorting them appropriately. Additionally, the Company collaborates with professional waste disposal service providers to ensure that the waste is safely and effectively sorted and recycled.

Promoting Shared Office Supplies: we have established a shared stationery zone within our office locations to encourage employees to utilize shared office supplies.

Conduct Paper Reuse: we have posted visible signs in the office area to encourage employees to prioritize double-sided printing mode for printing and copying, and advocate for the reuse of paper among employees.

Enhancing Circular Awareness

Carrying out Training Activities: The Company integrates circular economy education into its employee training programs, conducting regular training sessions focused on environmental protection. This aims to raise employees' awareness of resource reuse and circular economy, motivating them to actively participate in recycling and resource reuse.

Promoting a Green Lifestyle

The Company continuously engages in environmental protection education for employees to enhance their environmental protection awareness. In accordance with the environmental provisions outlined in our *Code of Business Conduct*, we regularly conduct publicity work on energy saving, water saving, and waste reduction for employees. We encourage every employee to integrate environmental protection concept into the daily work and life, promoting small yet impactful actions such as energy saving, green commuting, paperless office, and waste sorting to lessen our impact on the surrounding environment, jointly contributing to the environmental protection practices. We also post slogans related to energy and water conservation in the office area, reminding employees of standardizing their own environmental protection activities.



Energy Conservation Awareness Poster

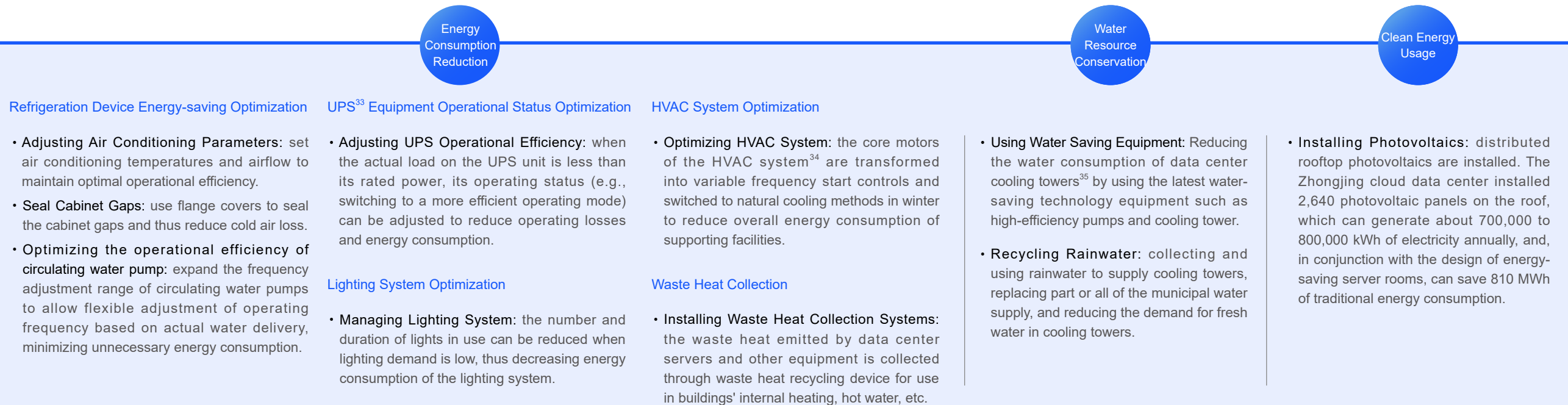
Establishing a Green Supply Chain

We give priority to suppliers that have demonstrated excellence in sustainable development, green energy efficiency, and climate governance, ensure the standardization and regularization of our supplier management system, and integrates green and sustainability concepts.

Promoting Green Upgrades To Data Centers

We take into account the PUE³² performance and the use of clean energy of the leased data centers, prioritizing the rental of high-efficiency, low-energy consumption green data centers, continuously increasing the proportion of renewable energy used.

This year, the Company took the following strategies and initiatives to reduce the resource and energy consumption of leased data centers.



³² PUE (Power Usage Effectiveness) is a measure of a datacenter's energy efficiency and is the ratio of all the energy consumed by the data center to the energy consumed by the IT loads. The closer the PUE value is to 1, the greener the data center is.

³³ UPS (Uninterruptible Power System) refers to an uninterruptible power supply system, a power conversion device that uses mains electricity or a generator as its AC input energy. Through appropriate conversion and regulation, it provides stable and reliable AC power to critical (or sensitive) loads.

³⁴ HVAC system means heating, ventilation, and air conditioning system.

³⁵ Cooling tower is a type of heat dissipation equipment that is primarily used to remove heat from industrial processes. It reduces the temperature of water by spraying hot water inside the tower and bringing it into contact with the air, utilizing the principle that water absorbs heat as it evaporates.

Purchasing Environmental Protection Products

The Company prioritizes the use of green products in procurement. When purchasing electronic equipment for the office areas and leased data centers, we thoroughly evaluate the environmental performance of electronic equipment suppliers, preferring green electronic products such as hard drives, servers and network equipment with low energy consumption or energy-saving and environmental certifications. In 2024, all hard drives and servers procured by the Company for the data centers possessed environmental certification certificates.

In 2024, **100%** hard drives and servers procured by the Company for the data centers possessed environmental certification certificates.

When purchasing materials for office building decoration, we choose non-solvent or water-soluble green paints, environmentally friendly high-density fiberboard, and glass fiber and magnesium cement board³⁶ as the base materials to avoid the emission of harmful gases and toxic substances during the production process and reduce environmental pollution. When purchasing paper products, we choose environmentally friendly sanitary and office papers with FSC certification³⁷.



Certification Certificates for Energy-saving Products Procured by the Data Centers Leased by Kingsoft Office



The Company Procures Sanitary Papers with FSC Certification



³⁶ Glass fiber and magnesium cement board is a kind of magnesium cementitious materials composed of magnesium oxide, magnesium chloride and water composition, with stable performance, which can be used as wall panels, ceiling panels, fire prevention boards, waterproof boards and so on.

³⁷ FSC (Forest Stewardship Council) certification is an international certification of forest products that promotes responsible forest management. Such certification ensures that forest resources are managed in a way that is consistent with environmental protection, social responsibility and sustainable economic development.

Key Environmental Performance

Indicator	Unit	Year 2024	Year 2023
Total Greenhouse Gas Emissions (Scope 1, Scope 2, Scope 3) ^{38,39,40}	Tons of CO ₂ Equivalent	19,200.30	17,217.04
Scope 1 Greenhouse Gas Emissions	Tons of CO ₂ Equivalent	346.76	237.50
Of which: Gasoline	Tons of CO ₂ Equivalent	23.23	24.18
Natural Gas ⁴¹	Tons of CO ₂ Equivalent	323.53	213.32
Scope 2 Greenhouse Gas Emissions	Tons of CO ₂ Equivalent	4,449.36	4,495.62
Of which: Purchased Electricity for Office Buildings ⁴²	Tons of CO ₂ Equivalent	4,449.36	4,495.62
Scope 3 Greenhouse Gas Emissions	Tons of CO ₂ Equivalent	14,404.18	12,374.42
Of which: Purchased Goods and Services	Tons of CO ₂ Equivalent	11,190.71	11,077.31
Capital Goods	Tons of CO ₂ Equivalent	2,456.00	455.96
Employee Commuting	Tons of CO ₂ Equivalent	558.92	436.74
Fuel-and Energy-Related Activities	Tons of CO ₂ Equivalent	198.55	219.87
Per Capita Greenhouse Gas Emissions (Scope 1, Scope 2)	Tons of CO ₂ Equivalent/Person	0.87	0.97
Total Hazardous Waste ⁴³	Tons	0.11	0.18
Per Capita Hazardous Waste Emissions	Tons/Person	0.00002	0.00004

³⁸ Due to the operations nature, the Company's primary emissions are greenhouse gas emissions generated from the use of gasoline, natural gas and electricity generated from fossil fuels.

³⁹ The Company's greenhouse gas inventories include CO₂, CH₄ and N₂O. Greenhouse gas emissions are presented on a CO₂ equivalent basis. From 2024 onwards, greenhouse gas emissions are calculated according to the 2022 CO₂ Emission Factors for Electricity issued by the Ministry of Ecology and Environment, and the 2006 IPCC Guidelines for National Greenhouse Gas Inventories issued by the Intergovernmental Panel on Climate Change (IPCC).

⁴⁰ The Scope 3 calculation categories include purchased goods and services, capital goods, employee commuting, and fuel- and energy-related activities.

⁴¹ This year, the increase of the Company's natural gas consumption was primarily attributable to the commissioning of the Canteen in the office building of Beijing.

⁴² The statistical scope of purchased electricity in office buildings includes the electricity consumption of offices in Beijing, Wuhan, Shanghai, Chengdu, Jinan, Nanning, Zhuhai, Hangzhou, Changsha, Zhengzhou, Hefei, Guangzhou and Xian.

⁴³ Hazardous waste involved in the Company's operations mainly includes waste batteries and used toner cartridges and ink cartridges generated from office printing equipment. Waste batteries, toner cartridges and ink cartridges are collected and disposed of by qualified recyclers.

Indicator	Unit	Year 2024	Year 2023
Total Non-hazardous Waste ⁴⁴	Tons	317.79	398.31
Per Capita Non-hazardous Waste Emissions	Tons/Person	0.06	0.08
Amount of waste recycled ⁴⁵	Tons	6.30	/
Renewable Resources Consumption ⁴⁶	Tons	9.45	/
Total Energy Consumption ⁴⁷	MWh	10,764.69	9,542.37
Direct Energy Consumption	MWh	1,422.03	1,189.73
Of which: Gasoline	MWh	94.90	98.77
Natural Gas	MWh	1,327.13	1,090.96
Indirect Energy Consumption	MWh	9,342.66	8,352.64
Of which: Purchased Electricity for Office Buildings ⁴⁸	MWh	9,342.66	8,352.64
Per Capita Energy Consumption	MWh/Person	1.96	1.96
Total Water Usage ⁴⁹	Tons	102,748.99	88,650.21
Per Capita Water Usage	Tons/Person	18.66	18.21

⁴⁴ Non-hazardous waste involved in the Company's office buildings mainly includes domestic garbage, food waste and e-waste, all of which are treated by property management companies. The current scope of non-hazardous waste statistics includes offices in Beijing, Wuhan, Guangzhou and Zhuhai. For other office buildings that cannot be measured separately, domestic waste data was estimated based on the Manual on Coefficients of Production and Discharge of Urban Domestic Waste for the First National Pollution Source Census issued by the State Council for domestic waste data from office buildings.

⁴⁵ The Company's recycled waste consists primarily of electronic equipment and components, such as hard disk drives, solid state drives, laptops, monitors, mainframes and servers.

⁴⁶ The company's renewable resource consumption consists mainly of the amount of FSC-certified printing paper used. This year, the Company counted the weight of the FSC-certified printing paper used in the Wuhan park.

⁴⁷ Energy consumption is calculated based on electricity and fuel consumption and the conversion factors in the national standard of the People's Republic of China, i.e. the General Rules for Calculation of the Comprehensive Energy Consumption (GB/T 2589-2020).

⁴⁸ This year, the increase in the Company's natural gas consumption was primarily attributable to the commissioning of the Canteen in the office building of Beijing.

⁴⁹ The Company uses municipal tap water and has no issue in obtaining water sources. The current water consumption statistics include offices in Beijing, Zhuhai, Hangzhou, Changsha, Zhengzhou, Hefei and Guangzhou. Other office buildings cannot be counted separately as the tap water cost is included in the property fee and has been estimated based on the 2022 Water Resource Bulletin issued by the Ministry of Water Resources of the People's Republic of China.



Join Hands with Employees to Build a Harmonious Enterprise

Employees are the most valuable asset of Kingsoft Office. In accordance with relevant national laws and regulations, we have established internal policies such as the *Employee Code of Conduct*, the *New Employee Guide*, the *Internal Trainer Management System*, and the *Manager Handbook*. We are committed to creating a healthy, equal, and inclusive work environment, continuously optimizing talent management strategies, and improving the talent development system. We provide fair career advancement opportunities, fully unleash employees' enthusiasm and creativity, and support employees in becoming the best versions of themselves.

01 Safeguarding Employees' Rights and Interests

03 Conveying Employee Care

02 Supporting Employee Development

04 Key Employee Performance

To reasonably optimize talent allocation and provide a scientific and systematic reference basis for decisions related to job setting, talent training, employee promotion, compensation and incentives, as well as performance management, Kingsoft Office conducts an annual talent inventory for all employees, identifying typical behavioral styles in "execution", "thinking", "innovation", and "interpersonal relationship" dimensions, to summarize the potential difference between current behavioral performance of employees and future talent development needs.



Kingsoft Office Talent Inventory Tools

Relying on the results of the talent inventory, we broaden our recruitment channels to precisely attract matching talent and strengthen the Company's talent team. We also establish a complete promotion and training system to support rapid employee growth. By fostering a positive corporate culture and offering competitive compensation and benefits, we enhance employees' sense of belonging and loyalty, achieving mutual development for both employees and the enterprise.



Safeguarding Employees' Rights and Interests

Kingsoft Office strictly complies with laws and regulations such as the *Labor Law of the People's Republic of China*, the *Labor Contract Law of the People's Republic of China*, the *Social Insurance Law of the People's Republic of China*, the *Law on the Protection of Women's Rights and Interests of the People's Republic of China*, and the *Special Rules on the Labor Protection of Female Employees*, and supports the core conventions formulated by the International Labor Organization, the United Nations Global Compact and other international human rights protection initiatives. We have formulated internal policies such as the *Kingsoft Office Employee Handbook* and the *Kingsoft Office Code of Business Conduct* to fully ensure the legal rights and interests of employees. During the reporting period, the Company did not experience any labor dispute incidents.



Creating an Equal Workplace

Kingsoft Office adheres to equal employment, recruit candidates based on job qualifications and abilities, and resolutely prevents any discrimination and bias during the recruitment process. At the same time, we sign labor contracts with all employees based on the principles of honesty, equality, and voluntary agreement, ensuring compliant, fair and transparent recruitment procedures.

We enforce a "zero-tolerance" attitude toward workplace harassment and discrimination, and our *Kingsoft Office Code of Business Conduct* explicitly prohibits the use of aggressive, discriminatory, insulting, or other impolite language in the workplace, or sexual harassment through physical behavior, and prevents employment and promotion decisions from being affected by differences in ethnicity, race, gender, age, marital status, and religious beliefs. We incorporate anti-discrimination and anti-harassment principles into our employee training and require all employees to participate in training to understand and comply with related regulations.

We comply with the *Regulations on the Prohibition of Child Labor*, explicitly prohibiting the use of child labor. During recruitment, we have established a strict identity verification process, requiring all candidates to provide identification to ensure they meet the requirements of minimum working age of the country or region. We also prohibit forced labor and require that employees are not forced to work through violence, threats, or any other illegal means of restricting personal freedom. During the reporting period, there were no incidents of child labor or forced labor in Kingsoft Office.

We respect employees' rights to freely associate and collectively bargain according to the law, and they have the right to freely choose whether or not to join labor unions. By the end of the reporting period, all active employees of the Company had joined labor unions. We strictly abide by the requirements of relevant laws and regulations such as the *Labor Union Law of the People's Republic of China* and the *Constitution of the Chinese Labor Unions*, and formulate sound labor union management processes, which clearly states that the union has the right to represent employees in equal negotiations with the Company.

To safeguard the rights and interests of employees, the Company established the Workers' Congress, which serves as a democratic decision-making body within the Company to oversee the implementation of employee rights and benefits. Members of the Workers' Congress regularly review the Company's development plans and deliberate on regulations and systems related to employee rights and benefits, as well as the implementation and enforcement of employee compensation and benefits. They also provide opinions and suggestions to the Company's management.

To identify groups vulnerable to labor rights violations, including employees, children, women, contractor and supplier employees, and local community groups, we conduct human rights due diligence on our operations and value chain, as well as other activities relevant to our business. We also assess potential labor rights risks associated with these groups, such as the presence of discrimination, harassment, human trafficking, and the right to freedom of association. To mitigate potential risks, we have implemented corresponding preventive, mitigating, and remedial measures, including the establishment of diverse communication channels and the organization of specialized training. Simultaneously, we maintain continuous risk monitoring to ensure the effective implementation of these measures.

The Company encourages employees to provide feedback concerning workplace human rights, values, and related suggestions. We have provided accessible feedback mechanisms, introducing grievance reporting approaches such as the "Through Train for Issue Reporting" via email and telephone. Employees are given the option to report anonymously. Upon receipt of a report, we will convene a dedicated project team composed of representatives from legal compliance, human resources, and other relevant departments to conduct an investigation and promptly report the findings to the management. In cases where the incident is severe and requires judicial intervention, we will offer appropriate support to the whistleblower. Throughout the incident handling process, we uphold strict confidentiality concerning the whistleblower's information and materials, protecting the whistleblower and his/her privacy.

Safeguarding Occupational Health and Safety

Kingsoft Office strictly follows laws and regulations such as the *Labor Law of the People's Republic of China* and the *Fire Protection Law of the People's Republic of China*, and has developed workplace safety management systems such as the *Kingsoft Office Environment and Safety Management* to standardize the management of office areas. We have also clarified the requirements related to the management of employees' occupational health and safety in the *Code of Business Conduct*, which applies to all employees and suppliers, to provide a healthy, safe, and comfortable office environment for employees.

We establish and continually refine our management system for employees' occupational health and safety, conducting regular safety inspections of all workplace equipment and facilities to ensure compliance with safety standards. We also assess risks and hazards related to occupational health and safety, determine the sequence of work tasks and action plans and implement them. We provide essential occupational health training, safety training, and fire emergency drills to equip employees with knowledge on proper equipment usage and emergency response procedures. This year, we conducted two safety trainings for all employees, achieving the goal of "zero major security accidents".



Kingsoft Office Security Training for Employees

Our commitment to employees' health includes 100% coverage of medical insurance and workplace injury insurance for all active employees,⁵⁰ with an annual investment of RMB 2.64 million in workplace injury insurance this year. To constantly enhance our employee health benefit system, we offer free gym and physical therapy room, organize annual medical check-ups, and regularly host specialized medical events such as dental clinics and traditional Chinese medicine therapy sessions by Grade 3 and first-class hospitals, offering our employees convenient and professional healthcare services. Moreover, we organize first aid lectures, health Q&A, and health knowledge seminars, improving employees' health awareness. In the event of injuries, ill health, illnesses and accidents, we investigate and deal with the relevant incidents in accordance with the prescribed procedures to effectively protect the health of our employees. This year, with a focus on employees' health, we organized the "Fragile Worker Rescue Initiative" series activities. We invited renowned internal medicine specialists to provide on-site consultations for the company employees and introduced services such as AI healthcare and physical neck-shoulder therapy, transforming employees' health concept shift from "treating illnesses" to "preventing diseases", and effectively helping them prevent illnesses.

We care for employees' mental health, continuously imparting mental health related knowledge through "Warm Heart EAP (Employee Assistance Program)". We published a total of 13 articles on mental health awareness and 4 educational short videos to enhance employees' understanding of mental health. We provide an online mental counseling service accessible to 100% of our employees. Additionally, we conduct offline mental counseling activities at our office locations in Beijing, Zhuhai, Wuhan, and Guangzhou, offering mental counseling services to 416 individuals. We also organize extracurricular group sessions, such as the *Mindfulness Meditation Experiences*, to help employees alleviate stress from work and daily life.



with an annual investment of RMB

2.64 million

in workplace injury insurance this year



"Warm Heart EAP" On-site Counseling Events

⁵⁰ The Company is not classified as a production or operation entity required to purchase work safety liability insurance under Article 51 of the *Law of the People's Republic of China on Working Safety* and, therefore, does not hold such insurance.

Supporting Employee Development

Kingsoft Office is committed to providing every employee with expansive career development space, diverse learning opportunities, and comprehensive career support. We continuously expand our outstanding talent team and refine our talent development system to help employees achieve their self-worth.

Expanding Talent Attraction Channels

We places high importance to building a talent echelon by predicting talent needs from our talent inventory results and aligning them with business growth strategies. We continuously expand our talent introduction channels, including internship conversion, campus recruitment, social recruitment and school-enterprise collaboration. These efforts offer flexible job opportunities and promote laborers' high-quality employment.

Expanding campus recruitment

This year, we have expanded our campus recruitment efforts, targeting prestigious institutions such as Tsinghua University, Peking University, and Wuhan University. The focus of our campus recruitment is primarily on technology roles, with a new emphasis on recruiting talent for AI algorithm development, in alignment with the Company's AI strategy. New employees excellent in various aspects are integrated into our management trainee program to enhance their overall capabilities through job rotational training. To foster engagement with university students, the Kingsoft Office recruitment team also serves as career mentors on campuses, sharing insights on employment trends, providing interview guidance, and conducting career mobilization activities.

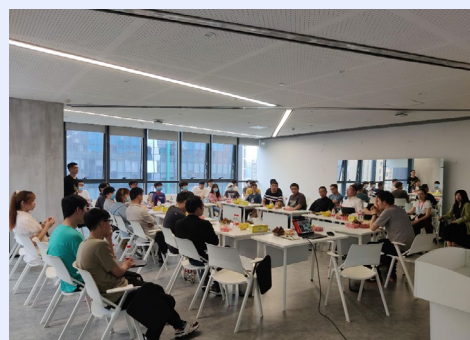
Recruitment Target	Objective	Recruitment Channels	2024 Project Outcomes
R&D Talent	To enhance the Company's R&D capabilities and continuously drive technological innovation and development.	<ul style="list-style-type: none">• Internship Conversion• Campus Recruitment• Social Recruitment• School-Enterprise Collaboration	Retained 153 interns who have passed probation; Recruited and hired 147 R&D staff through the "Kingsoft Office New Future Training Camp" school-enterprise special joint training channel; Introduced 247 outstanding campus talent through campus recruitment;
AI Talent	To support the enterprise's continuous exploration of AI algorithm research, development and application, enhancing the intelligence level of products.	<ul style="list-style-type: none">• Internship Conversion• Campus Recruitment• Social Recruitment• School-Enterprise Collaboration	Retained 12 interns in AI-related position; Recruited 404 AI talent through campus recruitment; Reached industry-university-research cooperation with 12 schools, and trained and recruited over 400 university AI talent this year.
Management Talent	To build a talent reserve to drive continuous innovation, supporting the Company's strategic development and business goals.	<ul style="list-style-type: none">• Management Trainee Program• Social Recruitment	Recruited 7 management trainees in 2024, with rotational training across 5 various positions within the Company.
Sales Talent	To build an experienced and diverse sales team to expand business and increase market share.	<ul style="list-style-type: none">• Internship Conversion• Campus Recruitment• Social Recruitment• School-Enterprise Collaboration	Hired 18 talent through campus recruitment, including those from fields such as pre-sales support, key account sales, sales strategy, data analysis, etc.

Deepening School-Enterprise Collaboration in Talent Development

School-enterprise collaboration is a vital approach for enterprises to serve national strategies and deeply integrate with the disciplinary development of universities. This year, we have engaged in in-depth cooperation with 12 universities in areas such as talent development program design, training base construction, and vocational training, actively fulfilling our corporate social responsibilities.

Kingsoft Office's School-Enterprise Collaboration Project Was Recognized as an Excellent Case by the Ministry of Education's Supply-Demand Docking Employment and Education Project

In Jan. 2024, the Ministry of Education announced the list of excellent cases for its Supply-Demand Docking Employment and Education Project. Among over 20,000 supply-demand docking employment and education projects nationwide, Kingsoft Office's joint project with China University of Geosciences (Wuhan) on targeted talent training and with South-Central Minzu University on employment internship bases stood out. This highlights the full affirmation of Kingsoft Office's school-enterprise talent development model, promoting the organic integration of employment and talent development.



Advancing University Talent Development Projects



Kingsoft Office's Supply-Demand Docking Employment and Education Project Was Recognized as an Excellent Case

Kingsoft Office Establishes Training Bases with Five Universities

Since 2021, Kingsoft Office has established strong partnerships with five universities, including Huazhong University of Science and Technology, China University of Geosciences (Wuhan), Wuhan University of Science and Technology, Hubei University, and South-Central Minzu University.

This year, to provide university students with earlier exposure to and understanding of actual industry needs, Kingsoft Office collaborated with the School of Computer Science at Wuhan University of Technology to establish an industry-education integration talent training base. Additionally, the Company issued Kingsoft Office employment intention letters to outstanding students, demonstrating its ongoing commitment to educational quality and talent development.



University-Enterprise Training Base Inauguration Ceremony

Cultivating Talent Through Competitions, and Selecting High-Potential Technical Talent

Case

In 2024, based on the Excellent Summer School of WUT, Kingsoft Office, together with iFlyTek, hosted the "Kingsoft-iFlyTek Cup" Programming Contest at Wuhan University of Technology & the Campus Selection Trial for the International Collegiate Programming Contest (ICPC)⁵¹, which was open to all university students nationwide. The event attracted 65 on-campus and off-campus teams, with approximately 200 students registering offline and over 500 registering online. This selection trial aimed to identify university technical talent through a competition-based approach to talent development.



"Kingsoft-iFlyTek Cup" Programming Contest at Wuhan University of Technology

Empowering Frontier University Students to Enhance Employability

Case

In Apr. 2024, the "Digital Skills and Domestic Innovative Software Training Program for Tibetan University Students in Wuhan", supported by Kingsoft Office, was successfully concluded. This training was co-hosted by the Hubei Association for Tibet Aid Workers, and the School of Continuing Education and the School of Computer Science at South-Central Minzu University, with senior training experts specially invited by Kingsoft Office to deliver the instruction. It aimed to equip Tibetan university students with AI tools and WPS 365 functionalities, such as WPS AI-assisted thesis formatting, official document writing, smart document collaboration, team document sharing, AI-generated formulas, one-click PPT creation, and dynamic array formulas, to enhance their employability. This training attracted 226 Tibetan students from 11 universities, including Wuhan University, Huazhong University of Science and Technology, Central China Normal University, Huazhong Agricultural University, and Wuhan University of Technology.



Digital Skills Enhancement Training Program Opening Ceremony

In 2024, Kingsoft Office's talent recruitment efforts gained widespread recognition, earning multiple honors:

Liepin 2024 Beijing Outstanding Employer

Moka Sirius The Most Popular Employer Among University Students

Mr. Offer 2024 Best Recruitment Experience Employer

Moka Sirius The Best Employer Among High-Tech Enterprises

CIWEI 2024 Top 20 Most Innovative Youth-Friendly Employer Brands

OfferShow 2024 Star Employer

⁵¹ ICPC refers to International Collegiate Programming Contest.

Attaching Importance to Employee Competence Development

Kingsoft Office continues to refine its talent development system, creating talent training systems such as the *New Employee Guide* and the *Internal Trainer Management System*, to standardize the management and implementation of training activities. This year, we have extensively sourced diverse course resources, both online and offline, from the Company's internal and external channels, continuously optimizing training methods and projects to help employees enhance their professional skills and overall quality.

"Internal and External Collaboration" to Broaden Training Channels

Kingsoft Office places a strong emphasis on talent development, consistently advancing the construction of its training system and the refinement of its talent development system. Guided by the philosophy of empowering employees in all aspects, the Company invested approximately RMB 2.5 million in 2024 to create a wide range of training projects tailored to employees at different levels and across various professional fields. These programs are paired with suitable learning methods, providing differentiated training for employees.

We have developed an internal trainer system to consolidate quality work methods and experiences within the Company, inviting internal trainers from R&D, business, and functional departments to share their experience and knowledge in their specialized fields, providing employees with top-notch training projects to enhance their professional skills. In 2024, the Company helped 35 employees to be certified as internal trainers.

Internal Offline Training Resources

This year, we conducted offline training sessions for development, testing, AI, product, design, operation, finance, and other functions with 19,202 participations. We also encouraged employees across business lines to share knowledge company-wide, fostering the knowledge flow and retention within the organization. This year, we hosted 68 professional sharing sessions, accumulating 101.5 hours and 7,245 participations, with a participant satisfaction score of 4.86 out of 5.

Internal Online Training Resources

We established the "Da Wu Academy" online learning platform to offer employees a flexible and convenient learning channel. By the end of the reporting period, the Company's internal learning platform launched 101 new courses, with a learning participation of 3,331 individuals, total learning hours of 19,710 and per capita learning hours of 3.6.

External Diverse Training Resources

The Company partners with external educational platforms such as Quantum Education, as well as external professional training institutions such as DDI Zhirui Consulting and Beijing Xingenou Consulting Co., Ltd., to deliver joint training for employees, so as to enhance their professional knowledge reserve and broaden their perspectives. In 2024, we introduced a variety of courses tailored to different roles and ranks, including technical skills training, leadership training, general workplace skills training, and new employee training. Related courseware was uploaded to our internal learning platform for employee access. Additionally, we collaborated with the Sanjiek platform to launch a specialized AIGC learning program, enabling employees to explore, understand, and apply AI. Employees can select appropriate AI-related courses based on their needs, with the program offering 578 courses totaling over 1,022 learning hours and an average employee learning time of over 2 hours.



"Tailored Approaches" to Create Personalized Programs

New Employee Training

Focusing on the growth of new employees post onboarding, we have designed a mentoring system where experienced staff guide newcomers. We conduct "Keep Moving" and "Star Starting Point" traineeship programs for graduates and social recruits respectively, helping new employees to comprehensively learn about the company culture, business scope and workflow, quickly integrate into our team, and strengthen their sense of belonging and identification with the Company by providing abundant training contents such as theoretical courses, practical operations, team competitions and cultural experiences.



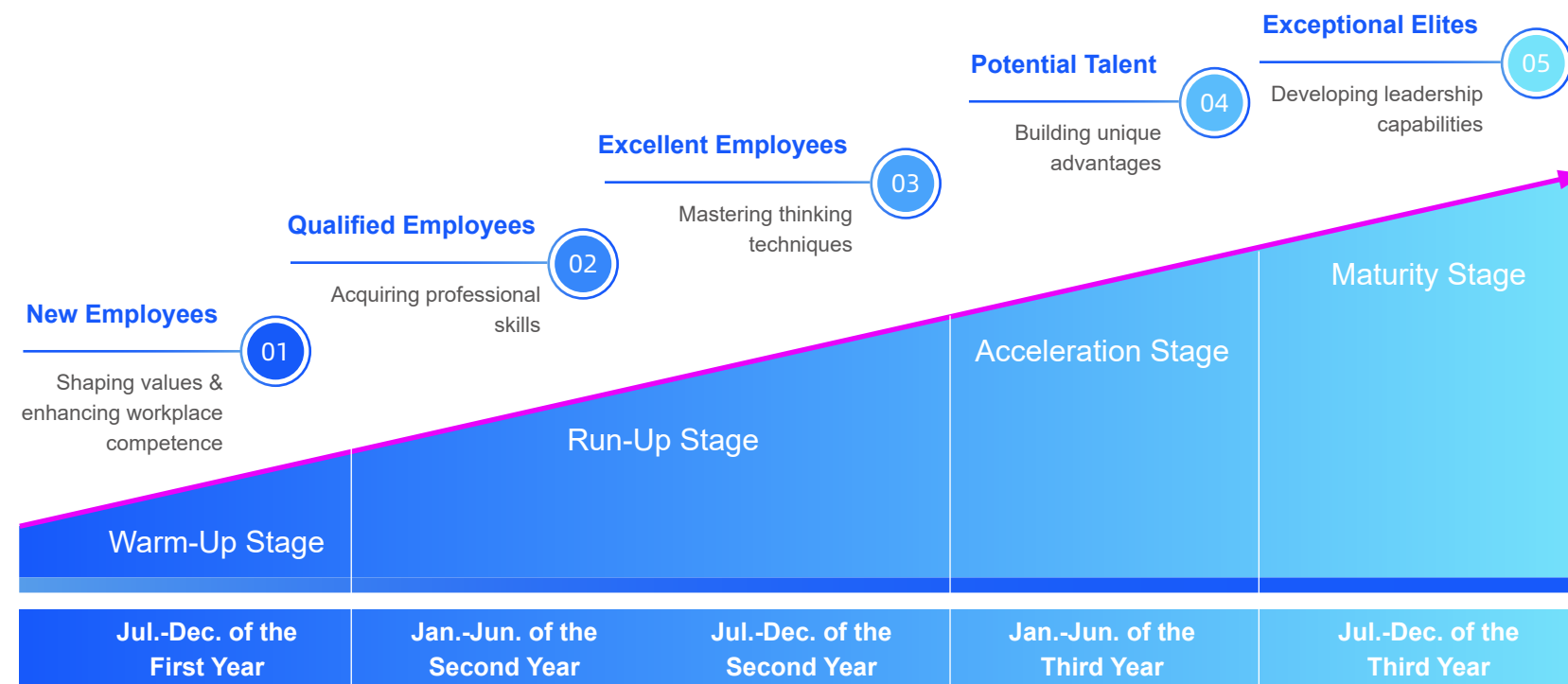
"Keep Moving" Graduate Training Project



"Star Starting Point" Social Recruits Training Project

We implement a phased development plan for campus recruits post onboarding, offering ample growth opportunities and aligning with business units' or company career progression pathways to guide and motivate new employees for long-term development, supporting their transformation from workplace newcomers to elite professionals. In 2024, we launched the first phase of the "Mentorship Culture" Program to promote a culture of experienced staff guiding newcomers. This program aims to identify the most valuable internal mentors within the Company, providing opportunities for collaborative growth between mentors and mentees to accelerate the development of new employees. During the first phase of the "Mentorship Culture" Program, 20 mentor-mentee pairs collaborated to summarize and refine technical methodologies relevant to their positions.

Campus Recruit Development Pathway



Succession Planning and Manager Development

We provide development channels for successors and conduct various forms of leadership training according to the need of junior, mid-level and senior managers and for managing reserve talent to meet future job requirements.

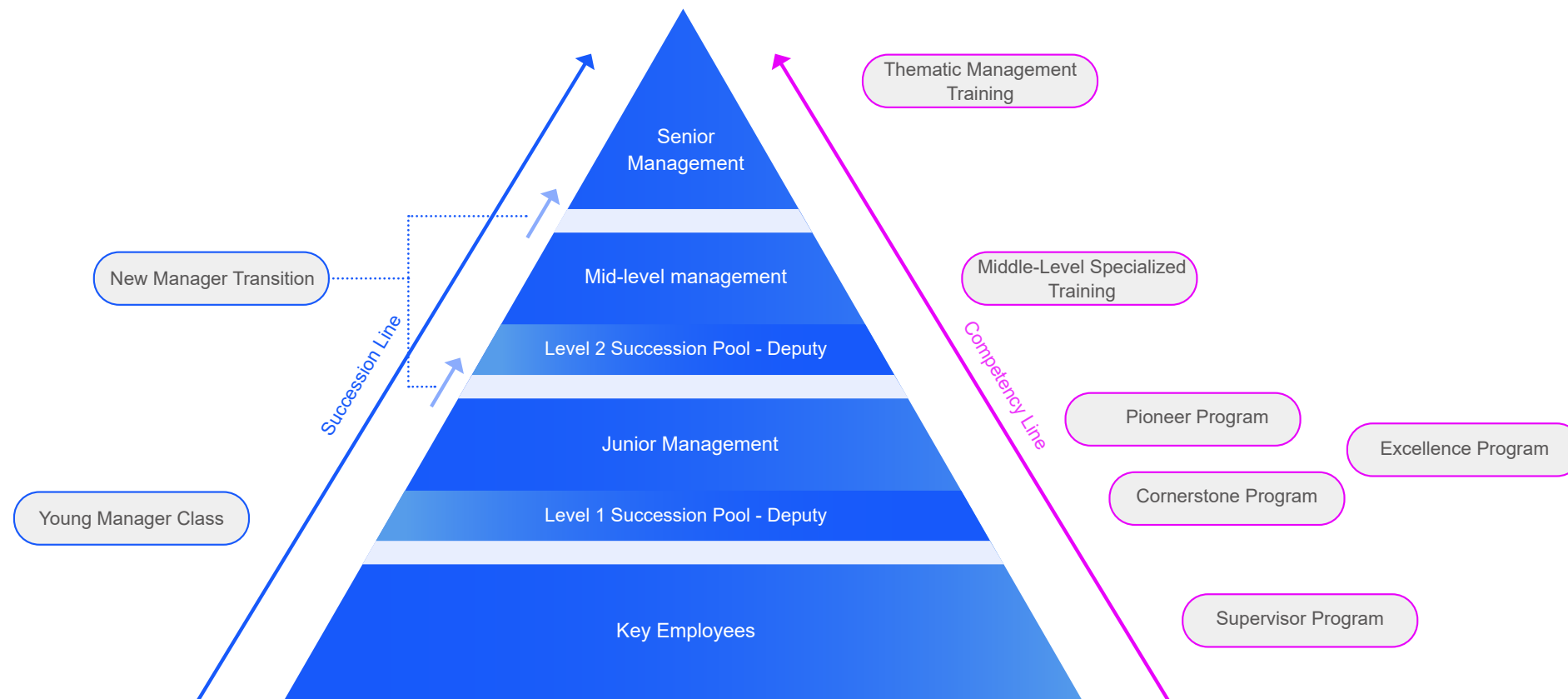
In addition, in 2024, the Company implemented a new version of the 435⁵² Manager Standard, focusing on special talent inventory for managers at Level 4 and above. This initiative aims to identify differences in their ability to understand strategy, innovate, take responsibility, lead people, and embody cultural values, particularly addressing succession challenges faced by middle and senior management.

Annually, based on talent inventory outcomes, we design and execute succession planning, incorporating key employees with management potential in the "talent reserve" for targeted development as future reserve managers at various ranks. We have set up a deputy position succession pool and a comprehensive succession pathway. Additionally, we provide competency training for key employees with management potential and managers across all levels. This year, the Company enhanced its manager echelon construction by utilizing deputy positions as practical platforms for nurturing reserve talent. In 2024, we introduced 80 deputy positions to foster talent and manager echelon development.

In 2024,
we introduced



80 deputy positions



Overview of Kingsoft Office Management Talent Development

⁵² 435 refers to the four dimensions, three interpretations, and five behaviors in manager evaluation. The four dimensions refer to the abilities to understand strategy, innovate, take responsibility, lead people. The three interpretations include strengths, weaknesses, and overexertion in performance. The five behaviors encompass common positive and negative actions.

Professional Skill Training

We have designed and launched a series of job-specific development training programs according to the growth pathways of employees, closely focusing on the actual business scenarios and pain points, in-depth excavation and refinement of the best business practices, and providing employees with extensive learning resources for business knowledge. Furthermore, we established the "Professional Force" sharing platform, inviting employees from various business lines to share their professional knowledge.

This year, we conducted training in the following three areas.

New Employee Training

Project title	Training Target	Training Content	Results
"Keep Moving" Training Project	Campus Recruits	Through structured courses and a variety of experiential activities, the project helps new-generation employees quickly familiarize themselves with the history of Kingsoft Office, facilitating their transition from campus to the workplace and accelerating their integration into the organization and teams.	This year, the " Keep Moving" training project was conducted in four sessions, with 488 participants, a total of 77 hours of training, and an average course satisfaction score of 4.99 out of 5. This year, out of 497 campus recruits joined the Company, 488 participated in the training, and 484 successfully passed probation after completing the project.
"Star Starting Point" Training Project	Social Recruits	Centered on company history, corporate culture, compliance requirements, and safety guidelines, the project equips new employees with a thorough understanding of the Company's requirements and enhances their understanding of the organization.	This year, the "Star Starting Point" project conducted 14 offline training sessions, with 602 participants, a total of 103.5 hours of training, and an average course satisfaction score of 4.94 out of 5.

Professional Skills Training

Project Name	Training Target	Training Content	Results
R&D Training Academy	R&D Talent	For newly hired graduate R&D staff, we conducted three-month full-time technical training, inviting senior staff as mentors to impart professional knowledge in AI technology, C++, WEB front-end, server-side development, and more.	This year, we organized training for graduate R&D staff, with 410 participants, totaling 528 training hours. The project received a satisfaction score of 9.5 out of 10, and 15 R&D projects were completed.
New Sales Training Campus	Sales Talent	Based on the Company's key business direction for the year, we redesigned the course framework and content to align with the learning needs of new sales staff. The training covered explanation of several major products, industry trends, industry case studies, business processes and systems, company legal compliance, and corporate history and culture, comprehensively enhancing the professional capabilities of sales staff. Additionally, multi-themed activities were arranged to strengthen the cohesion of the sales team.	This year, we conducted specialized training sessions, with 81 participants, totaling 37 training hours, and the project received a satisfaction score of 4.93 out of 5.

Management Capacity Training

Project Name	Training Target	Training Content	Results
Mid-level Management Employee Training	Mid-level Management Employee	To address the development needs of mid-level management employees, we have launched specialized management training on systematic thinking and goal management planning. Such training aims to help mid-level managers clarify their roles and responsibilities, understand the importance of aligning with organizational goals, and master effective processes and key steps in goal management. The training combines lectures with practical exercises, incorporating real business scenarios and goals to facilitate hands-on practice. This enables mid-level management employees to reinforce tools and methods through application, deepening their understanding of the knowledge.	This year, we conducted 1 special training session, with a total of 46 participants. The participant satisfaction score was 4.33 out of 5, and the NPS value ⁵³ was 4.02 out of 5. This year, a total of 1 mid-level management employee was promoted to senior management employee.
Junior Management Employees	Junior Management Employees	To enhance the core management skills of junior management employees, we have identified five key management points and designed a comprehensive set of general courses, helping junior management employees systematically learn management methodologies. Additionally, we offer customized training programs tailored to different business lines, incorporating corresponding modules in the training to align with the management needs of various business units.	This year, we conducted a total of 5 training sessions for junior management employees, with 174 participants.
	Provincial Managers	Based on the competency model for provincial managers, we designed specialized training for them. In terms of team management, we developed a comprehensive set of courses to help key employees systematically learn management methodologies, to facilitate the transition of provincial managers from core business staff to managers. In terms of the business management, we, leveraging the professional competency items outlined in the model, invited outstanding internal business experts to deliver training, addressing the skill gaps of future managers.	This year, we conducted 1 special training session, with a total of 37 participants.
Young Core Staff Class	Reserve Manager Talent	We selected and cultivated high-potential young core staff through a series of training programs, helping young managers understand their management roles, clarify their mission and responsibilities, and enhance their comprehensive management capabilities, systematic thinking, innovation, and collaborative communication skills.	This year, we conducted the fourth phase of the young manager training project. Based on the profile of young managers, we selected and trained 26 high-potential young managers, with a participant feedback score of 4.82 out of 5.

We evaluate the effectiveness of training through feedback from both participants and their supervisors. Participants are invited to provide qualitative and quantitative evaluations on various aspects, including content, applicability of knowledge, trainer lecturing and literacy. Additionally, supervisors are requested to rate the competencies of the trained participants, offering a third-party perspective on their improvement and the overall effectiveness of the training. Based on the results, we make necessary adjustments and improvements to the training project.

⁵³ NPS measures the willingness of participants to recommend courses to others.

"Diverse Empowerment" for Comprehensive Support

Degree Program Support

We actively seek partnerships with higher education institutions to co-host training programs, encouraging and supporting employees to complete degree programs through self-study exams, correspondence courses, distance education, and part-time graduate programmes. Employees who obtain degrees related to their positions can apply for reimbursement of learning or examination fees to the Company, supporting their continuous professional development.

Certification Support

Kingsoft Office is committed to offering certification support opportunities for all employees. We encourage and support employees in obtaining professional skill titles and vocational qualification certificates in their spare time, and assist employees in applying for relevant vocational skill certificates and their subsidies, or national professional title recognition.

Optimizing Talent Retention Mechanism

We build fair and transparent promotion mechanisms and performance assessment processes, establish a competitive remuneration system to motivate employees, and ensure their efforts are appropriately rewarded.

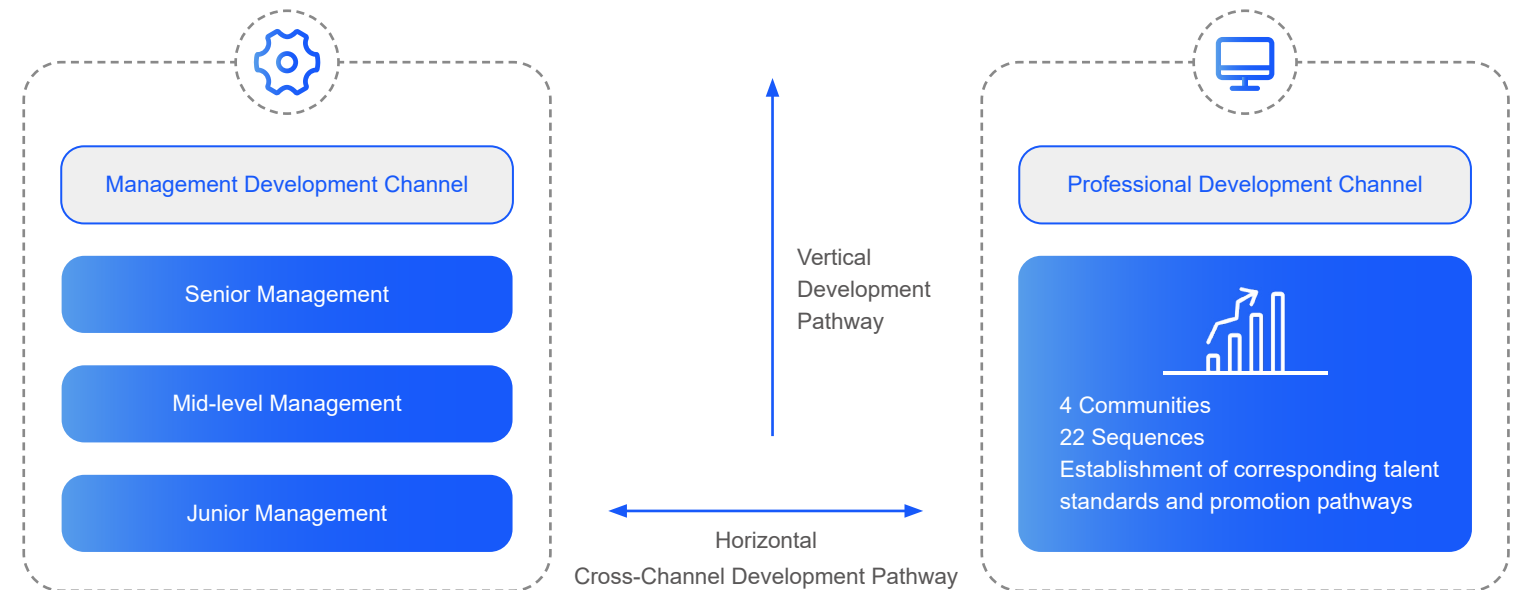
Employee Promotion

We value the career development of our employees, fully respecting employees' occupational development planning, and have established vertical and horizontal talent pipeline development programs.

We have established a clear vertical promotion system, offering employees dual career development channels in management and professionalism, fully respecting and supporting employees in choosing their own career development pathways. Under the management of development channels, we have implemented a vertical promotion mechanism for junior, mid-level, and senior management employees, complemented by succession plans based on the Company's talent inventory outcomes. Under the professional development channels, we have established four major communities: industry and research, operation, sales, and platform, subdividing into 22 sequences. We have formulated corresponding promotion pathways for different sequences, detailed promotion standards for different levels, and improved the position sequence management model.

To facilitate internal talent mobility and development while aligning with employees' personal interests and career growth aspirations, we provide opportunities for internal transfers and rotations, encouraging employees to pursue cross-regional and cross-channel growth. We also offer guidance to employees during transfers or rotations to help them quickly adapt to and understand their new positions

Kingsoft Office Talent Development Pathways



We continuously refine our promotion mechanisms and optimize the promotion management system, ensuring strict oversight at every stage from review system and processes to implementation. The fairness of promotions is measured across four dimensions: strict departmental nomination control, clear evaluation standards, transparent and impartial review processes, and result calibration and alignment. This year, we further optimized competency standards for each sequence, fully leveraging the screening function of the rating system to ensure rigorous control at every level. We are committed to anchoring the core talent critical to the Company's development, enabling excellent employees to take the lead and drive progress, thereby enhancing the overall quality of our talent team. Within the Company, we publicly displayed employees' career development channels and the competency standards for each sequence. During promotion cycles, we conducted multiple briefing sessions on professional pathways, enabling employees to easily access and quickly understand the specific competency requirements for each rank and benchmark their own skills accordingly. Additionally, to ensure consistency in evaluators' understanding, we organized evaluators to learn competency standards many times and provided unified guidance on their core literacies, thereby safeguarding the fairness of the review.

Remuneration System

Kingsoft Office has established a remuneration system combining short-term and long-term incentives for all employees, with differentiated compensation strategies according to different sequences and ranks, effectively utilizing the incentive role of the compensation system.

Short-term Incentives

Including year-end bonuses, half-year bonuses, quarterly bonuses, monthly bonuses, and variable remuneration based on performance assessment results.

Long-term Incentives

We continue to implement equity incentive plans to attract and retain outstanding talent, fully motivating the Company's core team. All full-time employees are eligible to participate in the selection. This year, we granted a total of 997,000 restricted shares to core management personnel, key technical staff, and other employees who have made significant contributions to the Company.

We regularly cooperate with external professional agencies to conduct salary surveys, constantly monitor employee salaries, benchmark against peer enterprises, and perform differentiated analysis of the Company's remuneration system based on factors such as rank and position. Based on the results of the analysis, we make appropriate adjustments to employee remuneration. In 2024, we further refined our remuneration system to better motivate employees and enhance overall performance.

Optimization of Position Performance Bonus System

We linked the individual position performance of core managers to team goal achievement, ensuring the cascading of performance objectives across all levels. This encourages teamwork and improves operational efficiency.

Differentiated Remuneration Structure

For sales sequence employees, we aligned a larger portion of target bonuses with sales performance, designing tailored incentive schemes for different business models to drive higher sales targets from each sales team. For R&D and functional sequence employees, we matched target bonuses to position value and ranks, ensuring their remuneration reflects the complexity of their work and their contributions.

In addition, the Company places significant emphasis on addressing gender pay gaps and ensuring equal pay for equal work. Through regular reviews and analysis of employee remuneration data and other measures, we effectively monitor employee remuneration and ensure that all employees receive fair remuneration for equivalent roles and performance levels.



Performance Management

Kingsoft Office has devised and implemented the *Kingsoft Office Performance Management Method*, continuously optimizing a performance management cycle that includes performance objective setting, performance assessment, performance interview and improvement. We have established an online performance assessment system, adopting a multi-faceted performance assessment mechanism. Employees or teams are evaluated for their performance quarterly, with results serving as the basis for performance bonuses and rank promotions, thereby motivating employee growth. The Company's performance appraisal process is unbiased by race, gender, age, marital status, or political ideology.



Performance Objective Setting

We use the OKR (Objectives and Key Results) model to set performance objectives for each level of the business unit. Based on team goals, employees in key positions will set measurable individual goals under the guidance of department heads. The team and individual employees ensure that goals are reasonable and synergistic through top-down goal decomposition and bottom-up goal co-creation.



Performance Assessment

We consistently monitor employees' performance against their objectives, conducting annual team performance assessment through performance briefing and biannual individual performance assessment using employee self-assessment, departmental superior assessment, 360-degree appraisal, and grade-by-grade calibration. The results of both team and individual performance assessments collectively influence employees' bonuses, remuneration, and promotions. The Company's performance assessment process prioritizes performance, followed by values, providing a comprehensive and objective evaluation of employees' annual performance.



Performance Interview and Improvement

We encourage agile dialogues⁵⁴ between supervisors and employees, offering guidance to deepen employees' understanding of their roles. We actively listen to employees' opinions and suggestions, continuously refining our performance management system.

We have established effective communication mechanisms for employee career development. Each employee can engage in one-on-one communication with their direct supervisor regarding promotions and performance appraisal results to gain insights for future improvement. Additionally, we provide employees with channels for promotion result communication, performance communication and appeal & feedback. Employees can initiate an appeal within a 7-day window period for promotion appeals. The Company has dedicated personnel responsible for the acceptance, recording, investigation, processing, and follow-up response to appeals, ensuring timely responses to employee inquiries. Employees can also track the progress of their appeals through the appeal system at any time. Upholding principles of equality and fairness, the Company actively engages with all parties and, when necessary, convenes review panels to address employee appeals.

⁵⁴ Agile dialogue refers to an unstructured approach to managing employee performance and development throughout the year.



In 2024, Kingsoft Office achieved a

100%

coverage rate for regular employee performance appraisals



Conveying Employee Care

We prioritize employees' physical and mental health, actively listening to their voices and fostering an open and inclusive communication environment. We provide both emotional and material support to employees.

Non-pay Benefits

Kingsoft Office focuses on employees' senses of happiness and belonging, providing multi-dimensional non-pay benefits including work, health, subsidies, family and activities that cover all employees. The Company organizes a variety of activities to enrich the employees' leisure time, helping them to better achieve a work-life balance. This year, all kinds of non-pay benefits of the Company covered 100% employees of the company.

Workplace Benefits

- Flexible working:** flexible working hours and working-from-home arrangements in special circumstances
- Complete coverage:** six insurances and one housing fund, coffee machines, and free drinks
- Quality cafeteria:** employee canteens offering delicious and affordable meals, with discounted prices for employees and their families
- Hairdressing services:** hairdressing rooms within office premises
- Personal care items:** disposable personal care items in restrooms based on employee needs. For men, we provide disposable razors, cotton swabs, and dental floss; for women, we offer hair ties, cotton swabs, dental floss, and more.

Health Benefits

- Health insurance:** annual health check-ups, occupational health examinations, paid sick leave, supplemental life and medical insurance, etc.
- Health seminar:** Health knowledge popularization to gain new knowledge
- Specialty clinic:** Dental clinic, Chinese medicine physiotherapy clinic
- Mental health:** Warm Heart EAP Program for delivering mental health knowledge, and one-on-one psychological counselling and consultation services for employees and their families
- Fitness places:** free gym, fitness equipment, etc. in the workplace
- Health services:** physical therapy room in the workplace
- Healthy activity:** regular sports competitions and events

Activity Benefits

- Club culture:** found 10 employee clubs covering football, basketball, yoga, and more, and stand-up comedy shows and summer employee camps
- Corporate culture:** corporate culture day, and values role model story contest
- Festival events:** holiday events organized and holiday gift packs distributed
- Annual travel:** a travelling benefit budget and annual employee trips

Family Benefits

- Parenting support:** maximum 178 days of maternity leave and 15 days of paternity leave, with "Care Mum Rooms" providing childcare facilities
- One-child care leave:** 10 days of care leave
- Family day:** Mid-Autumn Family Day Program

Subsidy Benefits

- Housing allowance:** interns are provided with accommodation
- Meal allowance:** lunch and overtime/missed meal allowance
- Transportation allowance:** full reimbursement of transportation costs for overtime work
- Growth package:** anniversary packages
- Allowance benefits:** special allowance for employees in difficulty, sickness, and funeral allowance
- Rescue fund:** According to the requirements of the *Kingsoft Office Relief Fund Management Measures*, to provide financial support for employees in difficulties

To express the Company's recognition of and gratitude to employees, we have established the "Legacy Award", where employees receive an honorary certificate and a legacy medal upon completing every 5 years of service. In 2024, we introduced the "Graduation Gift" care scheme, presenting a customized gold employee badge to those who have served at Kingsoft Office for 15 years or more, as a token of appreciation for their long-term dedication.

In 2024, we hosted the inaugural Corporate Culture Day under the theme "Moving Forward with Light", organizing local-themed events in Zhuhai, Wuhan, Guangzhou, and Beijing to express gratitude to employees, users, and partners.



Customized Gold Employee Badge



Employee Activity Benefits

Inaugural Corporate Culture Day

Employee Engagement

We are committed to providing a freer and more convenient communication environment for employees. To this end, we established the Kingsoft Office iBBS Internal Forum, encouraging employees to freely exchange opinions, share experiences, and discuss issues. In 2024, we intensified the operation and promotion of the iBBS community, achieving an employee participation rate of 97.2%, nearly achieving full coverage. Since its establishment, the community has generated over 1,000 posts, covering knowledge and technical exchanges, discussions on company hot topics, and cultural activities, fostering employee engagement.

Kingsoft Office conducts multiple employee satisfaction surveys annually, focusing on corporate development strategies, corporate culture, organizational systems, performance incentives, administrative services, employee benefits, as well as employees' "engagement", "purpose", "happiness", and

"stress". Based on the survey results, we hold review sessions and respond to employee feedback through executive communication meetings and other methods. Each business unit is required to implement at least one improvement plan based on the satisfaction survey feedback. Additionally, employees can give improvement suggestions for company canteens, park construction, office environments, and information systems through platforms like the iBBS Internal Forum, Executive Through Train, and Values Feedback Through Train.

In 2024, Kingsoft Office conducted 4 employee satisfaction surveys on topics such as work experience and office environment facilities, achieving an average satisfaction rate of over 95%⁵⁵. Furthermore, we implemented improvement plans based on employee feedback in satisfaction survey to comprehensively enhance their work and life experiences.

In 2024, achieving an average satisfaction rate of over

 **95%**

To understand employees' voices, the Company conducts specialized satisfaction surveys annually. This year, the Company carried out 3 specialized satisfaction surveys:

We conducted an internal management survey for the Personal Business Unit to gain in-depth insights into the unit's operational status regarding organizational structure, staffing, process optimization, resource allocation, and performance management. The survey aimed to identify potential issues and areas for improvement, providing data support and decision-making basis for formulating precise management enhancement strategies. The survey achieved a response rate of 82% and a satisfaction rate of 95%.

The survey achieved a satisfaction rate of

 **95%**

To help employees address challenges encountered in their work, we conducted a survey within the Office Document R&D Business Unit, aiming to provide targeted solutions for improving their work experience. The survey achieved a response rate of 73% and a satisfaction rate of 100%.

The survey achieved a satisfaction rate of

 **100%**

Additionally, we surveyed fresh campus recruits in the Personal Business Unit to understand their adaptation after on-boarding. Based on the survey results, we optimized the onboarding training content and processes, refined the mentorship mechanism, and enhanced new employees' job satisfaction and integration speed. The survey achieved a response rate of 68% and a satisfaction rate of 100%.

The survey achieved a satisfaction rate of

 **100%**

⁵⁵ In 2024, the average score across all dimensions in the employee satisfaction survey exceeded 95%.

Key Employee Performance

Employee Recruitment

Indicator		Year 2024	Year 2023
Total Number of Employees		5,505	4,869
By Employment Type	Full-time Employees	5,189	4,558
	Part-time Employees	316	311
By Age Group	Employees Aged 30 and Below	2,890	2,639
	Employees Aged 31 to 50	2,599	2,216
	Employees Aged 51 and Above	16	14
By Rank	Management Employees	594	485
	Non- management Employees	4,911	4,384
By Gender	Male Employees	3,678	3,230
	Female Employees	1,827	1,639
Employee Diversity Performance	Percentage of Female Employees (%)	33.19%	33.66%
	Percentage of Female Employees in Management (%)	26.06%	28.66%
	Senior Management ⁵⁶ Percentage of Female Employees (%)	22.09%	25.00%
	Mid-level Management ⁵⁷ Percentage of Female Employees (%)	18.11%	22.56%
	Junior Management ⁵⁸ Percentage of Female Employees (%)	31.18%	30.88%
	Percentage of Female Employees in Sales and Marketing Department Management (%)	36.67%	40.30%
	Percentage of Female Employees in R&D Department (%)	20.90%	22.15%
	Percentage of Minority Ethnic Employees (%)	4.81%	4.87%
	Percentage of Employees with Disabilities (%)	1.05%	0.48%

New Employee Recruitment

Indicator		Year 2024	Year 2023
Total Number of New Employees Hired		1,526	1,319
Percentage of Vacancies Filled by Internal Employees (Internal Recruitment) ⁵⁹ (%)		46.49%	48.86%
By Gender	Number of Male New Employees	950	839
	Number of Female New Employees	576	480
By Age Group	New Employees Aged 30 and Below	1,168	1,022
	New Employees Aged 31 to 50	357	297
	Number of New Employees Over 51	1	0
By Region	Number of New Employees from Mainland China	1,523	1,317
	Number of New Employees from Hong Kong, Macau, and Taiwan	2	1
	Number of New Employees from Overseas	1	1

⁵⁶ Heads of first-level departments

⁵⁷ Heads of second- and third-level departments

⁵⁸ Heads of fourth- and fifth-level departments

⁵⁹ The formula for calculating the percentage of vacancies filled by internal employees (internal recruitment) = the total number of vacant positions filled by internal employees within the company/the total number of vacant positions in the company during the reporting year.

Employee Training

Indicator		Year 2024	Year 2023
Average Training Hours for Full-Time Employees ⁶⁰ (Hours)		6.79	7.22
By Rank	Average Training Hours for Senior Management (Hours)	2.00	6.67
	Average Training Hours for Mid-level Management (Hours)	5.90	6.63
	Average Training Hours for Junior Management (Hours)	5.30	2.23
	Average Training Hours for General Employees (Hours)	6.87	7.98
By Gender	Average Training Hours for Male Employees (Hours)	7.70	7.74
	Average Training Hours for Female Employees (Hours)	4.95	6.20
Percentage of Trained Full-Time Employees (%)		100%	100%
By Rank	Percentage of Trained Senior Management (%)	100%	100%
	Percentage of Trained Mid-level Management (%)	100%	100%
	Percentage of Trained Junior Management (%)	100%	100%
	Percentage of Trained General Employees (%)	100%	100%
By Gender	Percentage of Trained Male Employees (%)	100%	100%
	Percentage of Trained Female Employees (%)	100%	100%

⁶⁰ The statistical scope of employee training only includes full-time employees

⁶¹ The statistical caliber for voluntary employee turnover rate only includes full-time employees who left the Company voluntarily during the reporting period. The following statistical caliber for employee turnover rate data by gender, rank, age, and region are all based on full-time employees who voluntarily left the Company during the reporting period. Voluntary employee turnover rate during the reporting period = Number of full-time employees voluntarily separated during the reporting period / (Number of full-time employees at the end of the reporting period + Number of full-time employees voluntarily separated during the reporting period)

Employee Turnover

Indicator		Year 2024	Year 2023
Voluntary Employee Turnover Rate ⁶¹ (%)		6.22%	5.98%
By Gender	Male Employee Turnover Rate (%)	5.11%	5.08%
	Female Employee Turnover Rate (%)	8.30%	7.83%
By Rank	Senior Management Turnover Rate (%)	2.44%	0.00%
	Mid-level Management Turnover Rate (%)	0	2.24%
	Junior Management Turnover Rate (%)	0	1.45%
	General Employee Turnover Rate (%)	6.27%	6.04%
By Age Group	Employee Turnover Rate for Age 30 and Below (%)	6.29%	7.18%
	Employee Turnover Rate for Age 31-50 (%)	5.22%	4.73%
	Employee Turnover Rate for Age 51 and Above (%)	5.88%	0.00%
By Region	Employee Turnover Rate in Mainland China (%)	6.29%	6.00%
	Employee Turnover Rate in Hong Kong, Macao, and Taiwan (%)	5.88%	0.00%
	Overseas Employee Turnover Rate (%)	0	0.00%

Employee Health & Safety

Indicator	Year 2024	Year 2023
Number of Working Days Lost due to Work-related Injuries (Injury Leave) (Days)	0	0

Serving the Society and Delivering Digital Power

Guided by the philosophy of "leading with technology, empowering through digitalization, and co-creating a better future for social services", Kingsoft Office actively fulfills its social responsibilities, demonstrating gratitude to the society and serving the society. In combination with our main business operations, we support public welfare initiatives and rural revitalization efforts, ensuring sustainable corporate growth and consistent returns to investors while fostering sustainable economic and social progress.

01 Social Contributions

02 Rural Revitalization

Social Contributions

In the current year, the Company allocated approx. RMB130,000 towards social contribution activities such as tree planting, charity sales and elderly care activities, organized 8 public welfare activities, and engaged 456 employee volunteers.

the Company allocated approx.

RMB **130,000**
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engaged

456 employee volunteers



Pioneering Technology for Good

Kingsoft Office remains grateful to the society by utilizing its expertise in digitalization and intelligent technologies to explore innovative ways technology can drive social good, enhancing convenience and well-being for society.

On the International Day of Persons with Disabilities, Kingsoft Office Provides Voice-to-Text Solutions for People with Hearing Impairment

In the current year, Kingsoft Office launched the "WPS AI Making Hearing Possible" initiative on the International Day of Persons with Disabilities, offering free access to its "WPS AI Voice-to-Text" right for people with hearing impairments. Utilizing WPS AI voice-to-text right, the Company helped people with hearing impairment to quickly and accurately convert voice into text, empowering them to communicate more effectively and reducing daily communication barriers.



Kingsoft Office "WPS AI Making Hearing Possible" Activity

Case

WPS Skills Online Public Welfare Training for South African Teachers

In Jun. 2024, Kingsoft Office collaborated with the Big Data and Artificial Intelligence Specialized Committee of the International Alliance of Skills Development to host the "Online Training for WPS Skills" activity. This was a public welfare training that targeted university teachers in South Africa, delivering live online sessions and interactive teaching on WPS functions and skills, aiming to enhance teaching quality and work efficiency. This activity benefited over 40 teachers from various South African universities.



"Online Training for WPS Skills" Activity

Case

Empowering Government and Enterprises in Quality and Efficiency Enhancement

Through research and development and innovation, Kingsoft Office accelerates the application of artificial intelligence in government office field, addressing the growing demands of party and government organs, enterprises and institutions for standardized, digitalized, and intelligent document writing. We also drive digital transformation of government and enterprises in overseas markets, strengthening the global presence of Chinese office software.

Enabling Overseas Government and Enterprise Development

Kingsoft Office Established Its ASEAN⁶² Headquarters, with Over 200 Million Monthly Active Devices Overseas

Case

In May 2024, Kingsoft Office officially announced the establishment of its ASEAN headquarters in Nanning, Guangxi, allowing Kingsoft Office's products to represent Chinese office software on the international stage. Kingsoft Office has gradually built brand recognition overseas, with government and enterprise clients in ASEAN countries such as Thailand, Malaysia, Indonesia, Vietnam, and Singapore adopting Kingsoft Office's products. Thailand is a key overseas market of Kingsoft Office. The Thai Ministry of Justice has almost fully adopted Kingsoft Office's products, covering more than 100 subordinate units and over 50,000 users. This year, Kingsoft Office's monthly active device of overseas products exceeding 200 million, with ASEAN countries contributing over 50 million.



⁶² ASEAN: the full name is the Association of Southeast Asian Nations, the members of which comprise Malaysia, Indonesia, Thailand, the Philippines, Singapore, Brunei, Vietnam, Laos, Myanmar, and Cambodia.

Accelerating Digital Transformation in Government Affairs

Kingsoft Office Launches a Government Affairs Model, Advancing Artificial Intelligence Applications in Government Office Field

Case

In Dec. 2024, Kingsoft Office launched its first vertical field big model in Wuhan - the Kingsoft Government Affairs Model, based on the training of 100 million government corpus. The Company also signed a strategic cooperation agreement with the Wuhan East Lake High-Tech Development district to jointly promote the implementation of the government affairs model in Wuhan. This model assists users in drafting various types of official documents, offering intelligent polishing, proofreading, and formatting services, as well as providing public service-related assistance to citizens and businesses. The research and development and application of the government affairs model have improved office efficiency, bringing convenience to citizens and enterprises while accelerating the adoption of artificial intelligence in government office field.



Wuhan East Lake High-Tech Development District and Kingsoft Office Signing a Strategic Cooperation Agreement

Accelerating Industry-University-Research Integration

Kingsoft Office actively embraces the development philosophy of "open integration and value co-creation", promoting the integration of industry-university-research collaboration. The Company innovates its technology research and development through a competition-based talent cultivation approach, and empowers more research and study teams with its core business capabilities, thereby facilitating efficient development in the corresponding industries.

Leading a New Direction for Domestic Software

Case

Kingsoft Office continues to deepen its collaboration with universities, promoting the use of genuine software and leading digital skills on campus. The Company's partnerships with various universities encompass curriculum reform, teacher training, and the establishment of practical training bases. Through sustained investment in education, Kingsoft Office aims to create a closed loop from curriculum to training and practice, enhancing students' digital literacy and skills while promoting high-quality employment for university graduates.

To date, Kingsoft Office, together with universities, has co-published 44 general computer science textbooks, provided training for over 5,000 university teachers, and established the WPS teaching platform integrating learning, practice, assessment, and management in 210 universities, benefiting nearly 400,000 teachers and students. Since 2021, Kingsoft Office WPS has been included as a subject in the National Computer Rank Examination Grade 2, with nearly 2 million candidates in 2024.

"Zhuhai-Macau Youth Scientific Personnel Research Cooperation" Seminar

Case

Kingsoft Office, together with Sun Yat-sen University and China Telecom, co-organized the "Zhuhai-Macau Youth Scientific Personnel Research Cooperation" Seminar. During the conference, they jointly discussed the key factors promoting research cooperation among young scientific and technical personnel in Zhuhai and Macau, as well as future cooperation directions and innovations.



"Zhuhai-Macau Youth Scientific Personnel Research Cooperation" Seminar

Kingsoft Office 2024 Algorithm Challenge

Case

To promote the innovative development of the artificial intelligence industry and facilitate the practical application of academic research in enterprises, Kingsoft Office, in collaboration with China Society of Image and Graphics, organized the 2024 Algorithm Challenge - the Chinese Text Smart Proofreading Competition. Individual and team participants can engage in the challenge by developing comprehensive AI algorithms, which will be further evaluated by the organizers. Outstanding students recognized for their performance in the competition will be offered long-term internship opportunities and direct interview access with Kingsoft Office. The competition attracted 67 universities and 338 teams, totaling 548 participants.



Kingsoft Office Awarding the Champion Team



Sharing Kingsoft Office's AI Achievements at the Scientist Conference

Promoting Education Development of Digital Intelligence

Kingsoft Office is committed to promoting the development of digital intelligence in the education industry. By actively exploring innovative solutions for information-based education and digital campuses, Kingsoft Office provides the education industry with comprehensive digital office infrastructure and assists in building a new ecosystem of smart campus offices.

Basic Education Digitalization

Kingsoft Office actively promotes the development of digital elementary education and improves the quality of basic education and the popularization of educational resources. By building basic education platforms such as the K12⁶³ Library and the WPS Docer Platform, we create various digital education tools such as virtual experiments, network drawing boards, and interactive classrooms, integrating learning resources covering the learning lifecycle to meet the digital teaching needs of teachers and students in different regions.

As of the reporting period, Kingsoft Office K12 Library had accumulated 3.70 million sets of online course, with a total of 77.21 million downloads of educational resources for the year, covering 11.53 million users.

The total annual number of downloads of K12 education resources reached

77.21 million

covering

11.53 million users

Digitalization of University and College Education

Kingsoft Office Continues to Promote Digital Development Practices in University and College Education in 2024

Case

In Apr. 2024, Kingsoft Office established a strategic cooperation with Jilin University of Finance and Economics, designating the university as a "Kingsoft Office Campus Plan" joint technical demonstration unit and a key demonstration unit with strategic cooperation for educational co-creation. Jilin University of Finance and Economics has implemented the WPS 365 products extensively across various facets of campus operations and educational activities, including departmental evaluation voting, course selection, grade inquiries, and laboratory maintenance requests, thereby comprehensively addressing the digital needs of faculty and students.

In the current year, East China Normal University implemented WPS 365's online collaboration features to digitize and streamline campus operations. WPS 365's digital applications such as multi-dimensional tables, smart documents, and online meetings have been widely adopted by multiple departments, with daily active devices exceeding 10,000.

⁶³ K12 refers to the educational level from kindergarten through the third grade of high school.



Ensuring Smooth Event Operations

Kingsoft Office had been appointed as the official collaborative office software provider for the Chinese sports delegation at the 2024 Olympics. With its new productivity platform WPS 365, it served this top international sports event. Through professional, efficient and secure collaborative and cloud-based office solutions, we provided a solid back-end support for the athletes to win medals.



WPS 365 Served as the Official Collaborative Office Software Supplier for Chinese Sports Delegation at the 2024 Olympic Games

Case

Throughout the 2024 Paris Olympic Games, Kingsoft Office served as the official collaborative office software supplier for the Chinese sports delegation, utilizing its new quality productive force office platform WPS 365 to support this top international sports event and protect the Chinese sports delegation throughout the event. During the competitions, WPS 365 provided collaborative and cloud-based office services to Chinese delegation's staff, enabling real-time access to and editing of documents from any location, thereby ensuring that team information remained updated and readily shareable. In terms of emergency handling, WPS 365 could swiftly respond to and address emergency issues such as document loss and data breaches, thereby ensuring the continuity and stability of the delegation's operations.



Kingsoft Office Served as the Official Collaborative Office Software Supplier for Chinese Sports Delegation at the 2024 Olympic Games

Rural Revitalization

Kingsoft Office resolutely implements the CPC's and national rural revitalization requirements, empowering the digital and intelligent development of rural areas with its expertise, and also integrates educational resources to promote educational equity. By carrying out public welfare activities about rural education revitalization, the Company enhances its brand image for social responsibility while expanding its digital rural construction using its products. In the current year, the Company invested an amount of RMB1.6 million in rural revitalization, benefiting groups such as government agencies and institutions in townships, districts, and administrative villages (autonomous organizations) areas.

WPS 365 Helps Yunxi County Grassroots Educational Organizations to Build a Digital Teaching and Research Platform

Case

In Yunxi County, Hubei Province, teachers utilized WPS 365's cloud document features to conduct online discussions and provide instant feedback on the same platform, overcoming geographical barriers. The platform enabled the aggregation of experienced teachers' insights, streamlining lesson preparation steps and time and facilitating high-quality "collective lesson preparation". Excellent teaching courseware from this was systematically categorized by grade, semester, subject, and unit, stored in WPS 365 as the school's teaching resources for online access and reuse by teachers.

To date, WPS 365's online lesson preparation model has been implemented across Yunxi County, benefiting **22 middle schools**, **109 primary schools**, and over **3,000 teachers**, generating **190,000 team documents** and nearly **300,000 personal documents**.

WPS 365 Education Edition Accelerates Digital Process in Huize County's Basic Education

Case

In the current year, Huize County, Yunnan Province, established a one-stop AI education and teaching platform based on WPS 365 Education Edition. Over 10,000 local teachers adopted WPS 365 for daily lesson preparation, resource organization, and teaching research to improve the teaching efficiency. The Huize County Education Department adopted WPS 365 as a teaching platform for master teachers, organizing outstanding all excellent and key subject teachers from urban areas to deliver online live classes. This provided synchronized inter-school teaching sessions to ensure that high-quality teaching content reached rural schools, enabling both county-level and rural schools to participate in the same class. The application of this digital platform fostered closer collaboration among teachers in the local "1+N" alliance schools, practically enhancing the efficiency and effectiveness of joint teaching and research activities while promoting the sharing of high-quality teaching resources and education ideas.



One-Stop AI Education and Teaching Platform



Live Online Classes Delivered by Excellent and Key Teachers

In 2024, Kingsoft Office was successfully selected into the 36Kr WISE 2024 Business Leaders "Annual Social Responsibility and Sustainable Development Cases" for its project achievements in supporting the digital transformation of grassroots education with WPS 365.



Kingsoft Office Was Awarded the "Annual Social Responsibility and Sustainable Development Case"

About this Report

Overview

This is the 2024 Sustainability Report of Beijing Kingsoft Office Software Company Limited (referred to as "Kingsoft Office", "the Company" or "We"), which comprehensively presents our sustainability concepts and practices and reports on the progress of our major sustainability work in the year.

Reporting Period

This report covers the period from Jan. 1, 2024 to Dec. 31, 2024, and some contents may be beyond the above scope.

Report Scope and Boundaries

The scope of this report is Beijing Kingsoft Office Software Company Limited and its subsidiaries unless otherwise stated.

Reference Standard

This report is prepared in accordance with the *Guidelines No. 14 of Shanghai Stock Exchange for Self-Regulation of Listed Companies — Sustainability Report (Trial)* and the *Guidelines No. 1 for Self-Regulatory Supervision on Listed Companies of the SSE STAR Market — Standardized Operation (Revised in Dec. 2023)*; and with reference to the *Guide No. 13 for Self-Regulatory Supervision on Listed Companies of the SSE STAR Market— Compilation of Sustainable Development Reports*. In addition, we referred to the Global Reporting Initiative (GRI) Standards and the UN Sustainable Development Goals (SDGs).

Report Sources

The information, data, and cases used in this report are all from official documents, statistical reports, financial reports, and public documents of the Company, as well as information on sustainability practices collected and summarized by various functional departments of the Company.

Confirmation and Approval

This report has been reviewed and approved by the Board of Directors.

Report Access

This report is published in both print and electronic formats, in Chinese and English. The electronic version of the report can be found on the official website of Kingsoft Office (www.wps.cn) and the website of the Shanghai Stock Exchange (www.sse.com.cn).

Contact us by phone or by letter if you have any questions about the contents of this report.

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