



Brief Introduction to Baidu New Employee Training

Management Standards

BDHR-405

Effective date: October 24, 2021

Article 1 Policy Objectives

In order to lead a swift orientation of new employees joining the Baidu family, we endeavor to help the transition to be as helpful and guiding as possible. The training process included improvement of their expansion of knowledge regarding company's businesses and agendas so that new employees have the foundation of knowledge to draw from; and be a part of Baidu's culture and values, adapt themselves with working experience and further their workplace literacy.

Article 2 Scope of Application

This standards applies to all regular employees in Baidu Beijing headquarters, Shanghai Branch and Shenzhen Branch.

Article 3 System outline

Chapter 1 General Provisions

Aim

Scope of Application

Division of Responsibilities

Training Type

Chapter 2 Work Rules

Training Registration Management

Training Implementation Management

Training Discipline Requirement

Exceptions and Special Circumstances

Article 4 Main Content

The policy specifies in detail how Baidu provides comprehensive training programs for new employees (including school graduates and social recruits without discrimination) to help new employees quickly familiarize themselves with corporate culture, improve professional literacy, master on-the-job skills, and become a Baidu Student. It also stipulates that the new middle management group will participate in the special new staff training.

Such as:

Article 5 Training Registration Management

During the trial period, new employees regularly receive the new employee training registration email, click the registration link to select courses and complete the registration; If the current course is full, new employees should complete the registration as soon as they receive the next registration email.

Course classification

1. Required courses: 5 days of intensive training, training content as above.
2. Elective courses: Complete self-study tasks at your own time.
 - 1) Participation conditions: Employees who have completed the compulsory intensive training and successfully completed the course can enter the elective section;
 - 2) Course content: subject to the published content;
 - 3) Learning form: After self-study, submit self-study records according to the requirements, which will be regarded as self-study completed;
 - 4) Growth file: The learning record of the self-study part is archived in the personal zero growth file.

New employees of M3 and TPUE series level 10 or above (including second and

above entry) should participate in the Baidu Learning Development Center Pilot Program - New Entry Director training (not required to participate in the new employee training described above).

Article 5 Policy Information and Scope of Application

The policy was drafted by the Human Resources Department and is open to employees in the following scope: Baidu Beijing headquarters, Shanghai Branch and Shenzhen Branch's all regular employees in the trial period.