

Code of Conduct for SINOSERV Employees

誓缔稳员工行为规范

SINOSERV is a professionally operating service company. We want to be perceived in an exemplary manner for our integrity towards all stakeholders. To achieve this, every SINOSERV Employee needs to follow the certain principles, which are described hereunder:

誓缔稳是一家全球性的服务公司。我们希望所有利益相关者视我们为诚信之典范。为此，誓缔稳的每一位员工应遵守下列原则：

Legal compliance

Employees of SINOSERV has to comply and to act conform the applicable regulations and laws.

遵纪守法

誓缔稳员工必须遵守适用的法律法规。

Prohibition of corruption and bribery

Employees of SINOSERV are not allowed to be engaged in any form of bribery or corruption, neither receiving nor providing any gifts or other form of benefits to Customers, Suppliers and other business related authorities.

禁止贪污腐败

誓缔稳员工不得参与任何形式的贪污腐败或行贿受贿行为，不得接受客户、供应商及其他业务相关部门赠送的礼物或其他形式的利益，亦不得向其赠送礼物或提供其他形式的利益。

Health and Safety

Employees of SINOSERV need to follow all regulations regarding Health and Safety. Everybody must be committed to protect our Customers, Employees and Supplier, generally all Persons related to our business, Health and Safety. It is everybody's duty to report and remove safety hazards immediately.

健康与安全

誓缔稳员工须遵守与健康和安全相关的所有规章制度。每位员工须尽力保证我们的客户、员工和供应商以及所有与业务相关人员的健康与安全，发现安全隐患应立即排除和报告。

Environmental protection

Employees of SINOSERV have to protect the environment and to minimize environmental pollution.

环境保护

誓缔稳员工必须关注环境保护，将环境污染降至最低。

Ethics and behavior

Employees of SINOSERV need to follow certain ethic standards and behavior towards Customers, Colleagues, Suppliers and to all other business related Personell.

品行规范

在与客户、同事、供应商及其他业务相关人员交往时，誓缔稳员工需遵守下列道德标准和行为规范：

- ✧ Respecting people's personal dignity, privacy and rights of each individual.
- ✧ 尊重他人的自尊、隐私以及个人权利。

- ✧ Refusing to tolerate any kind of discrimination or harrassment against others because of skin colour, nationality, gender, social background, disabilities, sexual orientation and religious or political conviction.
- ✧ 不得由于他人的肤色、国籍、性别、社会背景、残障、性取向、宗教信仰或政治信念等问题而对其实施任何形式的歧视或骚扰。
- ✧ Not performing any cruel behavior such as gestures, language and physical contact which is coercive, sexual, abusive or threatening.
- ✧ 不得对他人采用任何强迫性的、性骚扰的、侮辱性的或威胁性的语言、手势和肢体接触等行为。
- ✧ Always following the orders of the appointed Supervisors in the project for work to be conducted and other reasonable requests related to work and behavior during working time.
- ✧ 在工作时间内，应始终服从并执行指定的项目管理人的工作安排以及其他合理的与工作有关的要求。
- ✧ Behave professionally, kind and friendly towards all people while representing SINOSERV.
- ✧ 作为誓缔稳的代表，应表现出良好的专业素质，亲切友善地对待所有人。
- ✧ Wearing proper and neat corporate uniform on site, keep workplace orderly and clean.
- ✧ 工作时应穿着干净的公司制服并保持工作场所的干净整洁。
- ✧ Keep all information (including all drawings, schedules, procedures, product or personal information) from Customer or SINOSERV confidential.
- ✧ 保守誓缔稳公司机密以及来自客户的机密信息（包括全部图纸、日程表、程序、产品或个人信息）。

Any breach of the rules or misbehavior must be immediately reported to the Supervisor, Project Manager or other Management member.

为避免誓缔稳公司名誉受损，如发现任何违规或不端行为，必须向主管、项目经理或其他管理层人员报告。

Shanghai, June 2015

SINOSERV (Shanghai) M&E Tech. Co., Ltd

上海誓缔稳机电科技有限公司

Herewith I confirm that I have received one issue of the Code of Conduct for SINOSERV Employees. I understand the content and I will follow the rules and regulations accordingly. I am fully aware that breaking this rules and regulations will have consequences up to instant dismissal and termination of the employment contract.

本人确认已收到“誓缔稳员工行为规范”。本人已阅读其内容，充分了解并清楚知晓该行为规范的相关信息，愿意遵守规章制度。本人完全清楚知道，违反该规章制度将承担被随时解除和终止劳动合同的后果。

Date Employee Name Signature