

Employee
Integrity
Principles

Doc. Name	Employee Integrity Principles
Procedures and Guidelines	
<p data-bbox="159 324 414 358">Article 1 Purpose</p> <p data-bbox="159 369 1420 548">In order to maintain the integrity of this Corporation and the operating efficiency, all employed personnel shall follow the professional ethics, integrity, and fair professionalism, and shall not use the power of position authorities for personal gain, thereby preventing this Corporation from suffering losses.</p> <p data-bbox="159 604 590 638">Article 2 Scope of Application</p> <p data-bbox="159 649 1420 739">These Principles apply to all activities involved in the official conduct of the employees of this Corporation.</p> <p data-bbox="159 795 590 828">Article 3 Basic Requirements</p> <p data-bbox="159 840 1420 1019">3.1 All employees shall be responsible in maintaining a good image of the Corporation, and shall not violate this nor other policies and principles of the company regarding integrity and honesty; unlisted principles regarding integrity shall also be followed carefully.</p> <p data-bbox="159 1030 1197 1064">3.2 No violation of relevant laws and regulations of the country or region</p> <p data-bbox="159 1075 1420 1209">3.3 All employees shall, with the approval from department managers or higher positions, only accept or receive a reasonable amount of gifts and receptions, as a reasonable approach for better business relationships.</p> <p data-bbox="159 1220 1420 1355">3.4 Without the authorization of the top executive(s) of the Corporation, all employees shall not provide gifts or receptions to government officials for any purposes regarding the abuse of power, illegal benefits, or illegal business.</p> <p data-bbox="159 1366 1420 1456">3.5 All employees shall be responsible and obligated to report violations of these basic integrity requirements.</p> <p data-bbox="159 1512 574 1545">Article 4 Integrity Regulation</p> <p data-bbox="159 1556 1420 1646">4.1 All employees shall uphold the following regulations for matters related to their positions and responsibilities, and there shall be no prohibitive matters as follows:</p> <p data-bbox="159 1657 1420 1792">4.1.1 All employees shall uphold the principles of integrity and fairness, and select the most competitive products and services in terms of quality, price, and delivery time when deciding suppliers and customers.</p> <p data-bbox="159 1803 1420 1892">4.1.2 All employees shall perform their duties of loyalty and diligence, and strictly abide by the relevant operating regulations of the Corporation.</p> <p data-bbox="159 1904 1420 1982">4.1.3 All employees shall place orders to customers in accordance with the planned quantity. Orders that exceed the planned quantity must be approved by the top</p>	

executives.

4.1.4 All employees shall not collect or demand commissions or any other improper benefits from customers with their authority or influence of authority.

4.1.5 All employees shall not accept gifts, cash, or any other forms of benefits from customers at all times (including during the holidays), except for diaries or calendars with a small value (no higher than RMB 20).

4.1.6 All employees shall not accept any entertainment, banquets, etc. provided by customers (except for normal working meals).

4.1.7 All employees shall not be involved in the following actions, no matter when and where:

- 1) Making profit directly or indirectly by taking advantage of the position.
- 2) Defrauding others' properties by taking advantage of the position.
- 3) Illegally occupying and stealing any forms of company property.
- 4) Failure to declare various expenses and quantities according to the facts, such as overstating travel expenses, falsely issuing multiple invoices, using private bulletins, falsely reporting overtime hours, etc.
- 5) Directly or indirectly possessing customer shares or dark shares, or receiving dividends or similar dividend income.
- 6) Simultaneously working at another company or unit.
- 7) Engaging in any business activities during the employment.
- 8) Borrowing money and any other forms of property from customers.
- 9) Participating in any form of gambling activities organized by or involving suppliers.

4.1.8 Managers at all levels shall be responsible to supervise and manage their direct subordinates' compliance with the integrity requirements.

4.2 Exceptions and Corresponding Treatment:

4.2.1. Employees shall be allowed to be exceptions to the aforementioned restrictions regarding the prohibition of providing or accepting property, entertainment, accommodation and entertainment, and any other forms of benefits to customers, with a value of no more than RMB 200 if approved by top executives. Employees shall be fully truthful without any concealment when reporting and providing relevant receipts or bills when reporting to the authorizers.

4.2.2. Employees shall be allowed to provide or receive property, entertainment, receptions, or any other forms of benefits, without obtaining or providing improper benefits, if approved by the Corporation.

4.2.3. Employees who were approved by the Corporation to receive money, gifts, or any other forms of property from customers shall submit them to the company within two working days after returning to the company, and the Corporation shall decide what to deal with them. Properties valued no more than RMB 200 are generally granted by the

Corporation to be owned by the employees; properties valued more than RMB 200 shall be owned by the company.

Article 5 Reward and Punishment Measures

5.1 Reward:

5.1.1 The Corporation shall provide rewards to persons, if the following are verified to be true, who have reported other employees, suppliers and other business partners, or anyone of the public, to have accepted bribes, commissions, red envelopes, or sought other improper interests and other corrupt practices in any external business activities or internal management of the company.

5.1.2 Persons who have reported employees for violating integrity principles, and if verified to be true, shall be awarded.

5.1.3 Reports for violation of integrity principles may be submitted in written form, with the name and contact information of the reporter, in order to further verify and to provide rewards.

5.1.4 The aforementioned rewards are directly distributed by the CEO of the Corporation to the reporters and shall be kept strictly confidential.

5.2 Punishment:

5.2.1 Employees who violate the aforementioned ethics and integrity principles, if verified to be true, are to be regarded as a serious violation of the Corporation's policies, and the Corporation has the right to immediately terminate the relationship with them without paying any compensation, and the company may also require such employees to be responsible for the losses due to the violation.

5.2.2 If the direct subordinates violate the integrity principles, the Corporation shall impose corresponding punishments on the direct superiors according to the situation.

5.2.3 Confession and Surrender:

1) Anyone who confesses and surrenders in terms of integrity violation may be considered by the Corporation to mitigate or exempt the punishment based on the situation.

2) The first person of a collective group who violates the integrity principles to confess and surrender shall be exempted from the punishment.

3) The act of truthfully explaining the violation and handing in all properties obtained may be considered as confession and surrender.

Article 6 Other Regulations

6.1 All employees shall be responsible and obligated to inform customers of the Corporation's integrity principles and other integrity requirements.

6.2 The HR Department is responsible for formulating, revising, and upgrading the

integrity principles, and is responsible for implementing relevant reward and punishment regulations.

6.3 If there are regulations from other company systems that are excluded in these Principles, the excluded regulations shall be a supplement to and apply together with these Principles; if other regulations of this Corporation are contrary to these Principles, these Principles shall prevail.