

# 东莞彩美金属制品有限公司行为守则

## Code of Conduct of Dong guan Tutamen Metalwork Co., LTD

我们东莞彩美金属制品有限公司承诺:

Dong guan Tutamen Metalwork Co., LTD hereby commits to:

Tutamen is committed to promoting the highest ethical and moral standards of professional conduct while performing its business affairs. We expect that all of our employees, officers and directors will treat each other, our customers, and our suppliers with goodwill, trust and respect.

TUTAMEN 承诺在开展业务时推行遵守最高的道德标准。我们希望所有员工、主管心怀善意、信任和尊重来对待彼此对待我们的客户以及供应商。

### **Reporting Concerns, and Voicing Opinions:**

#### **反应问题，表达意见**

Tutamen's Open Door Policy allows any employee to raise issues about the code with any manager or department head to ask general Code of Conduct questions. We must support these responsibilities by reporting any potential or actual violations of the law, the Code or other guidelines. We take all reports seriously and will investigate and take appropriate action.

TUTAMEN 的“开门政策”允许和支持员工向所有经理或部门主管反应有关行为守则的问题，我们也将上报任何潜在或已经发生的违反法律、行为守则或其它准则的问题。我们严肃对待所有反应的问题，并会进行调查和采取相应行动。

### **Non-Retaliation Policy:**

#### **不打击报复政策**

We do not tolerate any retaliation against anyone who in “good faith” reports possible violations of the Code, the law or other company guidelines. No employee will lose a job or contract, be disciplined or be retaliated against for asking questions or voicing concerns. “Good faith” does not mean individual has to be right; but that the individual must believe the information provided is truthful.

我们决不容忍对持“善意”上报上述违反行为之人的打击报复。任何提出问题或表达意见的员工都不会因此遭受辞退、惩罚或打击报复。“善意”并不指上报人需要具有正确性；而指其相信所提供的信息是真实的。

### **Conflict of Interest Standards**

#### **利益冲突规范:**

You are expected to do your job for the benefit of Tutamen and its customers. A conflict of interest occurs when your private interests interfere in any way with the interests of Tutamen

as a whole. A potential conflict of interest exists if you participate in or attempt to influence a decision or transaction that could materially affect the value of a “financial interest” held by you, a family member, or other person whom you have a close relationship with.

你是在为 TUTAMEN 及其顾客的利益而进行工作。当你的私人利益干预 TUTAMEN 的利益时，会发生利益冲突。如果你参与一项决策或交易，或是打算对其施加影响，而此决策或交易可能会对你、你的家人、或其他与你有关的人产生重大利益影响时，可能会有潜在的利益冲突。

### Protecting our Assets:

#### 保护我们的资产：

Assets include financial and physical assets, intellectual property and confidential information. We are all personally responsible for safeguarding and using our Company’s assets appropriately.

资产包括财务资产和实物资产，知识产权和保密信息。我们应合理的保护和使用权公司的资产。

1. Physical Assets: Equipment, facilities and computers are to be used primarily for business. Report theft, loss, damage and misuse, including unauthorized access or personal use of company funds, equipment and other physical assets.
2. Intellectual Property: Digital information, trademarks, logos, copyrights, trade secrets, “know-how”, patents, internal and external communication are Tutamen’s intellectual property. Inappropriate use of Tutamen’s or our partners intellectual property may expose Tutamen and you to criminal and civil fines and penalties.

1. 实物资产：设备、设施和电脑应主要用于业务开展。若发生失窃、损失、滥用，包括越权使用或私用公司资金、设备或其它实物资产的行为，都应进行上报。

2. 知识产权：数字信息、商标、标识、版权、商业秘密、专有技术、专利，以及外部和内部的往来通讯内容都属彩美的知识产权。不当使用彩美的或我们合作者的知识产权都可能使彩美或你面临刑事或民事处罚。

### Confidentiality:

#### 保密：

Tutamen’s “Confidential information” includes financial and product information. Make sure that confidential company material stays that way; don’t disclose it outside of Tutamen without authorization. It is equally important not to disclose any confidential information from our partners.

TUTAMEN 的“保密信息”包括财务与产品信息。应确保应保密的公司物资不被泄露；未经允许不得向 TUTAMEN 外部泄露。应以同等态度对待我们合作者的保密信息并且不得泄露。

在所有运作和行为中都严守职业道德,勇于负责;尊重所有人的权利;以及注重环境,并达到下列标准:

Strictly observe professional ethics and be accountable during all operations and conducts; respect rights of others, care the environment and reach the following standards:

1. 童工 不得雇佣未满 16 岁者,或者当地规定的最低法定就业年龄者,或者未满国民义务教育年龄者.

Child Labor Minors less than 16 ages, those under the minimum legal working age stipulated locally or those under the age of national compulsory education shall not be hired.

2. 非志愿劳工 不得雇佣强迫性或者非志愿劳工,无论是监狱劳工/奴工/契约劳工或者其他劳工.

Involuntary Labor Forced or involuntary labors, regardless of prison labors/slave labors/contract labors or other labors, shall not be hired.

3. 胁迫和骚扰 将给予每个员工尊严和尊重,并不得采用体罚,暴力威胁,或者其他形式的身体虐待/性虐待/心理虐待或者口头虐待.

Intimidation and Harassment Dignity and respect shall be provided to every employee; any physical punishment, threat of violence or physical abuse/sexual abuse/psychological abuse or verbal abuse in any other forms shall not be adopted.

4. 不歧视 不得在聘用和雇佣做法中实现歧视,包括以种族/宗教/年龄/国籍/社会/或者民族团体,性癖,性别,政治观点或者残疾为理由在工资/福利/提拔/惩戒/终止或者退休等方面实现歧视.

Nondiscrimination Discriminate during recruitment and employment is prohibited, including discrimination on salary/welfare/promotion/punishment/termination or retirement by reason of race/religion/age/nationality/society/or ethnic group, leaning, gender, political view or disability.

5. 结社 将尊重员工以合法及和平的方式,结社/组织起来并进行集体谈判的权利,而不得加以惩罚或者干预.

Forming an Association Right of employees to form an association/organization to exercise their rights for collective negotiation in a legal and peaceful mean shall be respected, and punishment or intervene to it is prohibited.

6. 健康及安全 将按照所有相关的法律规章制度,为员工提供安全和健康的工作场所,并确保其至少可合理获得饮用水和卫生设施,消防安全;以及充足的照明和通风.亦将确保在为员工提供任何住房时,实施同样的健康及安全标准.

Health and Safety Safe and health working places for employees as per all the relevant laws and regulations shall be provided to ensure that employees are able to get access to drinking water, health facilities, fire safety, sufficient lighting and ventilation reasonably at least; and the same health and safety standards shall be followed when providing any housing to employees.

7. 薪酬 遵守有关工资和工时的所有相关法律规章制度,包括有关最低工资,加班,最长工时,记件薪酬率及薪酬的其他部分法律规章制度,并提供法律规定的福利.工作时间: ,每周工作不超过 48 小时,加班不超过 12 小时,保证员工 7 天周期中至少休息一天。

Compensation All relevant laws and regulations related to salary and labor hour shall be observed, including other laws and regulations related to the minimum salary, overtime work, the longest labor hour, piece rate and compensation; and welfares stipulated by laws shall be provided. Labor hour shall not exceed 48 hours per week and overtime shall not exceed 12 hours; and employees shall be provided with one day off at least every seven days.

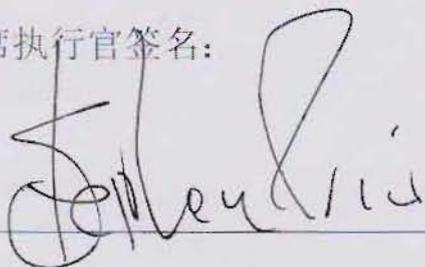
8. 环境保护 遵守所有相关的环境保护法律规章制度.

Environmental Protection All laws and regulations related to environmental protection shall be observed.

9. 其他法律 将遵守所有相关的法律规章制度。

Other Laws All related laws and regulations shall be observed.

首席执行官签名:



(Stephen Prior – CEO)