



TUTAMEN

CODE OF CONDUCT

2019



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DONGGUAN TUTAMEN METALWORK CO, LTD

No.2 Huang Guo Tang Rd
ShaHu, Tang Xia Town
Dong Guan City
CHINA
(P.O. 523725)
中国东莞市塘厦镇沙湖黄果塘路2号
(邮编:523725)



Donguan Tutamen Metalwork Co LTD hereby commits 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.

REPORTING CONCERNS AND VOICING OPINIONS

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.

NON RETALIATION POLICY

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 or be disciplined for asking questions or voicing concerns. "Good faith" does not mean the individual has to be right, but that the individual must believe the information provided is truthful.

CONFLICT OF INTEREST STANDARDS

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

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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.

PROTECTING OUR ASSETS

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.

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.

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.

CONFIDENTIALITY

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

1. CHILD LABOUR

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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. INVOLUNTARY LABOUR

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

3. INTIMIDATION & 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 form shall not be adopted.

4. NON DISCRIMINATION

Discrimination 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. FORMING AN ASSOCIATION

Right of employers to form an association/organization to exercise their rights for collective negotiation in a legal and peaceful manner shall be respected, and punishment or intervention to it is prohibited.

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6. HEALTHY & SAFETY

Safe and healthy 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. The same health and safety standards shall be followed when providing any housing to employees.

7. COMPENSATION

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

ENVIRONMENTAL PROTECTION

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

9. OTHER LAWS

All related laws and regulations shall be observed.