

World Standardization Certification and Testing Group, Co., Ltd.

VALUES

“To be a trusted Public Testing, Inspection, Identification and Certification body.”

MISSION

“To Guard the safety of human beings as well as Environment.”

Build Trust and Credibility 建立信任和信誉

The success of our business is dependent on the trust and confidence we earn from our employees, customers and shareholders. We gain credibility by adhering to our commitments, displaying honesty and integrity and reaching company goals solely through honorable conduct. It is easy to say what we must do, but the proof is in our actions. Ultimately, we will be judged on what we do. 我们业务的成功取决于我们从员工、客户和股东那里获得的信任和信心。我们通过恪守承诺、展现诚实和正直以及仅通过诚实行为实现公司目标来赢得信誉。说我们必须做什么很容易，但证据就在我们的行动中。最终，我们将根据我们的所作所为受到评判。

When considering any action, it is wise to ask: Will this build trust and credibility for WSCT? Will it help create a working environment in which WSCT can succeed over the long term? Is the commitment I am making one I can follow through with? The only way we will maximize trust and credibility is by answering “yes” to those questions and by working every day to build our trust and credibility. 在考虑任何行动时，明智的做法是问：这会为 WSCT 建立信任和信誉吗？它是否有助于创造一个 WSCT 能够长期成功的工作环境？我所做的承诺是我可以履行的吗？我们要最大限度地提高信任和信誉，唯一的办法就是对这些问题回答“是”，并每天努力建立我们的信任和信誉。

Respect for the Individual 尊重个人

We all deserve to work in an environment where we are treated with dignity and respect. WSCT is committed to creating such an environment because it brings out the full potential in each of us, which, in turn, contributes directly to our business success. We cannot afford to let anyone's talents go to waste. 我们都应该在有尊严和尊重的环境中工作。**WSCT** 致力于创造这样一个环境，因为它充分发挥了我们每个人的潜力，这反过来又直接有助于我们的业务成功。我们不能让任何人的才能白白浪费。

WSCT is an equal employment/affirmative action employer and is committed to providing a workplace that is free of discrimination of all types and from abusive, offensive or harassing behavior. Any employee who feels harassed or discriminated against should report the incident to his or her manager or to human resources. **WSCT** 是一家平等就业/平权行动雇主，致力于提供一个没有任何类型歧视、没有虐待、冒犯或骚扰行为的工作场所。任何感到受到骚扰或歧视的员工应向其经理或人力资源部报告该事件。

All WSCT employees are also expected to support an inclusive workplace by adhering to the following conduct standards: 所有 **WSCT** 员工还应遵守以下行为标准，以支持包容性工作场所：

- Treat others with dignity and respect at all times 始终以尊严和尊重对待他人。
- Address and report inappropriate behavior and comments that are discriminatory, harassing, abusive, offensive or unwelcome 处理并报告歧视、骚扰、辱骂、冒犯或不受欢迎的不当行为和评论。
- Foster teamwork and employee participation, encouraging the representation of different employee perspectives 促进团队合作和员工参与，鼓励员工表达不同的观点。
- Seek out insights from employees with different experiences, perspectives and backgrounds 从具有不同经历、观点和背景的员工那里寻求见解。

- Avoid slang or idioms that might not translate across cultures 避免可能无法跨文化翻译的俚语或习语.
- Support flexible work arrangements for co-workers with different needs, abilities and/or obligations 支持不同需求、能力和/或义务的同事的灵活工作安排。
- Confront the decisions or behaviors of others that are based on conscious or unconscious biases 直面他人基于有意识或无意识偏见的决定或行为。
- Be open-minded and listen when given constructive feedback regarding others' perception of your conduct 当别人对你的行为给出建设性的反馈时，要保持开放的心态并倾听。

WSCT will not tolerate discrimination, harassment or any behavior or language that is abusive, offensive or unwelcome WSCT 不会容忍歧视、骚扰或任何辱骂、冒犯或不受欢迎的行为或语言。

Culture of Open and Honest Communication 开放诚实的沟通文化

At WSCT everyone should feel comfortable to speak his or her mind, particularly with respect to ethics concerns. Managers have a responsibility to create an open and supportive environment where employees feel comfortable raising such questions. We all benefit tremendously when employees exercise their power to prevent mistakes or wrongdoing by asking the right questions at the right times 在 WSCT，每个人都应该放心地说出自己的想法，尤其是在道德方面。管理者有责任创造一个开放的、支持性的环境，让员工可以放心地提出这样的问题。当员工通过在正确的时间提出正确的问题来行使他们的权力来防止错误或不当行为时，我们都会受益匪浅。

WSCT will investigate all reported instances of questionable or unethical behavior. In every instance where improper behavior is found to have occurred, the company will take appropriate action. We will not tolerate retaliation against employees who raise genuine ethics concerns in good faith

WSCT 将调查所有报告的可疑或不道德行为。在发现任何不当行为的情况下，公司都会采取适当的行动。我们不会容忍对真诚提出道德问题的员工进行报复。

Employees are encouraged, in the first instance, to address such issues with their managers or the HR manager, as most problems can be resolved swiftly. If for any reason that is not possible or if an employee is not comfortable raising the issue with his/her manager or HR, WSCT's does operate with an open-door policy 首先，鼓励员工与其经理或人力资源经理一起解决此类问题，因为大多数问题都可以迅速解决。如果出于任何不可能的原因，或者如果员工不愿意向其经理或人力资源部提出问题，**WSCT** 确实会采取开放政策。

Set Ethics at the Top 把道德放在首位

Management has the added responsibility for demonstrating, through their actions, the importance of this Code. In any business, ethical behavior does not simply happen; it is the product of clear and direct communication of behavioral expectations, modeled from the top and demonstrated by example. Again, ultimately, our actions are what matters 管理层有额外的责任通过他们的行动证明本准则的重要性。在任何企业中，道德行为都不会简单地发生；它是行为预期的清晰和直接沟通的产物，从顶部建模，并通过示例进行演示。归根结底，我们的行动才是最重要的。

To make our Code work, managers must be responsible for promptly addressing ethical questions or concerns raised by employees and for taking the appropriate steps to deal with such issues. Managers should not consider employees' ethics concerns as threats or challenges to their authority, but rather as another encouraged form of business communication. At WSCT, we want the ethics dialogue to become a natural part of daily work 为了使我们的准则发挥作用，管理者必须负责及时解决员工提出的道德问题或担忧，并采取适当措施处理此类问题。管理者不应该把员工的道德关怀视为对他们权威的威胁或挑战，而应是另一种鼓励的商业沟通形式。在 **WSCT**，我们希望伦理对话成为日常工作的自然组成部分。

Uphold the Law 守法

WSCT's commitment to integrity begins with complying with laws, rules and regulations where we do business. Further, each of us must have an understanding of the company policies, laws, rules and regulations that apply to our specific roles. If we are unsure of whether a contemplated action is permitted by law or WSCT policy, we should seek the advice from the resource expert. We are responsible for preventing violations of law and for speaking up if we see possible violations. **WSCT 对诚信的承诺始于遵守我们开展业务的法律、法规和规章。此外，我们每个人都必须了解适用于我们特定角色的公司政策、法律、规章制度。如果我们不确定法律或 WSCT 政策是否允许预期的行动，我们应该寻求资源专家的建议。我们有责任防止违法行为，如果我们看到可能的违法行为，我们有责任公开发表意见。**

Competition 竞争

We are dedicated to ethical, fair and vigorous competition. We will sell WSCT products and services based on their merit, superior quality, functionality and competitive pricing. We will make independent pricing and marketing decisions and will not improperly cooperate or coordinate our activities with our competitors. We will not offer or solicit improper payments or gratuities in connection with the purchase of goods or services for WSCT or the sales of its products or services, nor will we engage or assist in unlawful boycotts of particular customers 我们致力于道德、公平和激烈的竞争。我们将根据 **WSCT 的优点、卓越的质量、功能和有竞争力的价格销售其产品和服务。我们将做出独立的定价和营销决策，不会与竞争对手不当合作或协调我们的活动。我们不会为 WSCT 购买商品或服务或销售其产品或服务而提供或索取不当付款或小费，也不会参与或协助非法抵制特定客户。**

Proprietary Information 专有信息

It is important that we respect the property rights of others. We will not acquire or seek to acquire improper means of a competitor's trade secrets or other proprietary or confidential information. We will not engage in unauthorized use, copying, distribution or alteration of software or other intellectual property 我们尊重他人的财产权是很重要的。我们不会以不正当手段获取或寻求获取竞争对手的商业秘密或其他专有或机密信息。我们不会擅自使用、复制、分发或更改软件或其他知识产权。

Selective Disclosure 选择性披露

We will not selectively disclose (whether in one-on-one or small discussions, meetings, presentations, proposals or otherwise) any material nonpublic information with respect to WSCT, its securities, business operations, plans, financial condition, results of operations or any development plan. We should be particularly vigilant when making presentations or proposals to customers to ensure that our presentations do not contain material nonpublic information 我们不会选择性地披露（无论是在一对一或小型讨论、会议、演示、提案或其他形式）与 WSCT、其证券、业务运营、计划、财务状况、运营结果或任何发展计划有关的任何重大非公开信息。在向客户进行演示或提出建议时，我们应该特别警惕，以确保我们的演示不会包含重大的非公开信息。

Health and Safety 健康与安全

WSCT is dedicated to maintaining a healthy environment. A safety manual has been designed to educate you on safety in the workplace. If you do not have a copy of this manual, please see the HR department. WSCT 致力于维护健康的环境。我们设计了一本安全手册，向您介绍工作场所的安全。如果您没有本手册的副本，请咨询人力资源部。

Avoid Conflicts of Interest 避免利益冲突

Conflicts of Interest 利益冲突

We must avoid any relationship or activity that might impair, or even appear to impair, our ability to make objective and fair decisions when performing our jobs. At times, we may be faced with situations where the business actions we take on behalf of WSCT may conflict with our own personal or family interests. We owe a duty to WSCT to advance its legitimate interests when the opportunity to do so arises. We must never use WSCT property or information for personal gain or personally take for ourselves any opportunity that is discovered through our position with WSCT. 我们必须避免任何可能损害甚至似乎损害我们在执行工作时做出客观公正决定的能力的关系或活动。有时，我们可能会面临这样的情况：我们代表 WSCT 采取的商业行动可能会与我们自己的个人或家庭利益相冲突。我们有义务在有机会时促进 WSCT 的合法利益。我们绝不能利用 WSCT 的财产或信息谋取私利，也绝不能利用我们在 WSCT 任职期间发现的任何机会。

Here are some other ways in which conflicts of interest could arise 以下是可能产生利益冲突的其他一些方式：

1. Being employed (you or a close family member) by, or acting as a consultant to, a competitor or potential competitor, supplier or contractor, regardless of the nature of the employment, while you are employed with WSCT. 在受雇于 WSCT 期间，被竞争对手或潜在竞争对手、供应商或承包商雇佣（您或您的近亲），或担任其顾问，无论雇佣性质如何。
2. Hiring or supervising family members or closely related persons. 雇佣或监督家庭成员或密切相关人员。
3. Serving as a board member for an outside commercial company or organization. 担任外部商业公司或组织的董事会成员。
4. Owning or having a substantial interest in a competitor, supplier or contractor. 拥有或拥有竞争对手、供应商或承包商的实质性利益。

5. Having a personal interest, financial interest or potential gain in any WSCT transaction. 在任何 WSCT 交易中拥有个人利益、经济利益或潜在收益。
6. Placing company business with a firm owned or controlled by a WSCT employee or his or her family. 将公司业务交给 WSCT 员工或其家人拥有或控制的公司。
7. Accepting gifts, discounts, favors or services from a customer/potential customer, competitor or supplier, unless equally available to all WSCT employees. 接受来自客户/潜在客户、竞争对手或供应商的礼物、折扣、优惠或服务，除非所有 WSCT 员工都能获得。

Determining whether a conflict of interest exists is not always easy to do. Employees with a conflict-of-interest question should seek advice from management. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from their managers or the HR department. 确定是否存在利益冲突并不总是容易的。有利益冲突问题的员工应向管理层寻求建议。在参与任何可能导致利益冲突的活动、交易或关系之前，员工必须寻求其经理或人力资源部门的审核。

Gifts, Gratuities and Business Courtesies 礼物、小费和商务礼仪

WSCT is committed to competing solely on the merit of our products and services. We should avoid any actions that create a perception that favorable treatment of outside entities by WSCT was sought, received or given in exchange for personal business courtesies. Business courtesies include gifts, gratuities, meals, refreshments, entertainment or other benefits from persons or companies with whom WSCT does or may do business. We will neither give nor accept business courtesies that constitute, or could reasonably be perceived as constituting, unfair business inducements that would violate law, regulation or policies of WSCT or customers, or would cause embarrassment or reflect negatively on WSCT's reputation. **WSCT** 致力于仅凭我们的产品和服务的价值进行竞争。我们应该避免任何行为，这些行为会造成一

种印象，即 **WSCT** 寻求、接受或给予外部实体优惠待遇是为了换取个人商业礼貌。商务礼仪包括 **WSCT** 与之有业务往来或可能有业务往来的个人或公司提供的礼物、小费、餐食、茶点、娱乐或其他好处。我们既不会给予也不会接受构成或可能被合理视为构成不公平商业诱因的商业礼节，这些商业诱因将违反 **WSCT** 或客户的法律、法规或政策，或将导致尴尬或对 **WSCT** 的声誉产生负面影响。

Accepting Business Courtesies 接受商业礼节

Most business courtesies offered to us in the course of our employment are offered because of our positions at **WSCT**. We should not feel any entitlement to accept and keep a business courtesy. Although we may not use our position at **WSCT** to obtain business courtesies, and we must never ask for them, we may accept unsolicited business courtesies that promote successful working relationships and good will with the firms that **WSCT** maintains or may establish a business relationship with. 我们在工作期间获得的大多数商业礼节都是因为我们在 **WSCT** 的职位。我们不应该觉得有任何权利接受和保持商业礼貌。虽然我们可能不会利用我们在 **WSCT** 的职位来获得商业礼节，而且我们绝不能要求，但我们可能会接受主动提出的商业礼节，这些礼节可以促进与 **WSCT** 维持或可能建立商业关系的公司之间的成功工作关系和良好意愿。

Employees who award contracts or who can influence the allocation of business, who create specifications that result in the placement of business or who participate in negotiation of contracts must be particularly careful to avoid actions that create the appearance of favoritism or that may adversely affect the company's reputation for impartiality and fair dealing. The prudent course is to refuse a courtesy from a supplier when **WSCT** is involved in choosing or reconfirming a supplier or under circumstances that would create an impression that offering courtesies is the way to obtain **WSCT** business. 授予合同或可能影响业务分配、制定导致业务安排的规范或参与合同谈判的员工必须特别小心，以避免出现偏袒或可能对公司公正和公平交易声誉产生不利影响的行为。谨慎的做法是，当 **WSCT** 参与选择或重

新确认供应商时，或在可能会产生一种印象，即提供礼貌是获得 WSCT 业务的方式的情况下，拒绝供应商的礼貌。

Meals, Refreshments and Entertainment 餐饮、茶点和娱乐

We may accept occasional meals, refreshments, entertainment and similar business courtesies that are shared with the person who has offered to pay for the meal or entertainment, provided that 我们可能会接受与愿意支付餐费或招待费的人共享的偶尔用餐、茶点、娱乐和类似的商业礼节，前提是：

- They are not inappropriately lavish or excessive. 它们没有不适当的奢侈或过度
- The courtesies are not frequent and do not reflect a pattern of frequent acceptance of courtesies from the same person or entity 礼貌并不频繁，也不反映频繁接受同一个人或实体礼貌的模式。
- The courtesy does not create the appearance of an attempt to influence business decisions, such as accepting courtesies or entertainment from a supplier whose contract is expiring in the near future. 这种礼貌不会造成试图影响商业决策的表象，例如接受合同即将到期的供应商的礼貌或款待。
- The employee accepting the business courtesy would not feel uncomfortable discussing the courtesy with his or her manager or co-worker or having the courtesies known by the public. 接受商业礼节的员工不会因为与经理或同事讨论礼节或让公众知道礼节而感到不舒服。

Gifts 礼品

Employees may accept unsolicited gifts, other than money, that conform to the reasonable ethical practices of the marketplace, including 员工可以接受符合市场合理道德规范的非邀约礼物，但不包括金钱，包括：

- Flowers, fruit baskets and other modest presents that commemorate a special occasion 鲜花、果篮和其他纪念特殊场合的朴素礼物.
- Gifts of nominal value, such as calendars, pens, mugs, caps and t-shirts (or other novelty, advertising or promotional items) 象征性价值的礼物，如日历、钢笔、杯子、帽子和 t 恤（或其他新奇、广告或促销物品）。

Generally, employees may not accept compensation, honoraria or money of any amount from entities with whom WSCT does or may do business. Tangible gifts (including tickets to a sporting or entertainment event) that have a market value greater than \$100 may not be accepted unless approval is obtained from management. 通常，员工不得接受 WSCT 与之有业务往来或可能有业务往来的实体提供的任何金额的补偿、酬金或金钱。除非获得管理层的批准，否则不得接受市值超过 100 美元的有形礼物（包括体育或娱乐活动的门票）。

Employees with questions about accepting business courtesies should talk to their managers or the HR department. 如果员工对接受商业礼节有疑问，应与经理或人力资源部联系。

Offering Business Courtesies 提供商务礼仪

Any employee who offers a business courtesy must assure that it cannot reasonably be interpreted as an attempt to gain an unfair business advantage or otherwise reflect negatively upon WSCT. An employee may never use personal funds or resources to do something that cannot be done with WSCT

resources. Accounting for business courtesies must be done in accordance with approved company procedures. 任何提供商业礼节的员工必须确保，不能合理地将其解释为试图获得不公平的商业优势，或以其他方式对 **WSCT** 产生负面影响。员工不得使用个人资金或资源做 **WSCT** 资源无法完成的事情。必须按照经批准的公司程序对商业礼仪进行说明。

Other than to our government customers, for whom special rules apply, we may provide nonmonetary gifts (i.e., company logo apparel or similar promotional items) to our customers. Further, management may approve other courtesies, including meals, refreshments or entertainment of reasonable value, provided that: 除适用特殊规定的政府客户外，我们可以向客户提供非货币性礼品（即公司标志服装或类似促销品）。此外，管理层可批准其他礼节，包括合理价值的用餐、茶点或娱乐，前提是：

- The practice does not violate any law or regulation or the standards of conduct of the recipient's organization. 该行为不违反任何法律法规或接收方组织的行为标准。
- The business courtesy is consistent with industry practice, is infrequent in nature and is not lavish. 商务礼仪符合行业惯例，性质上不常见，也不奢侈。
- The business courtesy is properly reflected on the books and records of **WSCT**. 商业礼仪在 **WSCT** 的账簿和记录中得到了适当的体现。

Set Metrics and Report Results Accurately 准确设置指标并报告结果

Accurate Public Disclosures 准确的公开披露

We will make certain that all disclosures made in financial reports and public documents are full, fair, accurate, timely and understandable. This obligation applies to all employees, including all financial executives, with any responsibility for the preparation for such reports, including drafting, reviewing and signing or certifying the information contained therein. No business goal of any kind is ever an excuse for misrepresenting facts or

falsifying records. 我们将确保财务报告和公开文件中的所有披露是完整、公平、准确、及时和可理解的。这一义务适用于所有员工，包括所有财务主管，负责编制此类报告，包括起草、审查、签署或认证报告中包含的信息。任何商业目标都不能成为歪曲事实或伪造记录的借口。

Employees should inform Executive Management and the HR department if they learn that information in any filing or public communication was untrue or misleading at the time it was made or if subsequent information would affect a similar future filing or public communication. 如果员工在任何备案或公开信息发布时得知信息不真实或具有误导性，或者如果后续信息会影响未来类似的备案或公开信息，则应通知执行管理层和人力资源部。

Corporate Recordkeeping 公司记录保存

We create, retain and dispose of our company records as part of our normal course of business in compliance with all WSCT policies and guidelines, as well as all regulatory and legal requirements. 我们按照 WSCT 的所有政策和指导方针，以及所有监管和法律要求，创建、保留和处置公司记录，作为我们正常业务过程的一部分。

All corporate records must be true, accurate and complete, and company data must be promptly and accurately entered in our books in accordance with WSCT's and other applicable accounting principles. 所有公司记录必须真实、准确和完整，公司数据必须根据 WSCT 和其他适用会计原则及时、准确地录入我们的账簿。

We must not improperly influence, manipulate or mislead any unauthorized audit, nor interfere with any auditor engaged to perform an internal independent audit of WSCT books, records, processes or internal controls. 我们不得当影响、操纵或误导任何未经授权的审计，也不得干涉任何参与对 WSCT 账簿、记录、流程或内部控制进行内部独立审计的审计师。

Promote Substance Over Form 提倡实质重于形式

At times, we are all faced with decisions we would rather not have to make and issues we would prefer to avoid. Sometimes, we hope that if we avoid confronting a problem, it will simply go away. 有时，我们都面临着我们不想做出的决定和我们希望避免的问题。有时，我们希望，如果我们避免面对一个问题，它就会消失。

At WSCT, we must have the courage to tackle the tough decisions and make difficult choices, secure in the knowledge that WSCT is committed to doing the right thing. At times this will mean doing more than simply what the law requires. Merely because we can pursue a course of action does not mean we should do so. 在 WSCT，我们必须有勇气应对艰难的决定，做出艰难的选择，并确信 WSCT 致力于做正确的事情。有时，这将意味着做的不仅仅是法律要求的事情。仅仅因为我们可以采取行动，并不意味着我们应该这样做。

Although WSCT's guiding principles cannot address every issue or provide answers to every dilemma, they can define the spirit in which we intend to do business and should guide us in our daily conduct. 虽然 WSCT 的指导原则不能解决每一个问题，也不能为每一个困境提供答案，但它们可以定义我们开展业务的精神，并指导我们的日常行为。

Accountability 责任

Each of us is responsible for knowing and adhering to the values and standards set forth in this Code and for raising questions if we are uncertain about company policy. If we are concerned whether the standards are being met or are aware of violations of the Code, we must contact the HR department. 我们每个人都有责任了解并遵守本准则中规定的价值观和标准，并在我们对公司政策不确定时提出问题。如果我们担心这些标准是否得到满足，或者是否意识到违反了准则，我们必须联系人力资源部。

WSCT takes seriously the standards set forth in the Code, and violations are cause for disciplinary action up to and including termination of employment. **WSCT 认真对待该准则中规定的标准，违反该准则的行为将受到纪律处分，直至终止雇佣关系。**

Be Loyal 忠诚

Confidential and Proprietary Information 机密和专有信息

Integral to WSCT's business success is our protection of confidential company information, as well as nonpublic information entrusted to us by employees, customers and other business partners. Confidential and proprietary information includes such things as pricing and financial data, customer names/addresses or nonpublic information about other companies, including current or potential supplier and vendors. We will not disclose confidential and nonpublic information without a valid business purpose and proper authorization. **WSCT 业务成功的关键在于保护公司机密信息，以及员工、客户和其他业务合作伙伴委托给我们的非公开信息。机密和专有信息包括定价和财务数据、客户姓名/地址或其他公司的非公开信息，包括当前或潜在供应商和供应商。未经有效的商业目的和适当授权，我们不会披露机密和非公开信息。**

Use of Company Resources 公司资源的使用

Company resources, including time, material, equipment and information, are provided for company business use. Nonetheless, occasional personal use is permissible as long as it does not affect job performance or cause a disruption to the workplace. **提供公司资源，包括时间、材料、设备和信息，供公司业务使用。尽管如此，只要不影响工作表现或对工作场所造成干扰，偶尔个人使用是允许的。**

Employees and those who represent WSCT are trusted to behave responsibly and use good judgment to conserve company resources. Managers are responsible for the resources assigned to their departments and are

empowered to resolve issues concerning their proper use. 员工和代表 WSCT 的人都有责任感，并运用良好的判断力来节约公司资源。管理者负责分配给其部门的资源，并有权解决与其正确使用有关的问题。

Generally, we will not use company equipment such as computers, copiers and fax machines in the conduct of an outside business or in support of any religious, political or other outside daily activity, except for company-requested support to nonprofit organizations. We will not solicit contributions nor distribute non-work-related materials during work hours. 一般来说，我们不会在开展外部业务或支持任何宗教、政治或其他外部日常活动时使用公司设备，如计算机、复印机和传真机，除非公司要求支持非营利组织。我们不会在工作时间征集捐款或分发与工作无关的材料。

In order to protect the interests of the WSCT network and our fellow employees, WSCT reserves the right to monitor or review all data and information contained on an employee's company-issued computer or electronic device, the use of the Internet or WSCT's intranet. We will not tolerate the use of company resources to create, access, store, print, solicit or send any materials that are harassing, threatening, abusive, sexually explicit or otherwise offensive or inappropriate. 为了保护 WSCT 网络和我们的同事的利益，WSCT 保留监控或审查员工公司发布的计算机或电子设备、互联网或 WSCT 内部网使用情况中包含的所有数据和信息的权利。我们不会容忍使用公司资源来创建、访问、存储、打印、索取或发送任何骚扰、威胁、虐待、性暴露或其他冒犯性或不适当的材料。

Questions about the proper use of company resources should be directed to manager. 有关正确使用公司资源的问题应向经理提出。

Media Inquiries 媒体查询

WSCT is a high-profile company in our community, and from time to time, employees may be approached by reporters and other members of the media. In order to ensure that we speak with one voice and provide accurate information about the company, we should direct all media inquiries to the Public Relations Executive. No one may issue a press release without first

consulting with the Public Relations Executive. **WSCT** 是我们社区中一家备受瞩目的公司，记者和其他媒体成员可能会不时接触员工。为了确保我们用一个声音说话，并提供有关公司的准确信息，我们应将所有媒体查询直接交给公关主管。未经与公关主管协商，任何人不得发布新闻稿。

Do the Right Thing 做正确的事

Several key questions can help identify situations that may be unethical, inappropriate or illegal. Ask yourself 几个关键问题可以帮助确定可能不道德、不适当或非法的情况。问问自己：

- Does what I am doing comply with the WSCT guiding principles, Code of Conduct and company policies? 我所做的事是否符合 **WSCT** 指导原则、行为准则和公司政策？
- Have I been asked to misrepresent information or deviate from normal procedure? 我是否被要求歪曲信息或偏离正常程序？
- Would I feel comfortable describing my decision at a staff meeting? 在员工会议上描述我的决定会让我感到舒服吗？
- How would it look if it made the headlines? 如果它成为头条新闻会是什么样子？
- Am I being loyal to my family, my company and myself? 我是否忠于我的家庭、公司和我自己？
- What would I tell my child to do? 我会让我的孩子做什么？
- Is this the right thing to do? 这样做对吗？

Information and Resources 信息和资源

CEO 首席执行官

Fengbing Wang 王凤兵
fengbing.wang@wsct-cert.com

Director of Human Resources 人力资源总监

Shuilian Lu 陆水莲
595759087@qq.com

Overseas Investment Director General 海外投资总监

Freddy Shen 沈伟
Freddy.shen@wsct-cert.com