

Ethical Code

IPOF QUALITY Management Department

2024/9/3

Scope of application

The ethical code of IPOF QUALITY Quality Service Corporation is binding on all employees of IPOF QUALITY Quality Service Corporation (hereinafter referred to as "IPOF QUALITY Quality").

All employees of "IPOF QUALITY" will receive the ethics of the electronic version of IPOF Quality Service Corporation (a PDF file sent by e-mail) or a version printed in the local language. In addition, all employees can also obtain the "IPOF QUALITY" ethics at any time on the company's local area network or company website for reference.

All "IPOF QUALITY" management personnel should ensure that their employees strictly abide by the ethics of IPOF Quality Service Corporation and strive to be an example for their employees. No employee shall be adversely affected by his/her adherence to the ethics of honest and honest quality.

Ladies and gentlemen, dear colleagues:

"Objective independence, fairness and justice, honesty and trustworthiness" is the premise of the existence of third-party testing and certification institutions, and also we need to abide by the commitment to our customers.

In order to serve customers well, help customers solve the quality problems encountered in the production process, and assist customers to break through the trade barriers encountered in trade, we not only need to continuously learn advanced management technology, master the relevant principles and production processes of product production. And we also need to abide by the law in our daily work, to maintain objective independence, fairness, justice, honesty and trustworthiness.

We support and certify companies and their products globally to comply with a wide range of technical standards to add value to our customers. Our success depends to a large extent on our customers' trust in our independence and fairness. Therefore, the public reputation of "IPOF QUALITY" among our customers and business partners is one of our most valuable assets.

For the corporate culture of "IPOF QUALITY", it is essential for our management to actively implement and promote the principles of our ethics as an example.

As an employee of "IPOF QUALITY", all of us should adhere to our ethical principles and make contributions in our daily work!

Sincerely

Wu Junwang

President & CEO

IPOF Quality Service Coporation

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1. General

IPOF Quality Service Corporation as a quality assessment organization carried out activities including testing, certification, auditing, and consulting.

It is obvious that conformity assessment activities are particularly sensitive, taking into account not only the contractual obligations of the organization to the applicant company, but also the fair functions performed by third parties and the entire market.

Therefore, such activities must be characterized by compliance with different contractual obligations and the ethical principles that a conformity assessment organization should follow.

All activities carried out by IPOF Quality Service Corporation and customers must be based on compliance with relevant laws and regulations, without conflicts of interest, and should be carried out with rigorous work attitude and maximum commitment. Each employee should be based on Responsible for providing professional contributions and maintaining the company's reputation and interests.

The relationship between employees at all levels, between employees and employees should be based on correctness, collaboration, loyalty and mutual respect.

These are the ethical guidelines.

2. Obey the law

Nothing can be accomplished without norms or standards. It is the core values of our company to be proud of obeying the law and being ashamed of breaking the law.

Compliance with law here means that every company employee must abide by discipline and law, especially with professional discipline and professional laws and regulations.

Compliance with the law is the social responsibility and moral obligation of everyone.

All domestic business decisions and operations must comply with all applicable laws, both domestically and internationally.

For me, this means: Before taking action, you should expect others to think about my actions, including asking yourself the following questions:

Is my action consistent with the guiding principles and values of "IPOF QUALITY"?

Is my action in line with the spirit of this Code?

Is my action likely to be inappropriate or pose a potential risk to the company?

Dear colleagues, if you are not sure what to do, please contact your supervisor or management to help you make the right decision.

3. Conflict of interest

The independence, honesty and transparency of our services are the foundation of our customers' trust in us. However, conflicts of interest can seriously undermine this trust. The private interests of the company's employees may conflict with the company's interests, which may harm the company's interests. For example, if an employee holds shares in a company's supplier, customer, or competitor's company, or is employed by a third party of any kind, this may result in a conflict of interest.

Example

You are a system audit expert of "IPOF QUALITY". Your cousin wants to make an appointment with you to do the ISO9001 system certification. How do you respond?

> Providing inspection and evaluation services to friends and interested parties may result in conflicts of interest. Therefore, you should refuse to provide these services in person and forward them to your colleagues for complete and fair handling.

For me, this means:

Our business relies on its independence, and in order not to jeopardize our business, we must avoid any behavior that could lead to a conflict of interest.

> Remember:

Don't let personal interests or relationships influence business decisions. All business decisions must always be based on objective criteria. If you have any doubts, please contact the management department.

4. Business hospitality

Gifts, meals, hospitality, and other business hospitality and hospitality that are of moderate value and reasonable are generally considered to be permitted business rituals when doing business with non-governmental entities. "IPOF QUALITY" only considers the product quality, performance and cost of such entities when deciding whether to do business with other entities and expand the scope of business. Similarly, we want our customers and partners to do business with us because of the quality of our products and services.

If you request or accept hospitality or bribe from an existing or potential supplier, this will affect the objective behavior or judgment of the supplier and ultimately undermine the credibility of "IPOF QUALITY". Similarly, in order to cooperate, if the client asks us for bribes and hospitality, it may also damage the reputation of "IPOF QUALITY".

For me, this means: As a company employee, both at home and abroad, I must strictly keep a distance from:

- > To provide, promise or approve economic or other benefits to officials or business partners in order to give or receive preferential treatment during decision making, placing an order or delivery;
- > To grant or accept preferential treatment from a business partner when delivering or determining an order, to request or accept a commitment, or to accept economic or other benefits for yourself or others;
- > Provide economic or other benefits directly or indirectly to officials associated with the company's business activities.

What is a bribe?

Provide, promise or give to any other economic or other benefit (directly or through a third party) in order to induce the person to misbehave (such as licensing or signing a contract, etc.) or to reward such misconduct. The same applies if accepting benefits would constitute wrongdoing.

Gifts, hospitality

A promotional gift with a small amount, or an invitation to a business dinner, or a business event for the purpose of establishing a cordial relationship with the customer, is generally acceptable. However, gifts should always be based on hospitality, courtesy and local customs, and gifts given or accepted do not affect the independence of ourselves or our business partners. In order to maintain our business image, we should even avoid giving the impression of compromise. Gifts and invitations must always be appropriate and appropriate, and aim to improve the company's image, preferably to reflect our services or to establish a friendly relationship.

Example

As an expert in a company, you have been selected by the customer to check that a particular product meets the contaminant limits. When visiting a customer on a field

visit, the staff responsible for the project gave you a box of wine as a thank you for a good relationship. You are sure that you will not be affected by this, especially if you are not drinking alcohol.

> This gift must be rejected in accordance with our internal code. First of all, a box of wine is beyond the scope of normal business operations; secondly, accepting this box of wine, you will have the impression of undue influence, even if you believe it will not be affected.

For me, this means: Before I give or receive a gift, or offer or accept an invitation, I should refer to the company's rules and regulations to judge whether the invitation or gift can be accepted, and with my superiors. discuss. If I am still not sure, I should consult the management department.

Consultant, agent, service provider

In many countries, companies invite consultants or agents to help establish and manage business relationships in the region. These may present a very high risk of corruption because they are not bound by the company's guidelines as an external agency. If these consultants or agents choose to use the commission paid to them to obtain a contract through bribery or other forms of corruption, in certain circumstances, the company may be held liable for such corrupt practices. To avoid this, these consultants and agents must be carefully reviewed and regulated. The same applies to other service providers who work for or represent the company.

For me, this means: Before I entrust any organization to provide services, I must follow the requirements of the "Contract with the company's business partners and third parties" to check what measures I must take and I must Pay attention to what. If I still have any questions, I should consult the management department.

Donation

Donations are used to support charitable organizations and are part of the company's social responsibility. However, for example, if there is a business relationship between the recipient and the company, the grant of the donation may be problematic.

For me, this means:

> Donations are only provided when business transactions are independent, and are not related to procurement or administrative decisions.

> Before granting a donation, if possible, obtain the written consent of the recipient's superior/employer.

> You must consult the management department before granting a donation.

> For this, you should also refer to the corresponding terms in the company management manual.

5. Fair competition

Fair and free competition between enterprises is the guarantee of free operation and effective protection of consumer rights. The anti-monopoly law protects fair and free competition, prohibits corporate alliances and abuses market dominance. Under certain conditions, the company's merger is also controlled.

When several companies coordinate their actions in the market to limit or eliminate competition, a corporate alliance is formed. For example, if there is an agreement between competitors on price, quantity, region or customer base.

In the absence of objective reasons, market-dominant dominance is abused because of the behavior of companies with market dominance that make the economic behavior of other companies, such as competitors, customers or suppliers, significantly affected. .

Example

At a trade fair, you talk to competitors during lunch breaks. One of the competitors mentioned that their company is considering raising the offer by 5% next year. Another competitor replied that this would not work in the current economic climate, so his company would not raise prices. You know that the company has also considered raising prices, but it is not planned for the coming year. You remember hearing: "You should not discuss prices with your competitors" and consider how you should behave.

> Make it clear to the person you are talking to that you will not participate in the discussion of market-related information and leave without delay. Even if you are only passively listening, or the price will not increase, it can be considered as participating in a corporate alliance or illegal information exchange with competitors, and the company will be severely punished.

For me, this means: As a company employee, I must be strictly away from:

- > Eliminate, weaken or distort the illegal conduct of competition;
- > exchange of information related to competition;
- > Abuse of market dominance and discrimination against competitors.

6. Protect confidential information

Confidential information mainly includes: customer information, supplier information, product service development information, quality information, key personnel information (personnel turnover, salary, personnel composition), financial information, price list, contract information, etc.

The company's confidential information is owned and possessed by the corresponding personnel. Except for work needs, it shall not be disclosed to unrelated personnel; external contact should be handled with caution. If it is impossible to judge, it must be determined by the superior leader.

All confidential personnel of the company are responsible for the confidentiality of the confidential information they know, whether or not they leave the original confidential position or leave the company. In case of violation of this clause, the company will give administrative sanctions or file legal proceedings according to the specific circumstances.

For me, this means: As a company employee, I must strictly abide by the company's confidentiality provisions and not disclose relevant confidential information to outsiders.

Example

Someone you don't know asks you to provide them with specific information (such as by phone or email). The person claims to be from an important office (such as a police station, official agency or major customer). This person plausibly claims that they have been in contact with the company that owns this information (perhaps providing a name). You know that you should not provide the information you need to unauthorized people and consider how you should respond.

> This type of attack is called "social engineering" and its purpose is to gain unauthorized access to internal information and to keep a close eye on who you are communicating with. You should always ask the other party for written authorization before revealing anything. If you still have any questions, please decline to provide information and consult with your superiors.

For me, this means:

As a "IPOF QUALITY" employee, I must ensure proper protection and not easily transfer the professional skills of "IPOF QUALITY", as well as the non-public information of "IPOF QUALITY", customers or other contractors. Unauthorized person.

information security

Information technology and data processing play a key role in the company's efforts to accomplish its goals. Information technology plays a vital role in supporting all important strategic and operational functions and tasks. But information technology and data processing also pose risks to the security of data.

Example

You are preparing to go on holiday, when you think of taking over your colleagues to access certain special company data. In order to resolve the problem quickly, you are considering whether to pass your personal password to take over your colleague while you are away from the company.

> Never tell others about your personal password, even your superior or IT staff. Tell your colleagues to apply for the required access rights through normal channels. Be careful not to record your password in plain text or place it in a prominent place (such as under the keyboard, under the mouse pad, or on the back of the computer).

For me, this means: As a company employee, I should ensure that I comply with the IT specifications of the company and the companies I serve and work in accordance with the specified security terms.

Data privacy

The exchange of electronic information via the Internet, corporate LAN, email, etc. is part of our daily business. Electronic information exchange can also include personal data such as name, address or date of birth. In many countries, the processing of personal data is regulated by data privacy laws to protect individuals' privacy and rights, and to determine which personal information can be disclosed under what circumstances. In general, it is necessary to obtain their own consent to collect, process or use their data. If the data is to be transferred abroad, further requirements must be followed (for example, using contract templates to ensure proper data privacy levels).

Example

You are working on a branch of the company in Italy, which is responsible for a project that aims to integrate all of the company's customer data to increase cross-selling opportunities. The project aims to provide all companies' subsidiaries with information on all customers worldwide, including contacts and phone numbers.

> You should contact the company's Data Privacy Officer or Management Department immediately to ensure that you do not violate any data privacy laws during the project. There are a number of aspects of data privacy that need to be considered: First, the relevant data privacy laws must be examined to allow customer data for a company's affiliates to be processed by another company's affiliates (eg, storage, transfer, or other similar behavior). Secondly, companies in the affected companies must agree to a contractual template for the transfer of personal data to data processors in third-party countries that meet the requirements of the European Commission.

For me, this means:

As a "IPOF QUALITY" employee, I must comply with all applicable data privacy laws when dealing with personal data. If I have any questions, I should consult the relevant data privacy officer or management department.

7. Compliance with occupational and health safety standards

As a technical service provider, our employees are important to us, so protecting our employees is critical to the company.

Example

You work in a smaller branch of the company. You notice that there are always boxes that block an emergency exit at the office. When you point out to the office manager, he tells you that another emergency exit is not blocked. You are very sure that fire regulations require that all emergency exits be free to enter and exit, but you do not want to offend or be punished by the company manager to consider whether you should put the matter on hold.

> Dissatisfied with the contempt of the branch manager.

Compliance with fire regulations can save lives, and in some serious cases, non-compliance with fire regulations may involve penalties. The branch manager may not be properly aware of the severity. If you raise this topic further and point out the correct management method and fail, please contact the supervisor of the security officer or branch manager.

For me, this means:

As a "IPOF QUALITY" employee, I must ensure compliance with regulations to create a safe working environment for myself and my colleagues.

8. Protect and properly use company assets

The company's tangible and intangible assets (such as cash, machinery, expertise, patents and trademarks) constitute the company's commercial assets, which can only be used for commercial purposes. The same applies to the property of the company's business partners, where the partners are the companies that the company's employees contact during their work.

Example

As a company employee, you often work with customers on the spot, usually your company needs to use the company's computer. In order to quickly fulfill customer requirements, you have administrator privileges to install programs on your company computer. In order to reduce the cost of your area, you are considering using free software and download it for free from the Internet.

> You must give up on this idea. Most free software, that is, software that is not cost-provided, is only for private use, not for commercial use. If you download this software for the company's work, it may violate the software vendor's authorization and result in a claim. When installing the software, you should also adhere to the company's regulations, because software downloaded from the Internet may be accompanied by undetected malware, which may damage the company's network or your company's computer.

For me, this means:

As a company employee, I should be careful about the company's business assets. I must respect the tangible and intangible assets of the company and third parties, especially the assets of the company's business partners.

9. Does not support money laundering

When illegally obtained funds (organized crimes, bribery, corruption, terrorism, or other criminal activities) sneak into the legal, financial, and economic cycles to disguise their true source or owner's identity, then Money laundering. The company maintains business relationships only with respected corporate partners, and their business activities are subject to all applicable laws and their funds are derived from legitimate activities. For this purpose, our company complies with the rules on money laundering both at home and abroad, and away from the business used for money laundering.

Example

A foreign client entrusted the company to complete an urgent task and issued a very expensive order. He explained to you that the work must be done in different stages and that you want to receive the invoice at each stage. After the first invoice was issued, the customer had paid all the fees in full, but then canceled the contract, demanded that the overpayments be returned and remitted to the bank account in Monaco.

> This request should raise your suspicions. As usual, repayments should be deposited into the payment account. Therefore, you should tell the customer that you cannot satisfy his request.

For me, this means:

As a "IPOF QUALITY" employee, I must ensure that my business partners are fully reviewed and verified before establishing a business relationship. I have been asking for business payments to be made by bank transfer. Cash is accepted only if you encounter a type of business that cannot be remitted through the bank.

10. No discrimination is allowed

In the company, people from different nationalities, religions, worldviews, races, ages, disabilities, genders or sexual orientations are very precious to our success. Based on the above characteristics, any employee or business partner should not be directly or indirectly discriminated against, sexually harassed or personally attacked and will be protected by applicable equality laws.

Example

Your manager often speaks in front of you about sexually-related indecent remarks that make you feel offended. You hear other employees say they also feel that the manager's disrespectful words make them feel humiliated. You are thinking about whether you can do something about it, but you are not sure, because there have been no physical attacks so far.

> If you or another employee feels humiliated by the manager's sexually relevant indecent remarks, ask him not to do so. If this doesn't work, please let your personnel department or compliance officer know. The company expects managers to set an example. Correcting such behavior requires the cooperation of the affected people.

For me, this means:

As a company employee, I must treat and respect all colleagues and business partners fairly, regardless of ethnicity, religion, worldview, race, age, disability, gender or sexual orientation.

11. Report instructions

It is your responsibility to help maintain the values of IPOF Quality Service Corporation and to protect our reputation so that our actions will not affect future success. IPOF Quality Service Corporation will not impose penalties, discrimination or retaliation against any employee who complains or reports ethics, except if it is known to be a false report.

“IPOF QUALITY” knows that it takes courage to ask ethical issues, especially when reporting a colleague, supervisor or your department. However, if you find that certain employees, executives, directors, or representatives do business in conflict with this Code, any laws and regulations, you are responsible for reporting this to the company immediately. Although we want to resolve issues within the company, this Code does not prevent you from reporting any illegal activity to the relevant regulatory authorities.

Regarding the method of reporting, you can report it by real name or anonymously. The report should include as much detailed data and facts as possible about the violations in order to facilitate the internal investigation.

Contact as below:

Contact: Kevin

Contact: 400-8618-006 15818566835 kevin@ip-quality.org.cn

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