

廉洁自律承诺

为了维护受审核方的合法权益，防止各种违规、违纪、违法行为的发生，加强公司的廉洁建设，本机构郑重承诺，要求全体员工：

1. 不得利用审核工作便利，为个人和他人谋取不正当利益；
2. 严格按照审核计划的时间安排实施审核，不迟到、不早退；
3. 不得收取受审核方提供的任何钱物（包括现金、有价证券、礼品）；
4. 不得接受受审核方安排的过度接待；
5. 不接受过度安排的食宿、不接受旅游和其他娱乐活动；
6. 不得在受审核方报销与审核活动无关的费用；
7. 不得要求受审核方宴请自己的亲朋好友及安排旅游；
8. 不得从事任何营利性活动，如对受审核方进行咨询、培训或推销等；
9. 不得向受审核方索要技术/管理文件、资料、书籍、标准等。

为了便于受审核方在接受审核期间安排审核员、技术专家等相关人员的交通和食宿，规范审核相关人员行为规范，对审核期间差旅费报销进标准行说明，供受审核方参照执行：

1. 在审核期间，审核员/技术专家往返居住地/审核地点的飞机票、火车票、长途汽车票、住宿等，由受审核方支付，或审核员/技术专家自行预订后将相关票据交由被受审核方实报实销，特殊约定的情况除外。
2. 通常情况下，往返居住地和审核地点的交通工具宜为：火车、飞机、出租车、长途汽车等。
3. 路程在 800km 以内，应优先选择火车，当飞机较火车有明显的价格优势时，可选择飞机。对于普通火车，旅程在 8 小时内，应购买硬坐票；对于夜班火车或旅程超过 8 小时，可购买硬卧票；
4. 路程超过 800km，可选择飞机，已开通高铁或动车的城市无特殊原因应优先乘坐高铁/动车。乘坐动车/高铁列车应购买二等坐票，乘坐飞机时应购买经济舱机票。
5. 无特殊情况两城市之间往来不能选择出租车作为交通工具。
6. 在审核期间的住宿由受审核方安排，在审核期间住宿的酒店应干净卫生、安全、有热水、可上网。审核员/技术专家不得在审核报到日前和离开日后入住指定住宿酒店。在不影响审核工作的情况下，不应提出更换酒店的要求。
7. 由于特殊原因审核员差旅费超出报销标准时，应提前与公司/受审核企业进行沟通并书面确认。如无故出现超出规定标准，则应按照规定标准执行，多余部分费用自理。

请广大客户及社会各界人士对 BCC 员工进行监督，如发现各种违规、违纪、违法行为通过 BCC 投诉渠道向 BCC 法务技术部投诉，同时也可以向 BCC 总经理直接反馈，一经核实，公司将严肃处理。

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新世纪检验认证有限责任公司

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Statement on integrity and self-discipline

In order to safeguard the legitimate rights and interests of the auditees, prevent the occurrence of various violations of disciplines and illegal acts, and strengthen the integrity of the company, the organization solemnly undertakes to require all staff:

- 1 It is not allowed to take advantage of auditing to seek illegitimate interests for individuals and others.
- 2 Carry out the audit strictly according to the time schedule of the audit plan, and do not be late or leave early.
- 3 Shall not charge any money provided by the auditee (including cash, securities, and gifts);
- 4 Shall not accept the auditee's over-reception;
- 5 No expenses unrelated of audit activities shall be reimbursed to the auditee.
- 6 Shall not require the auditee to invite his relatives and friends to dinner, or arrange for travel.
- 7 Shall not engage in any profit-making activities, such as consulting, training or marketing for the auditees;
- 8 Shall not ask the auditee for technical / management documents, materials, books, or other standards.

In order to facilitate the auditees to arrange the transportation and accommodation of auditors, technical experts and other relevant personnel during the period of acceptance of the audit, standardize the behavior standards of the auditees, and explain the standards of travel expenses reimbursement during the audit, for the auditees to refer to and implement:

- 1 During the auditing period, the auditor/technical expert shall pay for the air tickets, train tickets, long-distance bus tickets, accommodation, etc. to and from the residence/audited place, or the auditor/technical expert shall submit the relevant bills to the auditee for reimbursement after booking them by himself, except in the case of special agreement.
- 2 Usually, the means of transportation to and from the place of residence and the place of auditing are train, plane, taxi, coach, etc.
- 3 Trains should be preferred when the distance is less than 800km. Airplanes can be chosen when they have obvious price advantages over trains. For ordinary trains, hard-seat tickets should be purchased within 8 hours of journey; for night trains or journeys over 8 hours, hard-berth tickets can be purchased;
- 4 If the distance exceeds 800km, you can choose aircraft. Cities that have opened high-speed rail or motor vehicles should take high-speed rail/motor vehicles first without special reasons. Second-class tickets should be purchased for EMU/HSR trains and economy class tickets should be purchased for airplanes.
- 5 Taxis can not be used as a means of transportation between the two cities except for special circumstances.
- 6 Accommodation during the audit period shall be arranged by the auditee. The Hotel accommodated during the audit period shall be clean, sanitary, safe, hot water and Internet accessible. Auditors/technical experts are not allowed to stay in designated accommodation hotels before and after the check-in date. Without prejudice to the audit work, there should be no requirement to replace the hotel.
- 7 When the auditor's travel expenses exceed the reimbursement standard for special reasons, he should communicate with the company/the audited enterprise in advance and confirm in writing. If there is no reason to exceed the prescribed standard, it should be implemented in accordance with the standard, and the excess part of the cost should be borne by itself.

Invite customers and people from all walks of life to supervise BCC employees, such as finding all kinds of violations, violations of discipline, violations of the law through the BCC complaint channel to complain to the BCC Legal Technology Dept., but also to direct feedback to the General manager of BCC, once verified, the company will seriously deal with.

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BCC Inc.

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