
Ampace 行为准则

Ampace Code of Conduct

第一版

Version 1.1

2026 年 8 月

Aug. 2026

前言

Preface

为遵守相关法律法规和社会准则，厦门新能安科技有限公司（下文简称“Ampace”“公司”或“我们”）特建立一套企业行为准则（下文简称“Ampace 行为准则”或“本准则”）作为标准和指导方针，Ampace 所有成员（包括董事会董事、Ampace 员工、分公司和子公司）在处理 Ampace 公司业务时均必须严格遵守。由于有关国家和地区适用法律法规存在差异，因此，如果本准则的规定与境外公司经营所在地法律法规要求存在冲突，按照所在地法律法规要求执行；境外公司经营所在地法律法规无明确要求的，执行本准则。

In order to comply with relevant laws, regulations and social standards, Xiamen Ampace Technology Ltd. (hereinafter referred to as “Ampace” or “the Company” or “we”) has established a set of Code of Conduct (hereinafter referred to as “the Ampace Code of Conduct” or “this Code”) as standards and guidelines, which must be strictly observed by all members of Ampace (including members of the board of directors, Ampace employees, branches and subsidiaries) when handling the business of Ampace. Due to the differences in applicable laws and regulations of relevant countries and regions, if there is any conflict between the provisions of this Code and the requirements of laws and regulations where overseas companies operate, they shall be implemented in accordance with the requirements of local laws and regulations; if there is no explicit requirement in the local laws and regulations, this Code shall apply.

Ampace 行为准则包括以下三大基础：

The Ampace Code of Conduct includes the following three parts:

1. 企业道德理念；

Corporate Moral Philosophy;

2. 企业商业行为准则及附则；

Corporate Code of Business Conduct;

3. 监督管理大纲。

Supervision and Management Program.

Ampace 行为准则的建立、撤销和/或修改应经过 Ampace 董事会的审查和批准。对于违反本规范者将依照适用法律法规、公司内部工作规定和/或其他适用的公司规定进行纪律处分，视具体情况而定。Ampace 将通过指导制定相关方针政策及执行程序，使得行为准则符合法律法规有关劳工、道德、职业健康安全及环境保护的社会责任要求。为确保遵守行为准则，Ampace 将定期举行关于行为准则方面的宣导培训，并不断建立、完善相关规章制度和流程。

The establishment, revocation and/or modification of the Ampace Code of Conduct shall be reviewed and approved by the Ampace Board of Directors. Violations of this Code will be subject to disciplinary action in accordance with applicable laws and regulations, internal company regulations and/or other

applicable company regulations, as the case may be. Ampace will guide the formulation of relevant policies and implementation procedures, so that the Code of Conduct meets the social responsibility requirements of laws and regulations on labor, ethics, occupational health and safety and environmental protection. In order to ensure compliance with the Code of Conduct, Ampace will hold regular publicity training on the Code of Conduct, and continuously establish and improve relevant rules and regulations and processes.

为确保遵守 Ampace 行为准则，Ampace 将：

To ensure compliance with the Ampace Code of Conduct, Ampace will:

1. 制作 Ampace 行为准则手册并分发给 Ampace 各董事、经理和员工，并将在 Ampace 网站和 OA 系统上发布 Ampace 行为准则；

Produce and distribute the Ampace Code of Conduct manual to Ampace directors, managers and employees, and publication of the Ampace Code of Conduct on the Ampace website and on OA system;

2. 定期举行关于遵守 Ampace 行为准则的内部研讨会/培训，并不断建立、完善相关规章制度和流程；
Hold regular internal seminars/trainings on compliance with Ampace Code of Conduct, and continuously establish and improve relevant rules and regulations and processes;

3. 设立咨询办公室，Ampace 员工可将关于 Ampace 行为准则的问题和疑惑直接反映到该办公室并征求意见。

Set up an advisory office where Ampace employees can directly raise their questions and doubts about the Ampace Code of Conduct and solicit opinions.

Contents

1	企业道德理念 Corporate Moral Philosophy	5
2	企业商业行为准则 Corporate Code of Business Conduct	6
2.1	商业活动 Commercial activities	6
2.2	Ampace 与投资者 Ampace and investors	14
2.3	Ampace 与客户 Ampace and customers	14
2.4	Ampace 与供应商 Ampace and suppliers	15
2.5	Ampace 与员工 Ampace and employees.....	15
2.6	Ampace 与社会 Ampace and society.....	18
2.7	管理人员的特别职责 Special duties of managers	21
3	监督管理大纲 Supervision and Management Program	22
3.1	目的 Purpose	22
3.2	组织架构及职能 Organizational structure and functions	23
3.3	培训和教育 Training and education	25
3.4	纠正和预防措施 Corrective and preventive measures.....	26
3.5	检举违法和不道德行为 Report illegal and immoral behavior	26
3.6	纪律 Discipline	27
3.7	Ampace 行为准则的撤销和修订 Revocation and revision of this Code	27

1 企业道德理念

Corporate Moral Philosophy

Ampace 怀着这样的企业愿景——做世界一流的创新科技公司，为人类的新能源事业做出卓越贡献的同时，为全体员工的精神和物质的福祉而努力奋斗。Ampace 也提出——成为对社会负责的健康的 world 企业公民，这也是 Ampace 的基本精神，Ampace 每一位成员都应遵守。

Ampace embraces such a corporate vision-strive to be a global premier innovative technology corporation, deliver excellent contribution to the green energy resolution for mankind, and enrich the spiritual and material wellbeing of our employees. Ampace also puts forward that becoming a socially responsible and healthy corporate citizen of the world is also the basic spirit of Ampace, and every member of Ampace should abide by it.

在处理 Ampace 业务时，Ampace 的每一位成员都应遵守上述企业愿景，恪守企业原则，并积极提高 Ampace 行为准则意识，促进达成 Ampace 行为准则意义和重要性的共识。

When dealing with Ampace business, every member of Ampace should abide by the above corporate vision, abide by the corporate principles, actively raise the awareness of Ampace Code of Conduct, and promote the consensus on the significance and importance of Ampace Code of Conduct.

- 1.1 不懈追求独创性，通过创造并提供有益社会的安全产品与服务，获得顾客、利益相关方的满意、信赖与支持；

Unremitting pursuit of originality, by creating and providing safety products and services beneficial to society, we can obtain the satisfaction, trust and support of customers and stakeholders;

- 1.2 开展公正、透明、自由的竞争与合理的企业活动；

Carry out fair, transparent and free competition and reasonable enterprise activities;

- 1.3 与利益相关方及众多社会人士开展广泛而积极的交流，积极、公正地公开各类企业信息。关于 Ampace 所持秘密信息，应在彻底确保信息安全的同时，对从顾客、供应商等处获取的信息与个人信息等作妥善保护；

Carry out extensive and active exchanges with stakeholders and the public, and actively and fairly disclose all kinds of enterprise information. With regard to the secret information held by AMPACE, the information obtained from customers and suppliers and personal information should be properly protected while thoroughly ensuring information security;

- 1.4 尊重员工的多样性、人格与个性的同时，确保安全且易于作业的工作环境，实现作业的舒适性与丰富性；

While respecting the diversity, personality and individuality of employees, ensure a safe and easy-to-work working environment and realize the comfort and richness of work;

- 1.5 无论何时，都应对地球怀有感恩之心，将环保问题视为人类的共同课题，作为企业生存与发展的必要条件并开展主体活动；

Whenever, we should be grateful to the earth, regard environmental protection as a common issue

of mankind, as a necessary condition for the survival and development of enterprises, and carry out main activities;

- 1.6 作为“良好的企业公民”，积极开展体育、文化、艺术活动、志愿者活动等社会贡献活动，谋求与社会的协调共存；

As a “good corporate citizen”, actively carry out social contribution activities such as sports, culture, art activities and volunteer activities, and seek coordinated coexistence with society;

- 1.7 坚决抵制威胁市民社会秩序与安全的反社会势力或团体，与其彻底断绝关系；

Resolutely resist anti-social forces or groups that threaten the order and security of civil society and completely sever relations with them;

- 1.8 积极应对企业活动的全球化，尊重包括各国、各地区法令、人权在内的各类国际规范、文化与习惯，重视利益相关方的关注点，合理开展企业活动；

Actively respond to the globalization of enterprise activities, respect various international norms, cultures and habits including laws and human rights of various countries and regions, pay attention to the concerns of stakeholders, and carry out enterprise activities reasonably;

- 1.9 管理层应将本理念的实现视为己任，起到带头表率模范作用。将其在企业内部中彻底发扬光大，并向客户积极推广。同时，还应时刻把握企业内外的意见与声音，确立切实有效的企业内部体制；

The management should regard the realization of this philosophy as its own responsibility and play an exemplary role in leading the way. Carry it forward thoroughly within the enterprise and actively promote it to customers. At the same time, we should always grasp the opinions and voices inside and outside the enterprise and establish a practical and effective internal system of the enterprise;

- 1.10 一旦发生违反本理念内容的事项，管理层应向企业内外表明解决问题的积极态度，努力追究原因并防止其再度发生。履行相关说明责任，向社会迅速、准确地公开信息，明确自身的权限与责任。对包含自身在内的相关人员进行严厉处分。

In case of any violation of the content of this philosophy, the management should demonstrate a positive attitude to solving the problem both inside and outside the enterprise, and strive to investigate the reasons and prevent them from happening again. Fulfill the relevant explanatory responsibilities, disclose information to the society quickly and accurately, and clarify their own authority and responsibility. Severely punish relevant personnel including themselves.

2 企业商业行为准则

Corporate Code of Business Conduct

本准则提供指导原则和具体规则，Ampace 所有成员在处理 Ampace 业务时都应遵守。

These guidelines provide guiding principles and specific rules to be followed by all Ampace members in the conduct of Ampace business.

2.1 商业活动

Commercial activities

2.1.1 提供优秀产品和服务，维护安全

Provide excellent products and services and maintain safety

优秀的产品和服务是 Ampace 的立业之本。为保证卓越的品质，Ampace 应尽一切努力巩固和完善其研发、制造和工程技术部门。应当指出：优秀的产品和服务应具有高质量、安全和对人健康无害等品质。Ampace 应致力于产品和服务的精益求精：

Excellent products and services are the foundation of Ampace's career. To ensure excellent quality, Ampace should make every effort to consolidate and improve its R&D, manufacturing and engineering departments. It should be pointed out that excellent products and services should be of high quality, safety and harmless to human health. Ampace should strive for excellence in its products and services:

1) 准确理解客户需要

Accurately understand customer needs

Ampace 所有董事、经理和员工都应始终密切关注市场演变并对客户需求保持敏感；

All Ampace directors, managers and employees should always pay close attention to market evolution and be sensitive to customer needs;

2) 质量控制

Quality control

必须在生产和销售（研究、设计、生产和销售）环节的每一个阶段不断检查所有 Ampace 产品的安全性，以避免缺陷产品造成事故和损害。Ampace 所有成员都应遵守有关产品安全的法律法规和官方规定（如有）；

The safety of all Ampace products must be continuously checked at every stage of production and sales (research, design, production and sales) to avoid accidents and damage caused by defective products. All members of Ampace shall comply with laws, regulations, and regulatory requirements on product safety (if any);

3) 易于理解的使用说明

Easy-to-understand instructions for use

产品使用不当往往会导致事故的发生。通过在产品上加贴正确的警告标签可防止因使用不当而发生意外。Ampace 产品的使用说明用语应简单易懂，以确保消费者能够正确使用；

Improper use of products often leads to accidents. Accidents due to improper use can be prevented by affixing correct warning labels on products. **Instructions for Ampace products should be written in simple and easy-to-understand terms** to ensure that consumers can use them correctly;

4) 损害控制

Damage control

Ampace 缺陷产品引发事故时，必须立即采取损害控制措施，必要时应召回缺陷产品并立即向用户和消费者发布有关该缺陷产品的信息。Ampace 相信：防止同一缺陷产品进一步造成事故的责任在供应

商，因此供应商应恪尽职守，充分履行这一职责；

When an Ampace defective product causes an accident, damage control measures must be taken immediately, and if necessary, the defective product should be recalled and information about the defective product should be released to users and consumers immediately. Ampace believes that the responsibility for preventing further accidents caused by the same defective product lies with the supplier, so the supplier should fulfill its responsibilities;

5) 预防产品质量和安全问题的复发

Prevent the recurrence of product quality and safety problems

出现产品缺陷后，除非是已经查明缺陷原因并彻底消除问题，否则相同或类似的事故很有可能再次出现。因此，为防止相同和类似事故发生，Ampace 应建立内部系统，以妥善保管有关所有缺陷产品的信息和记录并在 Ampace 相关部门内交流，查找缺陷产生的原因并提出解决方案。

After a product defect occurs, unless the cause of the defect has been identified and the problem has been completely eliminated, the same or similar accident is likely to occur again. Therefore, in order to prevent the same and similar incidents, Ampace should establish an internal system to properly keep information and records about all defective products and communicate them within relevant departments of Ampace, find out the causes of defects and propose solutions.

2.1.2 同投资者、客户、供应商及其他业务伙伴保持合理而良好关系

Maintain a reasonable and good relationship with investors, customers, suppliers and other business partners

严禁通过商业交易给予和收受不正当的个人利益。Ampace 成员必须运用良好的判断力，采取明智的行动，避免给 Ampace 的声誉造成任何误解和负面影响。

It is strictly forbidden to give or accept improper benefits through commercial transactions. Ampace members must exercise good judgment and act wisely to avoid any misinterpretation or negative impact on Ampace's reputation.

1) 客户关系

Customer relationship

款待和礼品应当适度、价格合理并在为社会所接受的规范内。严禁 Ampace 任何成员擅自给予客户回扣、佣金或令客户个人受益的其他形式的报酬；

Hospitality and gifts should be moderate, reasonably priced and within socially acceptable norms. It is strictly forbidden for any Ampace member to give customers kickbacks, commissions or other forms of remuneration for the personal benefit of customers without authorization;

2) 供应商关系

Supplier relationship

供应商的选择应依据价格、质量和交货等合理标准。Ampace 成员可以接受供应商的符合商业惯例且价格合理的款待和礼品。对于明显过度或不符合商业惯例的礼品和款待，Ampace 成员必须拒绝接受，如已接受，则必须及时退还。

Suppliers should be selected according to reasonable standards such as price, quality and delivery.

Ampace members can accept hospitality and gifts from suppliers that are in line with business practices and of reasonable value. Ampace members must refuse to accept gifts and hospitality that are obviously excessive or inconsistent with commercial practices, and if they have accepted them, they must return them in time.

2.1.3 维护和促进公平自由竞争

Maintain and promote fair and free competition

一般来说，许多国家的反垄断法和类似的竞争法律均是以鼓励自由竞争和贸易、保护消费者权益为宗旨的。Ampace 必须特别谨慎以确保与其他公司代表之间的业务活动不违反该国适用的此类反垄断法和类似的反不当竞争法。对于各个适用的反垄断法和类似的反不当竞争法，Ampace 须有相应合规的公司政策，且 Ampace 所有成员都必须遵守该政策。

Generally speaking, anti-monopoly laws and similar competition laws in many countries are aimed at encouraging free competition and trade and protecting consumers' rights and interests. Ampace must take special care to ensure that its business activities with representatives of other companies do not violate such anti-monopoly laws and similar anti-unfair competition laws applicable in the country. Ampace must have a compliant corporate policy for each applicable anti-monopoly law and similar anti-unfair competition law, and all Ampace members must comply with this policy.

2.1.4 知识产权保护

Intellectual property protection

知识产权是指通过智力活动产生的和以良好愿景商业开发出的发明创造所享有的权利。知识产权包括但不限于专利、商业设计、商业包装、商标、版权、业务诀窍和其他技术及营销方面的商业秘密。对于工业公司来说，知识产权是收入和利润的来源。因此，应在世界范围内对知识产权加以大力保护，并严加注意，以免侵犯他人的知识产权。

Intellectual property rights refer to the rights enjoyed by inventions and creations produced by intellectual activities and developed commercially with good vision. Intellectual property rights include but are not limited to patents, commercial designs, commercial packaging, trademarks, copyrights, know-how and other technical and marketing trade secrets. For industrial companies, intellectual property rights are the source of income and profits. Therefore, intellectual property rights should be vigorously protected in the world, and strict attention should be paid to avoid infringing on other people's intellectual property rights.

1) Ampace 商业秘密

Ampace trade secrets

不正当披露属于 Ampace 的商业秘密可能导致 Ampace 的利益和声誉受损。商业秘密可能会通过电子媒介、产品媒介、口头交流和书面形式传播和散布。为妥善管理和维护 Ampace 商业秘密，必须对商业秘密加以明确的标记并随附“商业秘密”标签，以使第三方明白带有标签的项目属于受保护的知识产权；

Improper disclosure of trade secrets belonging to Ampace may result in damage to Ampace's interests and reputation. Trade secrets may be transmitted and disseminated through electronic media, product media, oral communication and written form. In order to properly manage and

maintain Ampace trade secrets, trade secrets must be clearly marked and attached with a “trade secret” label, so that third parties can understand that the labeled items are protected intellectual property rights;

2) 第三方知识产权

Third-party intellectual property rights

Ampace 尊重第三方的知识产权。Ampace 成员的行动和行为均应以合法方式进行，避免因使用非法（适用法律）获得的他人商业秘密而产生潜在的民事或刑事责任。

Ampace respects the intellectual property rights of third parties. Ampace members shall act lawfully to avoid potential civil or criminal liability for the use of trade secrets of others obtained unlawfully (under applicable law).

2.1.5 利益冲突

Conflict of interest

Ampace 成员应避免任何可能涉及或已经涉及其个人利益与 Ampace 利益间冲突的事件。在对待当前和潜在的客户、供应商、承包商和竞争者上，Ampace 成员应摒除个人利益，以 Ampace 的最大利益为重。每个 Ampace 成员在发现可能涉及或已经涉及利益冲突的情况时，都应立即向其主管或经理作出充分的书面披露。涉及利益冲突的情况包括：

Ampace Members shall refrain from any incident that may involve or has involved conflicts between their personal interests and those of Ampace. In dealing with current and potential customers, suppliers, contractors and competitors, Ampace members shall put aside their personal interests and put Ampace's best interests first. Every Ampace member shall immediately make full written disclosure to his supervisor or manager when he discovers that a conflict of interest may be involved or has been involved. Situations involving conflicts of interest include:

- 1) 雇员本人或其家庭成员在与 Ampace 有业务往来（或欲建立业务关系）或属于 Ampace 竞争对手的外部企业拥有重要利益；

An employee or a member of his or her family has a significant interest in an external enterprise that has business dealings (or intends to establish business relations) with Ampace or is a competitor of Ampace;

- 2) 在与 Ampace 有业务往来（或欲建立业务关系）或属于 Ampace 竞争对手的外部企业中担任董事、高级职员、合伙人、顾问或其他关键职位；

Director, officer, partner, consultant or other key position in an external enterprise with which Ampace has business dealings (or intends to establish business relations) or is a competitor of Ampace;

- 3) 在涉及 Ampace 或其利益的交易中担任第三方利益的经纪人、发现人或其他中介人；

Acting as a broker, finder or other intermediary for the interests of third parties in transactions involving Ampace or its interests;

- 4) 其他情况，包括可能妨碍该员工为 Ampace 带来最大利益的家庭或个人关系。

Other circumstances, including family or personal relationships that may prevent the employee from bringing the best benefits to Ampace.

2.1.6 保守商业机密

Keep trade secrets

与 Ampace 及其业务、员工、客户和供应商相关的一切非公开信息均属于机密信息。Ampace 员工受信任使用机密信息，但仅可用于预期的 Ampace 商业目的。Ampace 成员不得将机密信息分享给 Ampace 以外的人，包括家庭成员和朋友，亦不得分享给在工作中不需要该信息的人。AMPACE 各成员在入职时应签署具体的保密协议或保密与竞业限制协议，且在离职后应继续履行保密义务。

All non-public information relating to Ampace and its business, employees, customers and suppliers is classified. Ampace employees are trusted to use confidential information, but only for intended Ampace business purposes. Ampace members are not allowed to share confidential information with anyone outside Ampace, including family members and friends, or to people who do not require the information for their work. Each member of AMPACE shall sign a specific confidentiality agreement or confidentiality and non-competition agreement when entering the company, and shall continue to perform confidentiality obligations after leaving the company.

1) 机密信息包括但不限于：

Confidential information includes, but is not limited to:

a) 有关 Ampace 的材料和非公开财务信息；

Materials and non-public financial information relating to Ampace;

b) 商业秘密，包括业务和技术信息，如：程序、方法、技术、编译和因不是众所周知而有价值的信息；

Trade secrets, including business and technical information such as procedures, methods, techniques, compilation and information of value because it is not known to all;

c) 按照适用的版权法或类似的有关知识产权的法律规定，属于“雇用作品”且为 Ampace 所有的、由 Ampace 员工（在从事 Ampace 工作或与 Ampace 业务相关的工作中）利用 Ampace 设备或商业秘密开发出的发明和工艺；

Inventions and processes that are “works of employment” and are owned by Ampace and developed by Ampace employees (in the course of their work at or in connection with Ampace’s business) using Ampace equipment or trade secrets, in accordance with applicable copyright law or similar laws relating to intellectual property;

d) 专有资料，如：客户名单。

Proprietary information, such as customer lists.

所有涉及 Ampace 的大众和媒体传播均应事先取得 Ampace 高级管理人员的批准。

All mass and media communications involving Ampace should be approved in advance by the senior management.

e) 其他非公开信息。

Other non-public information.

2) 严禁 Ampace 成员：

Ampace members are strictly prohibited from:

- a) 利用通过 Ampace 财产、通讯录、信息或职位发掘出的商机谋取个人利益；
Using the business opportunities discovered through Ampace property, address book, information or position for personal benefit;
- b) 接受或从事会影响其在 Ampace 的业绩或职责或 Ampace 的商业利益的业务（包括咨询或类似工作）；
Accepting or engage in business (including consulting or similar work) that will affect its performance or duties at Ampace or its commercial interests at Ampace;
- c) 向与其在 Ampace 的工作业绩或职责有关的任何人索取、要求或接受或同意接受任何有价值的东西；
Soliciting, demanding or accepting or agreeing to accept anything of value from any person in connection with his work performance or duties at Ampace;
- d) 代表 Ampace 参与任何令其或其直系家庭成员获得直接或间接经济利益的交易。
Participating on behalf of Ampace in any transaction that gives him or his immediate family members a direct or indirect financial benefit.

2.1.7 公平交易

Fair trade

Ampace 每个成员在对待 Ampace 客户、供应商、竞争者和员工上都应遵守公平原则。此外，Ampace 任何成员不得通过篡改、隐藏和滥用特权信息、误传重大事实或其他不公平商务活动来欺诈他人。

Every member of Ampace shall abide by the principle of fairness in treating Ampace customers, suppliers, competitors and employees. In addition, no Ampace member may defraud others by tampering, concealing and abusing privileged information, misrepresenting material facts or other unfair business activities.

Ampace 成员如有与前雇主订立的且会限制或禁止其在 Ampace 岗位上履行职责或义务的就业协议、竞业禁止或禁拉拢协议、保密协议或类似协议，则应在入职前向 Ampace 说明，并将该协议复印件提供给 Ampace 相应监管人员，以评估该职位是否合适。Ampace 任何成员在任何情况下不得将其在其他雇主处供职期间获得的商业秘密、专有信息或其他类似信息用于其为 Ampace 或代表 Ampace 所做的工作中。

An Ampace member who has an employment agreement, non-competition or non-solicitation agreement, confidentiality agreement or similar agreement with a former employer that would restrict or prohibit him from performing his duties or obligations in an Ampace position shall inform Ampace before joining the position, and provide a copy of the agreement to the relevant supervisor of the relevant Ampace member. Under no circumstances shall any member of Ampace use trade secrets, proprietary information or other similar information obtained during his employment with other employers for his work for or on behalf of Ampace.

2.1.8 Ampace 资产的保护和正确使用

Protection and proper use of Ampace assets

Ampace 成员应保护 Ampace 的财产和资产并确保其正确使用。盗窃、疏忽和浪费都会直接影响 Ampace 的业务能力、声誉和成功。严禁损坏、丢失或擅自使用 Ampace 财产（包括电子传输和存储的数据和计算机资源）。Ampace 的成员不得为个人目的使用官方信纸。

Ampace Members shall protect Ampace's property and assets and ensure their proper use. Theft, negligence and waste all directly affect Ampace's business ability, reputation and success. Damage, loss or unauthorized use of Ampace property (including electronically transmitted and stored data and computer resources) is strictly prohibited. Members of Ampace are not allowed to use official stationery for personal purposes.

2.1.9 Ampace 品牌

Ampace brand

Ampace 品牌为 Ampace 公司最为重要的经营资源之一，Ampace 所有成员应努力维持、提升其价值。同时，Ampace 成员应将 Ampace 的使命熟记在心并为此做出不懈努力，即“以极致用户体验的绿色能源解决方案，驱动世界前行，赋能美好生活”。

The Ampace brand is one of the most important operating resources of Ampace Company, and all members of Ampace should strive to maintain and enhance its value. At the same time, Ampace members should memorize Ampace's mission and make unremitting efforts to this end, that is, "deliver green energy solutions with ultimate user experience to forge the world ahead and empower a better life."

2.1.10 信息传达

Information transmission

Ampace 成员开展业务时，不仅应将对 Ampace 有益的优良信息迅速向管理层等上级管理人员报告，即使出现不利信息，也应迅速报告。

When Ampace members conduct business, they should promptly report not only good information that is beneficial to Ampace to senior management but also adverse information even if it appears.

2.1.11 在采购矿物时秉承负责任的态度

Adhering to a responsible attitude when purchasing minerals

Ampace 承诺合理情况下确保制造的产品中所含的钽、锡、钨和金等材料，不会直接或间接提供资金或受益于刚果民主共和国或其周边国家/地区践踏人权的武装组织。

Ampace pledges to reasonably ensure that the products manufactured contain materials such as tantalum, tin, tungsten and gold that do not directly or indirectly finance or benefit from armed groups abusing human rights in the Democratic Republic of the Congo or its surrounding countries/regions.

2.1.12 廉洁自律

Integrity and self-discipline

公司员工应秉承廉洁奉公，遵纪守法的原则，遵守关于反商业贿赂、反职务侵占等法律法规和公司内部规章制度，不得收受他人贿赂，向他人行贿、支付疏通费或介绍贿赂，不得利用职务上的便利，侵占公司财产、挪用公款。公司员工不得通过赠送礼品、宴请等行为向国家工作人员行贿。在符合法律法规及公司所从事业务领域的公认商业惯例情况下，员工可以在履行公司礼品赠送申报程序后，向非国家工作人员赠送礼品，赠送的礼品价值在正常范围内，且不会被视为或有合理理由怀疑存在意图不正当获取交易机会或竞争优势等不正当目的。公司应建立员工廉洁档案，并将员工廉洁履职执行情况作为公司对员工考核、任免的重要参考依据。

Ampace employees shall adhere to the principles of honesty and law-abiding, abide by laws and regulations on anti-commercial bribery, anti-job embezzlement and other internal rules and regulations of the Company, and shall not accept bribes from others, pay bribes to others, facilitation payments or introduce bribes, and shall not take advantage of their positions to occupy company property or misappropriate public funds. Company employees shall not bribe state functionaries by giving gifts, banquets and other acts. Under the condition of complying with laws and regulations and recognized business practices in the business field of the Company, employees can give gifts to non-state staff after fulfilling the Company's gift declaration procedures, and the value of gifts given is within the normal range, and will not be regarded as or have reasonable reasons to suspect that there are improper purposes such as improperly obtaining trading opportunities or competitive advantages. Ampace shall establish employee integrity files, and use employees' integrity performance as an important reference for assessment, appointment, and dismissal.

2.2 Ampace 与投资者

Ampace and investors

Ampace 努力提升公司业绩，以回报广大投资者，注重保护中小股东的合法权益。公司相关部门应严格按照上市公司信息披露的要求以及公司内部相关规定履行信息披露义务。Ampace 应严格按照《公司法》、《证券法》等法律、法规和公司章程的规定，真实、准确、完整、及时地披露信息；除按照强制性规定披露信息外，应主动及时地披露所有可能对股东和其它利益相关者决策产生实质性影响的信息，并保证所有股东有平等的机会获得信息。

Ampace strives to improve the company's performance to reward investors and pay attention to protecting the legitimate rights and interests of minority shareholders. The relevant departments of the Company shall strictly fulfill the information disclosure obligations in accordance with the information disclosure requirements of listed companies and relevant internal regulations of the Company. Ampace shall disclose information truthfully, accurately, completely and timely in strict accordance with the *Company Law*, *Securities Law* and other laws, regulations and the Articles of Association of the Company; in addition to the mandatory disclosure of information, it should actively and timely disclose all information that may have a substantial impact on the decision-making of shareholders and other stakeholders, and ensure that all shareholders have equal opportunities to obtain information.

2.3 Ampace 与客户

Ampace and customers

Ampace 始终坚持以客户为中心，以卓越的产品与服务为客户创造最大价值，追求合作共赢，快速响

应客户需求，超越客户期望。公司员工宴请客户以及赠送客户礼品应当符合法律和公司规定并在通常的商业交往惯例范围内。严禁公司员工擅自给予客户回扣、佣金或令客户个人受益的其他形式的报酬。

Ampace always insists on a customer-centered approach, creating maximum value for customers with excellent products and services, pursuing win-win cooperation, responding to customer needs quickly and exceeding customer expectations. Employees of the Company shall entertain customers and give gifts to customers in accordance with laws and regulations of the Company and within the scope of normal business practices. It is strictly forbidden for employees to give customers kickbacks, commissions or other forms of remuneration that benefit customers without authorization.

2.4 Ampace 与供应商

Ampace and suppliers

Ampace 与供应商共同努力，将可持续发展作为采购战略重要组成部分，推动所有供应商采用对社会和环境负责任的方式经营，确保产品和服务从源头上符合可持续发展的要求。Ampace 要敞开大门、广开渠道，坚持市场化选择供应商；创建公平、公开的供应商选择系统。提高技术性能，降低商务成本，是 Ampace 的改善方向。相关部门要不断完善供应商准入和考核机制，务必做到客观化。符合技术参数、性能指标和质量要求的同一类型供应商原则上不少于三家，才能进入评标阶段，慎重采用单一来源采购方式（指采购人向唯一供应商进行采购的方式）。供应商准入后应通过价格、质量、服务等相关标准进行考核，不符合要求的应给予降级或剔除，符合要求的可给予升级。Ampace 反对任何形式的商业贿赂行为，供应商必须签署《供应商廉洁承诺书》。

Ampace works with suppliers to make sustainable development an important part of procurement strategy, and promotes all suppliers to operate in a socially and environmentally responsible way to ensure that products and services meet the requirements of sustainable development from the source. Ampace should open its doors, open up channels and insist on market-oriented selection of suppliers; Create a fair and open supplier selection system. Improving technical performance and reducing business costs are the improvement directions of Ampace. Relevant departments should constantly improve the supplier access and assessment mechanism, and be objective. In principle, there are no less than three suppliers of the same type who meet the technical parameters, performance indicators and quality requirements before entering the bid evaluation stage, and the single-source procurement method (referring to the way that the purchaser purchases from a single supplier) is carefully adopted. Suppliers should be assessed through relevant standards such as price, quality and service after access. Those that do not meet the requirements should be downgraded or eliminated, and those that meet the requirements can be upgraded. Ampace opposes any form of commercial bribery, and suppliers must sign the Supplier Integrity Commitment Letter.

2.5 Ampace 与员工

Ampace and employees

2.5.1 人才培养

Talent training

Ampace 相信企业繁荣发展的源泉在于人才。在企业活动中，为不断实践、实现企业宗旨，应积极培养以下人才：

Ampace believes that the source of prosperity and development of enterprises lies in talents. In enterprise activities, in order to continuously practice and realize the purpose of the enterprise, the following talents should be actively trained:

- 1) 怀揣理想，可发挥丰富的创造力的人才；
Talents with ideals and rich creativity;
- 2) 充满勇气，为解决问题可发挥可靠实践力的人才；
Talents who are full of courage and can play a reliable practical role in solving problems;
- 3) 可获得信赖、贯彻诚实与奉献精神的人才。
Talents who can gain trust, **demonstrate honesty and dedication.**

Ampace 将一如既往地培养、雇用可开展自主思考与行动的优秀人才。

Ampace will continue to cultivate and employ talented individuals who can think critically and act independently.

2.5.2 尊重员工的多样性、人格和个性

Respect the diversity, personality and individuality of employees

Ampace 尊重员工的多样性，尊重每位员工个性，并不断完善其人力资源体制和工作条件，以确保公平合理地对待全体员工。Ampace 根据员工的表现公正客观地对其进行评估。Ampace 贯以“机会面前人人平等”的原则支持员工，促进员工的专业化，提高员工的创造性。

Ampace respects the diversity and individuality of its employees, and constantly improves its human resources system and working conditions to ensure fair and reasonable treatment of all employees. Ampace evaluates employees fairly and objectively based on their performance. Ampace supports employees with the principle of “equal opportunities for all,” promotes their professionalism and enhances their creativity.

2.5.3 尊重人权及个人隐私

Respect for human rights and privacy

Ampace 尊重每一位员工的隐私并谨慎地妥善管理员工的个人信息。Ampace 尊重员工的人权，在就业、薪酬、培训机会、晋升机会和其他有关种族、信仰、性别、宗教、国籍、年龄、婚姻状况、残疾和性取向的问题上不存在非法歧视或不公正对待。

Ampace respects the privacy of every employee and carefully and properly manages their personal information. Ampace respects the human rights of its employees and there is no unlawful discrimination or unfair treatment in employment, remuneration, training opportunities, promotion opportunities and other issues related to race, creed, gender, religion, nationality, age, marital status, disability and sexual orientation.

Ampace 不会容忍任何侮辱或有辱人格的行为，包括体罚、精神虐待、身体虐待、暴力、淫秽语言和性

骚扰。

Ampace will not tolerate any humiliating or degrading behavior, including corporal punishment, mental abuse, physical abuse, violence, obscene language and sex Harassment.

Ampace 任何员工在任何情况下不得违反 Ampace 开展业务所在的国家或地区的适用法律、规则、法规、命令和限制而使用强迫劳力或雇佣童工。

Under no circumstances shall any Ampace employee use forced or child labor in contravention of the applicable laws, rules, regulations, orders and restrictions of the country or territory in which Ampace conducts business.

2.5.4 工作条件及工作环境

Working conditions and working environment

Ampace 应全面遵守所有规定最低工资、工作时间和其他工作条件的适用法律、规则和法规。

Ampace shall comply fully with all applicable laws, rules and regulations regulating minimum wages, working hours and other working conditions.

Ampace 将保障安全、健康和舒适的工作环境视为首要任务，Ampace 应遵守所有适用的相关法律法规，加强内部安全控制，并为员工制定安全手册。

Ampace regards ensuring a safe, healthy and comfortable working environment as its top priority. Ampace should comply with all applicable relevant laws and regulations, strengthen internal safety controls and develop safety manuals for employees.

1) 消除劳工事故

Eliminate work accidents

保持安全、健康和舒适的工作环境是企业经营的重要组成部分之一。为防止劳工事故，Ampace 严格遵守所有适用法律和法规，建立和采用有关工作安全的公司内部规章制度，定期举办安全培训课程，使员工接受系统的训练，以及时发现并消除隐患。

Maintaining a safe, healthy, and comfortable working environment is one of the essential components of business operations. To prevent workplace accidents, Ampace strictly complies with all applicable laws and regulations. Ampace has established and implemented internal policies and procedures regarding work safety, and regularly conducts safety training sessions to ensure that employees receive systematic training, enabling them to promptly identify and eliminate potential hazards;

2) 环境保护和灾难预防

Environmental protection and disaster prevention

遵守适用的环境法律（包括但不限于《中华人民共和国环境保护法》《中华人民共和国固体废物污染环境防治法》）是 Ampace 的社会责任。Ampace 建立并运行 ISO14001 和 ISO45001 管理体系，遵守环境管理、职业健康、安全生产管理等相关的“程序文件”和“作业指示”，预防意外事故的发生，保障“人”、“机”、“料”的安全，实现安全生产。Ampace 每个成员都应全面理解和使用危机管理公司内部

手册和指南以(i)确保预防灾难性事件和意外事故，以免给 Ampace 利益和声誉带来严重影响，(ii)一旦发生此类严重事件，能够最大限度地降低和控制损害。

It is Ampace's social responsibility to comply with applicable environmental laws (including but not limited to the *Environmental Protection Law of the People's Republic of China* and *Law of the People's Republic of China on the Prevention and Control of Environmental Pollution by Solid Wastes*). Ampace establishes and operates ISO 14001 & ISO 45001 system, complies with relevant procedure and instructions such as environmental management, occupational health and safety, etc., prevents accidents, ensures the safety of "people", "machines" and "materials," and realizes safe production. Ampace members shall fully understand and use the relevant internal Crisis Management Manuals and guidelines established and adopted by each department to (i) ensure the prevention of catastrophic events and contingencies so as not to seriously affect Ampace's interests and reputation, and (ii) minimize and control damage in the event of such serious events.

2.6 Ampace 与社会

Ampace and society

2.6.1 遵守法律法规

Comply with laws and regulations

Ampace 在开展业务的过程中应遵守适用的法律法规、社会规范和社会规则。Ampace 成员应充分认识适用法律和法规的重要性和意义，且必须在任何情况下都依法行事。对于社会严格要求的某些法律，Ampace 应予以特别重视。此类法律包括：

Ampace shall comply with applicable laws and regulations, social norms and social rules in the course of its business. Ampace Members shall be fully aware of the importance and significance of applicable laws and regulations and must act in accordance with the law in all circumstances. Ampace should pay special attention to some laws strictly required by society. Such laws include:

1) 外汇及外贸管理法

Foreign Exchange and Foreign Trade Management Law

参与进出口活动的 Ampace 成员应全面理解并遵守有关贸易控制的公司内部规章制度，并依照适用的外汇及外贸管理法履行其职责。

Ampace Members participating in import and export activities shall fully understand and abide by the internal rules and regulations of the Company, and perform their duties in accordance with the applicable foreign exchange and foreign trade management laws.

2) 证券交易法

Securities Exchange Act

Ampace 成员应遵守适用的内线交易法律法规和有关防止内线交易的公司内部规章制度。Ampace 任何成员在因其 Ampace 职位而掌握着与 Ampace 相关的重大信息时，不得购买、出售或交易未向公众发布的公共证券或以其它方式参与上述活动。同样，Ampace 任何成员在掌握从上市公司内部人员处直接获得的有关该公司的类似非公开重大信息时，不得购买、出售或交易该公司的证券或以其它方式参与上述活动。

Ampace members shall comply with applicable insider trading laws and regulations and internal company regulations established and adopted by each department to prevent insider trading. No member of Ampace may purchase, sell or trade in public securities that have not been released to the public or otherwise participate in the above activities when he is in possession of material information related to Ampace by virtue of his position at Ampace. Similarly, no member of Ampace may purchase, sell or trade securities of a listed company or otherwise participate in the above activities when he has similar non-public material information about the company obtained directly from insiders of the company.

3) 禁止贿赂法

Bribery Prohibition Law

Ampace 成员不得向任何与工作业绩有关的国内或国外政府官员提供任何非法或不正当利益。

Ampace members shall not provide any illegal or illegitimate advantage to any government official, domestic or foreign, in connection with the performance of their work.

4) 联合国反腐败公约及海外反贿赂法案 (FCPA)

United Nations Convention against Corruption and Overseas Anti-Bribery Act (FCPA)

Ampace 对于担任特别容易发生腐败的敏感职位的人员，设有选拔及培训程序以及酌情对这类人员实行轮岗的适当程序，以促进充分的报酬和公平的薪资标准。采取措施，防止腐败，加强会计和审计标准，并酌情对不遵守措施的行为规定有效、适度且有警戒性的民事、行政或者刑事处罚。

Ampace has procedures for the selection and training of personnel in sensitive positions that are particularly vulnerable to corruption, as well as appropriate procedures for the rotation of such personnel, in order to promote adequate remuneration and fair pay standards. Take measures to prevent corruption, strengthen accounting and auditing standards and, where appropriate, provide for effective, proportionate and dissuasive civil, administrative or criminal penalties for non-compliance.

5) 反洗钱法

Anti-money Laundering Law

Ampace 员工必须严格遵守关于反洗钱的相关规定，对业务往来合作伙伴及公司所接收的财产（如资金、货物、原材料、设备等）进行适当的尽职调查，如果发现上述任何关于商业伙伴所有权以及支付交易中存在的可疑问题，应及时向法务部门及财务部门报告。避免收取非法资金或者参与涉及非法资金的活动与交易。

Ampace employees must strictly abide by the relevant regulations on anti-money laundering, conduct proper due diligence on the property (such as funds, goods, raw materials, equipment, etc.) received by business partners and the company, and report any suspicious problems in the ownership of business partners and payment transactions to the legal department and financial department in a timely manner. Avoid collecting illegal funds or participating in activities and transactions involving illegal funds.

6) 反垄断法和反不正当竞争法

Anti-monopoly Law and Anti-unfair Competition Law

一般来说，许多国家的反垄断法和类似的竞争法律均是以鼓励自由竞争和贸易、保护消费者权益为宗旨的。Ampace 必须特别谨慎以确保与其他公司代表之间的业务活动不违反该国适用的此类反垄断法和类似的反不正当竞争法。对于各个适用的反垄断法和类似的反不正当竞争法，Ampace 须有相应合规的公司政策，且公司员工都必须遵守该政策。

Generally speaking, anti-monopoly laws and similar competition laws in many countries are aimed at encouraging free competition and trade and protecting consumers' rights and interests. Ampace must take special care to ensure that its business activities with representatives of other companies do not violate such anti-monopoly laws and similar anti-unfair competition laws applicable in the country. Ampace must have a compliant corporate policy for each applicable anti-monopoly law and similar anti-unfair competition law, and all employees of the company must abide by this policy.

2.6.2 信息披露

Information disclosure

Ampace 应及时、准确地披露公众需要的信息（机密信息除外），从而保持其公正性和透明度。Ampace 应努力确定各组客户、供应商、员工、股东和投资商所需要的信息类型。Ampace 应以公平而真诚的态度回应有关公关、销售&营销、采购及其他相关部门的查问。

Ampace should maintain its impartiality and transparency by disclosing timely and accurate information required by the public (except confidential information). Ampace should endeavor to determine the type of information required by each group of customers, suppliers, employees, shareholders, and investors. Ampace should respond in a fair and sincere manner to inquiries regarding PR, Sales & Marketing, Purchasing and other relevant departments.

2.6.3 全球环境保护和社会贡献

Global environmental protection and social contribution

Ampace 认为：Ampace 重要的社会责任之一即是通过业务活动来保护全球环境。因此，Ampace 应遵守所有适用的环境法律法规，尽最大努力确保其业务、产品和服务不会以任何方式对全球环境产生不利影响。Ampace 应继续努力，促进节能、减废、高效循环利用和环保型技术和产品的开发。同时，Ampace 还应继续参与下列活动：

Ampace believes that one of Ampace's important social responsibilities is to protect the global environment through business activities. Therefore, Ampace should comply with all applicable environmental laws and regulations and do its utmost to ensure that its operations, products and services will not adversely affect the global environment in any way. Ampace should continue its efforts to promote the development of energy-saving, waste-reducing, efficient recycling and environmentally friendly technologies and products. At the same time, Ampace should continue to participate in the following activities:

- 1) 环保产品的开发；
Development of environmental protection products;
- 2) Ampace 所有设施和办公室的节能、减废和循环利用；
Energy conservation, waste reduction and recycling of all Ampace facilities and offices;

- 3) 主动向 Ampace 成员和外界披露有关环保的信息和更新；

Proactive disclosure of environmental information and updates to Ampace members and the outside world;

- 4) 开展有关环保的企业内部员工培训；

Carry out internal staff training related to environmental protection;

- 5) Ampace 欲与地区社会、行政、业界等利益相关方和潜在伙伴相互协调、合作，维持良好关系。以经营理念等为基础，优先确定社会课题领域，通过体育、文化、艺术活动、志愿者活动等社会贡献活动，努力实现成为“优质企业公民”的目标。

Ampace wants to coordinate and cooperate with regional social, administrative, industry and other stakeholders and potential partners to maintain good relations. On the basis of business philosophy, priority should be given to determining social subject areas, and efforts should be made to achieve the goal of becoming a “high-quality corporate citizen” through social contribution activities such as sports, culture, art activities and volunteer activities.

2.7 管理人员的特别职责

Special duties of managers

行为准则对 Ampace 所有经理和董事会成员适用。鉴于 Ampace 董事、经理、财务会计主管和公司审计人员（下文统称“管理人员”）的职责和重要性，除前文列举的对 Ampace 所有成员适用的 Ampace 行为准则外，上述人员还应遵守和履行下列特别职责：

This Code applies to all managers and board members of Ampace. In view of the duties and importance of the Ampace Directors, Managers, Chief Financial Accountants and Auditors of the Company (hereinafter collectively referred to as “Managers”), in addition to the Ampace Code of Conduct listed above, which is applicable to all members of Ampace, these persons shall observe and perform the following special duties:

- 2.7.1 各管理人员在履行其相应的义务过程中应诚信正直，努力避免其职责内外一切引起和可能引起利益冲突的行为；

Managers shall perform their corresponding obligations in good faith and integrity, and strive to avoid all acts that cause and may cause conflicts of interest within and outside their duties;

- 2.7.2 各管理人员应尽量及时地取得其职责范围内的有关 Ampace 经营和财务的信息，并准确、全面且客观地以易于理解的方式报告给其他负责人；

Managers shall obtain, as timely as possible, information on Ampace's operations and finances within the scope of their responsibilities, and report to other responsible persons in an accurate, comprehensive and objective manner that is easy to understand;

- 2.7.3 各管理人员应遵守所有相关国家、州、省、地方和私人政府及监管局发布的所有适用法律、法规和法规；

Managers shall comply with all applicable laws, rules and regulations issued by all relevant national, state, provincial, local and private governments and regulatory authorities;

2.7.4 任何管理人员在履行其 Ampace 职责时，不得歪曲重大事实和信息，亦不得掺杂其个人判断。管理人员应以其职位应有的审慎和勤勉履行其职责，并始终清楚自己的能力和义务；

No manager shall, in the performance of his or her Ampace duties, distort material facts and information or adulterate his or her personal judgment. Managers should perform their duties with the care and diligence expected of their positions, and always be aware of their abilities and obligations;

2.7.5 各管理人员对于其在工作过程中获得的信息应严加保密（获得授权和依法要求的披露除外），严禁用于获取个人利益或收益的目的；

All managers should keep the information obtained in the course of their work strictly confidential (except for authorized and legally required disclosure), and it is strictly forbidden to use it for the purpose of obtaining personal benefits or gains;

2.7.6 各管理人员应不断努力提高工作能力和技能，并与其他负责人分享自己掌握的相关信息；

All managers should make continuous efforts to improve their working ability and skills, and share relevant information they have with other responsible persons;

2.7.7 各管理人员应主动向同事和下属强调 Ampace 企业行为准则的重要性，并在处理业务的过程中保持对该原则重要性的全面意识；

Managers should proactively emphasize the importance of the Ampace Code of Conduct to colleagues and subordinates, and maintain a comprehensive awareness of the importance of this principle in the process of handling business;

2.7.8 各管理人员应妥善管理其权限范围内的公司资产和其他管理资源，并依照 Ampace 的授权充分而尽责地利用这些资产和资源为 Ampace 谋取利益；

Managers shall properly manage the assets and other management resources of the Company within their authority and utilize these assets and resources fully and dutifully for the benefit of Ampace in accordance with Ampace's authorization;

2.7.9 各管理人员如发现任何违反或涉嫌违反 Ampace 行为准则的行为，应立即向 COC 办公室报告；

Managers should immediately report any violations or suspected violations of the Ampace Code of Conduct to the COC Office;

2.7.10 各管理人员应坚持遵守 Ampace 行为准则。管理人员如未遵守行为准则，将受到纪律处分；违反行为准则可能构成违法行为，并可能需承担民事、行政或刑事责任。

All managers shall adhere to the Ampace Code of Conduct. Managers who fail to comply with the code of conduct will be disciplined; Violation of the Code of Conduct may constitute an offence and may entail civil, administrative or criminal liability.

3 监督管理大纲

Supervision and Management Program

3.1 目的

Purpose

本大纲以维护 Ampace 行为准则的有效性为目的，规定遵守理念和标准的规程。

For the purpose of maintaining the validity of the Ampace Code of Conduct, this outline specifies procedures for adhering to philosophy and standards.

3.2 组织架构及职能

Organizational structure and functions

为确保行为准则的执行，Ampace 设立行为准则委员会。

To ensure the implementation of the code of conduct, Ampace set up a Code of Conduct Committee.

委员会隶属 Ampace 董事会直接管辖，委员会主席由董事会指定，并直接对董事会负责。

The Committee is under the direct jurisdiction of Ampace's Board of Directors, and its chairman is appointed by the Board of Directors and is directly responsible to the Board of Directors.

委员会委员由以下部门的责任总监组成：财务部、人力资源部、法务部和可持续发展部。委员会下设“咨询办公室”。

The Committee is composed of responsible directors from the following departments: Finance, Human Resources, Legal Affairs and Sustainable Development. The Committee has an “advisory office”.

3.2.1 委员会职责和义务

Duties and obligations of the Committee

1) 程序制定

Programming

通过指导制定相关方针政策及执行程序，使得 Ampace 行为准则符合法律法规有关劳工、道德、职业健康安全及环境保护的社会责任要求。

By guiding the formulation of relevant policies and implementation procedures, the Ampace Code of Conduct meets the social responsibility requirements of laws and regulations on labor, ethics, occupational health and safety and environmental protection.

2) 教育培训

Education and training

委员会应致力于在 Ampace 行为准则的培训教育。

The Committee should devote itself to the training and education of Ampace Code of Conduct.

3) 问题解决

Problem solving

委员会的职责之一是解决有关 Ampace 行为准则的问题。

One of the responsibilities of the Committee is to solve problems related to Ampace's Code of Conduct.

4) 调查

Investigation

为解决有关 Ampace 行为准则的问题，应在其认为必要时开展调查或要求相关机构进行调查。

In order to solve the problems related to Ampace' s Code of Conduct, it should conduct an investigation or ask the relevant institutions to conduct an investigation when it deems it necessary.

5) 保密和保护咨询人的责任

Responsibility for confidentiality and protection of consultants

委员会应对其通过 Ampace 行为准则的实施而获得的信息进行保密，并保护咨询人不因其咨询行为而遭受任何不公正待遇或损失。

The Committee shall maintain the confidentiality of information obtained by the Committee through the application of the Ampace Code of Conduct and shall protect consultants from any unjust treatment or loss as a result of their consulting actions.

6) 提出和上报纠正措施

Propose and report corrective actions

如已确认有 Ampace 成员严重违反法律法规或 Ampace 行为准则，委员会必须开会探讨纠正措施并将纠正措施提议呈递给 Ampace 的各个相关成员机构。主席如果合理认定某些问题特别重要，则应就该问题向 Ampace 董事会呈递报告（或请求 Ampace 董事会批准）。主席还应要求责任经理提交有关采取纠正措施的报告。

If it is confirmed that a member of Ampace has seriously violated laws and regulations or Ampace' s code of conduct, the committee must meet to discuss corrective measures and present these proposals to the various relevant department of Ampace. If the chairperson deems a particular issue to be of special importance, they should submit a report on that issue to Ampace' s board of directors (or request the approval of Ampace' s board of directors). The chairperson should also request the responsible manager to submit a report regarding the implementation of the corrective measures.

7) 评估及改善

Assessment and improvement

委员应经常评估 Ampace 行为准则的内容和实施。委员会在作出任何决定后，应立即通知各部门责任经理，并要求相关部门改善。

Members should constantly evaluate the content and implementation of Ampace Code of Conduct. After making any decision, the Committee shall immediately notify the responsible managers of each department and ask the relevant departments to make improvements.

8) 会议

Meeting

委员会应组织委员及咨询办公室人员，至少每季度召开一次委员大会。

The Committee shall organize members and advisory office personnel to hold a Committee meeting at least once every quarter.

3.2.2 咨询办公室职责及义务

Duties and obligations of consulting office

1) 接受咨询

Accept consultation

咨询办公室应接受来自 Ampace 的有关 Ampace 行为准则的投诉、信息、问题、意见、问询、要求和咨询。咨询办公室应允许此类投诉、信息、问题、意见、问询、要求和咨询的提交，并在对匿名提交和署名提交的投诉、信息、问题、意见、问询、要求和咨询的处理上加以司法区别。

The Advisory Office shall receive complaints, information, questions, comments, inquiries, requests and enquiries from Ampace regarding the Ampace Code of Conduct. The Advisory Office shall allow the submission of such complaints, information, questions, opinions, inquiries, requests and consultations, and make a judicial distinction between the handling of complaints, information, questions, opinions, inquiries, requests and consultations submitted anonymously and by signature.

2) Ampace 设立咨询热线或电子邮件，以使 Ampace 成员能够电话或电子邮箱形式向咨询办公室发送投诉、信息、问题、意见、问询、要求、咨询和疑问。热线电话为：0592-3958555；电子邮件为：

Ampace-COC@Ampacetech.com。

Ampace sets up a hotline or e-mail to enable Ampace members to send complaints, information, questions, comments, inquiries, requests, enquiries and queries to the advisory office by phone or e-mail. The hotline is 0592-3958555; E-mail: Ampace-COC@Ampacetech.com.

3) 保密和保护咨询人的责任

Responsibility for confidentiality and protection of consultants

咨询办公室应对其通过 Ampace 行为准则的实施而获得的信息进行保密。咨询办公室对保护咨询人的利益一事上应给与优先权。为解决咨询人的问题，咨询办公室可在其认为必要的情况下披露从咨询人处获得的某些信息，咨询办公室应按照咨询人的意愿行事。

The Advisory Office shall keep confidential the information it obtains through the implementation of the Ampace Code of Conduct. The consulting office should give priority to protecting the interests of consultants. In order to solve the consultant's problems, the Advisory Office may disclose certain information obtained from the consultant if it deems it necessary, and the Advisory Office shall act according to the consultant's wishes.

4) 记录保存

Record-keeping

咨询办公室应将从 Ampace 成员处收到的所有匿名和署名的投诉、信息、问题、意见、问询、要求和咨询保留 3 年。

The Advisory Office shall retain for three years all anonymous and signed complaints, information, questions, comments, inquiries, requests and enquiries received from Ampace members.

3.3 培训和教育

Training and education

为使 Ampace 成员熟悉 Ampace 行为准则，Ampace 人力资源部和 Ampace 各相关部门应举办

Ampace 行为准则培训课程，定期培训和在线学习与测试。

To familiarize Ampace members with the Ampace Code of Conduct, Ampace HR and relevant departments of Ampace should hold Ampace Code of Conduct training courses, regular training and online learning and testing.

3.4 纠正和预防措施

Corrective and preventive measures

出现有关违反或涉嫌违反 Ampace 行为准则、Ampace 公司内部规章制度或规定的报告时，该 Ampace 成员机构相关部门的高管或管理人员必须调查原因并采取预防措施，包括改善 Ampace 的管理体系。

In the event of reports of violations or suspected violations of the Ampace Code of Conduct, Ampace's internal rules or regulations, the senior officers or managers of the relevant departments of the Ampace must investigate the causes and take preventive measures, including improving the management system of the Ampace.

3.5 检举违法和不道德行为

Report illegal and immoral behavior

3.5.1 Ampace 成员在发现任何涉及 Ampace 或其成员的犯罪或涉嫌犯罪活动后，应向监管人员、管理人员或咨询办公室报告。在任职期间，Ampace 成员如果发现任何可疑的活动或行为（包括可疑的会计或审计问题），必须将其报告给监管人员、管理人员或咨询办公室。

Ampace members should report any crime or suspected criminal activity involving Ampace or its members to the supervisor, management or advisory office. During their tenure, Ampace members must report any suspicious activity or conduct (including suspicious accounting or audit issues) to regulators, managers or advisory offices.

3.5.2 检举犯罪和涉嫌犯罪活动的 Ampace 成员不会遭受纪律处分，但不得故意虚报。诚信检举违反和涉嫌违反行为准则和企业政策行为的所有 Ampace 成员将受到保护，不会遭受打击报复。Ampace 成员合理认定违反证券法的行为或诈骗行为后，可以依法提供信息给政府监管部门、执法机构、政府立法机构成员或 Ampace 成员的经理，亦可配合和参与政府监管部门、执法机构、政府立法机构成员或 Ampace 成员的经理对该事件的调查和诉讼，而不会被解雇、降职、停职、骚扰或歧视。Ampace 成员的所有检举将被保密处理。

Ampace members who report crimes and suspected criminal activities will not be disciplined, but they must not deliberately make false reports. All Ampace members who report violations and suspected violations of the Code of Conduct and corporate policies in good faith will be protected from retaliation. Ampace members may, in accordance with the law, provide information to government regulatory authorities, law enforcement agencies, members of government legislatures or managers of Ampace members, and may cooperate with and participate in the investigation and litigation of such incidents by government regulatory authorities, law enforcement agencies, members of government legislatures or managers of Ampace members without being dismissed, demoted, suspended, harassed or discriminated against. All reports of Ampace members will be treated confidentially.

3.6 纪律

Discipline

3.6.1 对违反 Ampace 行为准则者，将依照 Ampace 规章制度（或集体协议或其他雇佣合同）给予纪律处分；

Violations of the Ampace Code of Conduct are subject to disciplinary action in accordance with the working rules (or collective agreements or other employment contracts);

3.6.2 主动承认，对主动向咨询办公室承认违反 Ampace 行为准则行为的违规者可从轻量罚，其主动承认行为将被作为纪律处分的减罚因素。

Voluntary acknowledgement. Violators who voluntarily admit to the Advisory Office that they violate the Ampace Code of Conduct can be given a light penalty, and their voluntary acknowledgement will be used as a mitigating factor for disciplinary action.

3.7 Ampace 行为准则的撤销和修订

Revocation and revision of this Code

Ampace 行为准则委员会可以讨论撤销和修订 Ampace 行为准则中的某些规定并将撤销和修订提议呈递给 Ampace 董事会。董事会有权对此做出最终决定。

The Ampace COC Committee may discuss the revocation and revision of certain provisions of the Ampace Code of Conduct and submit proposals for revocation and revision to the Ampace Board of Directors. The board of directors has the right to make a final decision on this Code.