



行为守则 Code of Conduct

编 号 / No.	
日 期 / Date	
客户名称 / Client Name	

尊敬的客户:Dear Client

中国检验认证集团深圳有限公司（以下简称 CCIC）致力于为海内外客户提供公正、独立、客观的各类检验/审核服务，如实记录并向客户汇报检验/审核过程中发现的各种问题。为确保整个工作过程的有效进行，请您给予配合。CCIC 明确规定不允许工作人员利用工作之便以直接或间接的方式接受各种礼物和任何形式的报酬或好处。**请您在接受我司提供服务前认真阅读以下条款，并签名盖章确认。**感谢您的理解和支持！

CCIC provides impartial, independent, and objective inspection services for our global client. Our inspection findings will be duly recorded and reported to our client. We request your cooperation to enable us to effectively execute this process. We operate a strict Code of Ethics for our staffs which prohibits the acceptance of gifts, payment or benefit in any form, direct or indirect. This Code of Conduct letter is presented to you, please read it, understands it, sign it and adhere to it:

- 如果有 CCIC 工作人员索要任何礼物、金钱、纪念品或利益，请立刻通知我们。
If a CCIC Shenzhen employee or representative requests or solicits for any direct or indirect benefit, you should contact the CCIC Shenzhen integrity office as per the contact details below.
- 不要向 CCIC 工作人员提供任何礼物、金钱、纪念品或利益，我们会慎重处理。
Never, under any circumstances, collude or offer a facilitation payment, bribe, gift or benefit to a CCIC Shenzhen employee. Any benefit given to a CCIC Shenzhen employee will be construed as a corrupt practice and will be reported.
- 在没有达到标准要求时，不要给予 CCIC 工作人员任何不当的压力。
Never put any undue pressure on our employees to execute their work if the conditions do not conform to standard requirements.
- 不要给予 CCIC 工作人员任何不当的压力意图更改现场记录或报告。
Do not put any undue pressure on our employees to modify the site records or reports.
- 检验(审核除外)期间，必要时 CCIC 工作人员会对设施、产品、检验过程进行拍照，请保证此过程顺利进行。
During the inspection(excluding audit), our employees may be required to take photos of the factory facilities, products being inspected or inspection processes in order to validate findings. Please ensure this process is not obstructed.
- 请提供良好的环境、办公设备及人员协助，使 CCIC 工作人员能正常的开展工作、提供服务。
Provide an environment where inspectors/auditors can work freely & constructively in a way that is conducive to doing their job properly and ensuring that the client's interest is protected.
- CCIC 工作人员完成现场记录或报告后，请客户代表签字予以确认。必要时工作人员需将手写记录或报告及照片电邮或传真回办公室，请给予相关协助。
We require a factory representative to sign the report prepared by our employees to acknowledge the execution of their work and findings. In some cases our employees must submit hand written records, reports and digital images from the factory and would ask to use your facilities, please provide some assistance.
- 检验(审核除外)完成后，必要时 CCIC 工作人员需取回一套样品以作日后参考之用，请给予配合。
With regards to inspection(excluding audit), our employees will request to take shipment samples for verification.
- 对于违反法律的行为，CCIC 将向公安机关报案，追究当事人的法律责任并索赔。
CCIC will report the behavior that violates the law to the public security organs, in order to investigate the legal responsibility and claim for compensation.
- 如有任何问题，请联络我们的诚信监督人员或直接联系 CCIC 管理层。
If in doubt on any issues please contact our integrity officer or as specified in the address box below.

感谢您的合作！Thanks very much！

如对 CCIC 工作人员有任何疑问或意见,请联系:
If any complaint on our employee, please contact:
诚信办公室- 鲁慕华 或 武侠
Integrity Office – Muhua Lu or Xia Wu
Tel: +86 755 8828 6128
Fax: +86 755 8828 6288
Email: integrity@ccicshenzhen.com.cn

Client signature/chop & Time
客户代表签名/盖章&时间

CCIC representative signature & Time
CCIC 工作人员签名&时间