



Pbtechnic Engineering Co., Ltd

Business Guideline

# **Code of Conduct**

# 1. Compliance

- Adhere to the policies and procedures of the clients with whom we collaborate, as well as internal corporate guidelines, and maintain the greatest levels of honesty, integrity, and fairness.
- In order to ensure the satisfaction of our clients and our own continuing growth, we acknowledge and comply with applicable laws, regulations, and the highest ethical standards in operating our company business.
- To achieve corporate success, we follow internal company standards and maintain good communication with managers and coworkers.
- We adhere to the highest ethical standards in order to foster society trust, which is critical to achieving our company goals.
- We would really like to create a corporate culture free from discrimination and harassment. Discrimination, harassment, abuse of authority, and other forms like harassment must be avoided at all costs.
- We are dedicated to the quality, health, safety, and security criteria that Pbtechnic Engineering Co., Ltd. must achieve in order to be recognized as a socially responsible company.

# 2. Political Neutrality

- We do not get involved in politics. We are a company that is neither owned or directed by any government entity, political group, or other political figure.

# 3. Ethical Values for All Pbtechnic's Employees

- We bring forward our best effort in our work. We also keep in mind and follow all applicable laws, regulations, and rules.
- We perform all our duties honestly, fairly and diligently, and always strive to create a sound and clean corporate culture
- We have a clear awareness of our responsibilities and roles. We make sound decisions and act in accordance with our rights and responsibilities, and we undertake responsibility for the consequences.
- We strive to maintain and grow a collaborative corporate culture based on open communication, mutual trust, and respect among coworkers.
- We don't form groups or discriminate against others based on their educational background, gender, religion, ancestry, or geographic location.
- At work, we never indulge in sexual harassment or other activities that could be construed as being such.

- We secure the Company's tangible assets, intellectual property, and trademarks. We never take advantage of the Company's assets for personal benefit. We always obtain permission or approval from the Company before disclosing important Company materials to third parties.
- When an employee and the Company have a potential conflict of interest, the employee must report the conflict to his or her manager and, if necessary, consult relevant departments.
- Employees must be cautious not to reveal sensitive information from the company when using social media. All employees must clearly explain that their views represent their own personal views when making public announcements or using social media, and take care to avoid their personal views being misunderstood as those of the Company.

## 4. Respecting Clients

- Our top priority is quality. We always respect our clients' perspectives and treat all our clients fairly and equally.
- We always pay careful attention to our clients' suggestions, complaints, and opinions. We respond to our clients' inquiries in a timely and accurate manner.
- Respect intellectual property owned by clients and partners regardless patented or not.
- We realize the importance of clients' confidential and proprietary information. Such information is safeguarded in accordance with our Information Security Policy.
- We will not disclose any confidential information owned by clients and partners to any other parties. We will not misuse our clients' confidential and proprietary information for our own benefit or for any other purpose.

## 5. Respecting Employees

- Each employee is treated with dignity and respect by the company.
- Employees with sound ethical awareness and who fully accomplish their goals and commitments are equipped with the appropriate programs and opportunities for self-development and growth.

## 6. Human Rights

- We adhere to international norms for human rights and labor protection, such as the Universal Declaration of Human Rights, the United Nations Guiding Principles on Business and Human Rights, and the International Labor Organization's Declaration on Fundamental Principles and Rights at Work. We do not permit any behaviors that breach of human rights.
- We protect our employees from discrimination based on gender, race, nationality, religion, age, disability, or marital status, and we prohibit forced labor using mental or physical bondage, such as slavery and human trafficking.

## 7. Health and Safety

- We provide a secure working environment for all of our employees. Our main focus is to guarantee the health and safety of our employees and clients in all of our business operations.

## 8. Protecting Environment

- We protect the environment by preventing pollution and adhering to all applicable environmental laws and regulations.
- We do not conduct business in a manner that is harmful to the environment. We strive to improve our operation's efficient energy and recycling rate, as well as reduce hazardous materials.

## 9. Contributing to Communities

- We continue to work hard to develop and implement social contribution programs that support and improve the quality of life for communities.

## 10. Implementation

- The Code must be upheld by all employees. Manager is in charge of guiding and overseeing the employees under their supervision in order to ensure that the Code is respected.
- Any Code violation must be prevented from reoccurring by investigating the root causes and offering regular training.
- Any employee who violates the Code will be subject to disciplinary action in accordance with the Company's regulations and procedures.
- The Company collects cases of ethical management violations through numerous channels such as phone, email, and the intranet website. As a result, it must conduct a thorough investigation and resolution.